

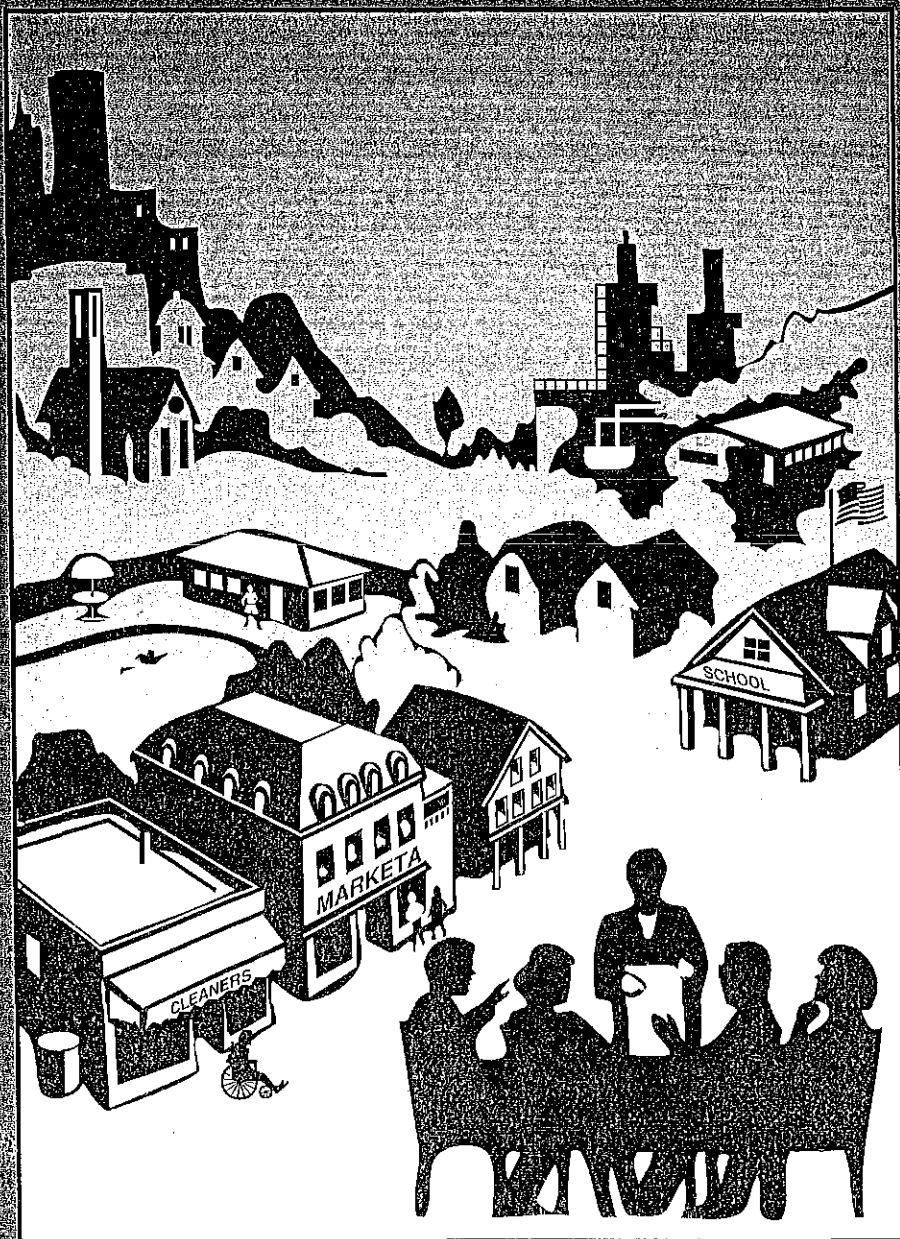
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Department of Transportation
Imagination Without Borders

Coastal
Region

Local Emergency Planning Committee Hazardous Materials Emergency Response Plan



Publishing Information

Prepared by the Coastal Region Staff

Keith Ann Glass

LaVange Rae Guinn

Joyce Lynch

Reviewed by

Coastal Region LEPC Executive Committee

Cover Design and Graphics

LaVange Rae Guinn

Norm Wobschall

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Pete Wilson

Governor

Richard Andrews

Director OES

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TITLE III CROSS-REFERENCE TABLE

SARA Title III Section 303 Elements

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LETTER OF PROMULGATION

To All Readers:

The Coastal Region Local Emergency Planning Committee, in accordance with Section 303 of SARA, TITLE III has prepared this plan in conjunction with other agencies and interested parties involved with emergency preparedness and community right-to-know.

This plan will assist in identifying the risks and effective uses of resources for the maximum benefit and protection of the public during a hazardous material emergency and community right-to-know information. **This plan is not intended to be an Operational Plan** but to provide guidance and information to local government, businesses and the public facing the growing responsibilities and concerns relating to hazardous materials. This plan will be sent to Coastal Region Administering Agencies and County Emergency Services agencies for their review and recommendations.

This plan supersedes previous editions and will be periodically updated to reflect lessons learned from exercises, enhanced response capabilities, and additional details developed through ongoing planning efforts. As the Statewide Emergency Management System (SEMS) becomes a reality, the changes having an impact on this plan will be incorporated in this document.

David Fowler, Chair
Coastal Region LEPC

PLAN DISTRIBUTION

This plan will be distributed to the following:

- Administering Agencies,
- Local Emergency Planning Committee (LEPC) members.
- Five other Regional LEPC's
- County OES Offices
- Inland and Southern Region State OES Offices

Each new LEPC committee member will receive a copy of the plan at the time of his/her appointment. The plan is provided to LEPC members to assist them in becoming familiar with the role and responsibility of the LEPC, and capabilities of organizations that may respond to hazardous materials emergencies.

Copies of this plan are available for public review from the OES Coastal Region LEPC (See Annex B for address and phone number). Copying fees may be charged for any photocopying of the plan.

A record of distribution will be maintained at the OES Coastal Region Office.

RECORD OF AMENDMENTS

Plan amendments will be sent via mail to all agencies and organizations on the plan distribution list. Each receiving agency or organization will be asked to insert and remove pages as indicated on the amendment cover letter. Each amendment will be consecutively numbered. Amendment recipients are asked to record amendment insertion on the chart below and return the confirmation receipt which will accompany the plan amendments.

Revision Number	Date	Changes	Received By	Posted On

1 INTRODUCTION

On October 17, 1986, the U. S. Congress enacted the "Superfund Amendments and Reauthorization Act of 1986" (SARA) Title III: The Emergency Planning and Community Right-to-Know Act. This law required the appointment of local emergency planning committees (LEPC). The LEPC is the focal point for each community's or region's Title III activities. (See Annex B for additional information on LEPC.) The local committee's primary responsibility is to develop a hazardous materials emergency response plan for a designated planning district. This document is the plan for the Coastal Region of California.

The area designated by the State Chemical Emergency Preparedness and Response Commission (CEPRC) as the Coastal Region is composed of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties.

State law (Chapter 6.95 of the California Health and Safety Code) requires designated "administering agencies" to develop "area plans" which describe a city or county's response to hazardous materials emergencies. This plan *builds* upon existing area plans and the county Multi-Hazard Functional Plans. Operational procedures are specific to each agency and jurisdiction involved in a hazardous materials emergency. These plans are written and reside in each agency and jurisdiction.

This plan is intended for the general public, government agencies, and emergency response personnel. It is intended to be an administrative plan **only**. It has been written in language consistent with other plans already in existence.

This comprehensive emergency plan attempts to combine the four phases of emergency management:

Preparedness Activities developed by government, organizations, businesses, and individuals to save lives and minimize damages to property and the environment.

Response Actions which provide emergency assistance and attempt to prevent loss of lives.

Recovery Short and long-term activities which return life-line systems to normal.

Mitigation Activities which eliminate or reduce the severity or probability of disaster damage.

2 HAZARD SUMMARY

The uncontrolled release of hazardous materials into the environment could cause a multitude of problems that must be addressed from both general and specific perspectives. The Coastal Region has numerous hazardous materials risks;

However, because the Coastal Region covers a large and complex area, it would be impossible to gather all information concerning hazardous materials into this one plan. Therefore, detailed information for specific areas will be referred to in the Area Plans. Key elements will be provided in this plan to give a general overview of the risks presented by hazardous materials to the region.

2.1 IDENTIFICATION OF FACILITIES

Facilities which manufacture, store or process Extremely Hazardous Substances (EHS) chemicals identified in Section 302 of SARA, Title III, are required to notify the State Commission and local Administering Agencies that they are subject to the reporting requirements. The notification is sent to the Chemical Emergency Planning and Response Commission (CEPRC).

2.2 IDENTIFICATION OF TRANSPORTATION ROUTES

The predicted routes used for the transportation of hazardous materials have been identified by the LEPC to include all major transportation routes. Due to the volume of hazardous materials that are transported and the various methods of transportation, this section is still in the development stage.

The LEPC goals are to identify :

- a) railroad routes in the Coastal Region
- b) oil and natural gas pipelines
- c) poison inhalation motor vehicle routes

This information will be included in the Emergency Information System (EIS) located at the Coastal Region Office.

2.3 IDENTIFICATION OF POPULATIONS IMPACTED

Populations that could be impacted by a hazardous materials emergency have been defined as sensitive receptors or vulnerable population. This includes day care centers, long term health care facilities, hospitals, and schools along transportation routes. This information is included within the scope of the hazards analysis of each Administering Agency's Area Plan.

2.4 REGIONAL HAZARD ANALYSIS

The Coastal Region's approach to hazard analysis utilizes several methods and input sources. This approach relies on Administering Agencies addressing many of the details which are required for a thorough hazards analysis and are required by Chapter 6.95 of the California Health and Safety Code.

Vulnerable populations, such as schools and hospitals, will be addressed through the Risk Management and Prevention Program (RMPP). Handlers of acutely hazardous materials (AHMs) may have to provide an RMPP to the local Administering Agency. The RMPPs will be based on total system safety, reliability and the facility's proximity to sensitive high risk areas. The Coastal Region LEPC will utilize the RMPPs as necessary to assist in hazard evaluations. (See Section 6.1 for more information on RMPPs.)

2.4.1 General Description

The OES Coastal Region is located in the central northwest portion of the state. The current resident population is located in the urbanized core of the region in the counties of Alameda, San Francisco, San Mateo, Santa Clara, Contra Costa, and Marin. The varied economy is based on service industries, high-tech manufacturing, heavy industry, international trade, agriculture, and tourism. The region is sparsely populated in the north, with the majority of communities located on Highways 1 and 101. The southern part of the region is more densely populated, but also tends to cluster along Highways 1 and 101.

2.4.2 Special or Unique Situation

A vast number of people live and work near industrial facilities that handle hazardous materials. The threat of moderate to major earthquakes could result in varying degrees of hazardous materials releases. Heavily traveled transportation routes, i.e., truck, rail, and pipelines, carry hazardous materials throughout the Coastal Region. Other problems that contribute to releases of hazardous materials are the illegal storage and dumping of chemicals such as those found at illegal drug labs. The high cost of properly disposing of waste chemicals also contributes to the illegal dumping.

2.4.3 Limiting Factors

Quick access to sites of hazardous materials emergencies is limited by several factors:

- 1) The region extends for approximately 650 miles from north to south along the coastline; it is divided by rugged mountain ranges and crisscrossed by numerous earthquake fault lines. The area is also susceptible to wildfire and landslides. Road conditions and weather

limitations can dramatically delay a response team's ability to respond to a spill site in a timely manner.

- 2) The region is comprised of a vastly divergent population. Major communities with adequate response capability are widely separated, and smaller communities often do not have full-time hazardous materials teams.
- 3) Financial capabilities of the cities and counties in the region limit what equipment and trained personnel are available.

2.5 COUNTY HAZARD ANALYSIS

Each county in the Coastal Region has a unique set of characteristics which need to be considered in assessing the potential for hazardous materials emergencies. A brief descriptive analysis is provided for each county to give an overview of the region.

2.5.1 Alameda County

Alameda County has approximately 1.3 million citizens located within 825 square miles. There are several earthquake faults located within the county's boundaries. The major safety concern is with an event along the Hayward fault.

There are approximately 32,400 business in Alameda County. The major types of facilities are vehicle repair, printers, metal platers, and /or finishers.

Major Transportation Systems:

Major Highways : Interstate 880, 580, 680, Highways 24, and 13

Airports: Oakland International Airport, Hayward Municipal, and Alameda Naval Air Station

Rail Route: Southern Pacific which extends the entire length of the county running north and south.

The Bay Area Rapid Transit also operates throughout the county.

Seaports: Port of Oakland

2.5.2 Contra Costa County

Contra Costa County has approximately 855,000 citizens located within 732 square miles. There are several earthquake faults located within the county's boundaries. The major safety concern is with an event along the Hayward fault, which runs along the west end of the county next to a major petrochemical plant. The Concord Naval Weapons facility, is located in the county, represents a potential hazard.

There are approximately 1200 businesses and facilities which handle hazardous materials. Of those approximately 106 handle AHMs. Five major petrochemical installations with supporting facilities are located along Contra Costa County's waterway and residential areas.

Major Transportation Systems:

Major Highways : Highway 80, 680, 24, and 4

There are four bridges crossing the San Francisco Bay along the county's water border. Three two lane tunnel tubes cut through the Oakland Hills on Highway 24.

Major Rail Route: Southern Pacific and Santa Fe.

2.5.3 Del Norte County

Del Norte County has a population of 28,000 in a 1003 square mile area. The county is located in the far northern part of the Coastal Region. Adjacent counties include: Humboldt, Siskiyou and Curry (Oregon). The county population is distributed along Highway 101 and has only one major city. The county seat is located at Crescent City. The Smith and Klamath Rivers are the county's major waterways. The county is predominately an agricultural area with its major economic base being tourism, fishing agriculture and forest products.

Del Norte County has approximately 60 businesses which are required to submit Business Plans. Major industrial activities include seafood processing which uses liquid ammonia and agribusiness which uses Methyl Bromide (fumigant). Petroleum products and chlorine are also transported through the county. Forest production is another major industry in Del Norte County using hazardous chemicals.

Major Transportation Systems:

Major Highways : Highway 101 runs the length of Del Norte County
Highway 199 runs from Crescent City northeast to Grants Pass.

Airports: McNamara Field, Crescent City, Gasquet and Klamath

Seaports: Crescent City Harbor

2.5.4 Humboldt County

Humboldt County is situated in the heart of the coastal redwood region, with a population of approximately 120,000. Its 3,125 square miles cover an area comprised mostly of range and timberland. Eureka, the county seat, is 277 miles north of San Francisco.

Major industries are fishing, wood products, and tourism. Recreational areas include hundreds of streams and lakes, as well as county, state, and national parks and campgrounds.

Common hazardous materials transported by truck or barge include those associated with transportation and energy production, typically petroleum products. Other materials transported by highway include hydrogen peroxide and formaldehyde. Occasionally, sulfuric acid and caustic soda are transported by barge through Humboldt Bay.

Major Transportation Systems:

Major Highways : Highway 101, 299, and 36

Airports: Arcata/Eureka

Major Rail Route: Southern Pacific

Seaports: Humboldt Bay

2.5.5 Lake County

Lake County has a population of approximately 55,000. It is located in the arid coastal range. It is primarily an agricultural area. The county has a significant tourism population during the summer months because of the Clear Lake Recreational Area. Surrounding counties include: Mendocino, Napa, Sonoma, Glenn, Colusa and Yolo.

The businesses which handle hazardous materials are agricultural, cold storage, and mining. Some smaller commercial businesses also handle AHMs. There are 243 facilities that handle hazardous materials and 27 facilities that handle AHM. Lake County has six power plants and is located in a geothermal area with several geysers. The roads to the power plants are travelled by trucks carrying hazardous materials to, and hazardous waste from the power plants.

Major Transportation Systems:

Major Highways : State Highways 20, 29 and 53

Airports: Lakeport has one airport which is open for small aircraft only.

2.5.6 Marin County

Marin County is 521 square miles and has a population of 230,000. Marin County is considered to be a combination of suburban and rural, removed from the multiple risks of hazardous material emergencies normally associated with a more urbanized environment. The multiple resources that more urban communities draw upon may not be immediately available to Marin County. It is estimated that significant out-of-county assistance could be unavailable for a period of two to five hours.

The county is located near major sea and air shipping routes and in close proximity to the major industrial centers of the east and south bay areas. This increases the probability of transportation accidents on the major highways and rail route in the county. Agriculture utilizes various quantities of pesticides which are stored at numerous sites throughout the county. Fixed facilities are limited to small industrial parks within or near the incorporated cities.

Major Transportation Systems:

Major Highways : Highway 101, 1, 131, 580, and 37

2.5.7 Mendocino County

Mendocino County covers an area of 3,510 square miles with a population of over 100,000. Its southern boundary lies approximately eighty miles from San Francisco. It is bounded on the south by Sonoma County, on the north by Humboldt and Trinity counties and on the west by the Pacific Ocean. It is centrally located in the Coastal Region. The county is geographically diverse. It has coastal exposure, is rugged and with the exception of Highway 1 and Highway 20, it is fairly isolated. The Redwood and Tan Oak forests lie in the coastal range. Southern Mendocino County is agriculturally oriented, with pears and vineyards being the major products. In the northern portion of the county commercial activity includes logging, cattle and sheep ranching.

Mendocino County is rural, yet faced with increasing threat of a major hazardous materials incident due to the increased traffic through Northern California. The county is bisected to the north and south by Highway 101 and the Southern Pacific Railroad route. In 1992 over 338 rail cars transported hazardous materials over the hundred miles of track which traverse the county.

In Southern Mendocino County the Russian River runs for 35 miles parallel to Highway 101 and the Highway 20 connection at Redwood Valley. The Russian River is the primary drinking and agricultural water resource for Mendocino and Sonoma Counties.

It may take from 6 to 12 hours to receive significant response from the Bay Area to assist with a major hazardous materials emergency.

Major Transportation Systems:

Major Highways : Highway 101 and 20

Rail Routes: Southern Pacific

2.5.8 Monterey County

Monterey County covers an area of 3,324 square miles and has a population of approximately 356,000. Monterey County has 1700 manufacturing and service industries handling a variety of hazardous materials, including pesticides, acids, caustics, solvents, and anhydrous ammonia. Many of these businesses are related to agriculture which is the county's primary economic base. Of these 1700 businesses, 150 have been identified as handling and storing acutely hazardous materials (AHMs). The three most common AHMs used in Monterey County are chlorine, ammonia, and sulfuric acid. These materials are used in agriculture related businesses, water and waste water treatment, and to produce coolants.

Major Transportation Systems:

Major Highways: Highways 1, 68, 101, and 156

Minor Highways: Highways 25, 146, 183, 198, and 218

Airports: Salinas, Monterey, and King City

Rail Routes: The Southern Pacific Railroad, which enters the southern portion of the county near Camp Roberts and extends the entire length of the Salinas Valley through each of the south county cities and Salinas. It exits the county near the community of Pajaro in the north.

2.5.9 Napa County

GENERAL HAZARD ANALYSIS NOT AVAILABLE FROM NAPA COUNTY DIVISION OF ENVIRONMENTAL HEALTH. FOR INFORMATION, CONTACT ADMINISTERING AGENCY REPRESENTATIVE LISTED IN ANNEX C.

Major Transportation Systems:

Major Highways :

Airports:

Major Rail Route:

2.5.10 San Benito County

The County of San Benito covers an area of 1,396 square miles with a population of approximately 40,000. It is located in the Central Coast Range between the Diablo Mountain Range on the east and the Gabilan Mountain Range on the west. Surrounding counties include Santa Clara, Santa Cruz, Monterey, Fresno and Merced. The County of San Benito is considered to be a very seismically active area.

The majority of the population resides near the cities of Hollister and San Juan Bautista. Most of the region is rural, forested, and/or agricultural, where concentrations of pesticides or related substances are found. There are over 600 working farms or ranches in the county. The industries include four munitions plants, a few bulk storage facilities, and several agricultural service companies. Approximately 200 manufacturing and service industries using other chemicals and allied products are located in the county.

Major Transportation Systems:

Highways: Highway 101, 129, 25, and 156.

Airport: The City of Hollister Municipal Airport can accommodate both large and small airplanes.

Rail Route: The Southern Pacific Railroad provides freight services to several locations and runs from the northwest corner of the county into the center of Hollister.

2.5.11 San Francisco City and County

The City and County of San Francisco encompasses an area of approximately 49 square miles at the northern tip of the San Francisco peninsula. The city is a densely populated metropolitan area. Even though the general population of the city is approximately 730,000 people, the number of people who inhabit the city daily is closer to 2 million due to the number of daily commuters and tourists in the city. Any release of an acutely hazardous material has significant potential impact. It is likely that the public will be in very close proximity to a hazardous materials release. There will be a very short period of time for warnings, if any. With a very large number of sensitive receptor sites in the city, such as hospitals, schools, child care centers, and community centers, this becomes an added concern.

The Department of Public Health is the Administering Agency for the City. It estimates that approximately 5,000 businesses are required to comply with AB2185 requirements. There are approximately 50 facilities which have been identified as Acutely Hazardous Materials facilities. Most of these AHMs facilities do not store extremely large amounts of AHMs, but any releases would pose a major health threat due to the proximity of residences and sensitive receptor sites.

Major Transportation Systems

Highway : U.S. Highways 101, 1, 80, and 280

Airport: San Francisco International Airport

Rail Route: CAL Train has a railroad route for commuters into the business district of the City. Southern Pacific has routes along the east side of the City.

Seaport: Port of San Francisco.

2.5.12 San Mateo County

San Mateo County's population of close to 600,000 inhabit 448 square miles of land area. Adjacent counties include Santa Cruz, Santa Clara, Alameda and San Francisco. The bayside portion of the county from Daly City to Menlo Park has a number of industries associated with hazardous materials. These include, but are not limited to semiconductor and related devices, paints, varnishes, lacquers, and allied products. There are approximately 2,000 facilities in the county identified as facilities storing hazardous materials and/or hazardous waste. The oceanside sections of the county contain a smaller percentage of the population and most of the region is rural, forested and agricultural. There are concentrations of pesticides and related substances in these areas.

Reflecting the concentration of hazardous materials and transportation routes, most of the recorded spills to date have occurred in the bayside section of the county between Daly City and Menlo Park. Most of these spills are clustered around the waterfront and near Highway 101. The bayside section of the county has a substantial suburban development, offering a significant population at risk should a spill occur. This populated area overlays a large groundwater basin; spills could infiltrate into the basin and pollute a large potable water source.

Major Transportation Systems:

Major Highways : State Route 1 which runs along the entire western edge of the county from north to south; Route 280 and U.S. 101, both run through the northeastern part of the county from north to south; and Route 92 which bisects all three of the aforementioned roadways as it runs east to west at mid-county.

Airports: San Francisco International Airport is located in the northeast corner of the county. San Carlos Airport is located in the mideast part of the county. Both are on San Francisco Bay.

Major Rail Route: Southern Pacific

2.5.13 Santa Clara County

Santa Clara County is located at the southern end of San Francisco Bay. Encompassing 1,320 square miles and with a population of over 1.4 million, the county is the second largest of the nine Bay Area counties. Adjacent counties include San Mateo to the northwest, Santa Cruz to the west, San Benito to the south, Merced and Stanislaus to the east, and Alameda to the Northeast.

The highly urbanized central and northern portions of the county, which contain approximately 90% of the county population, contain 13 of the 15 cities. The southern area remains predominantly rural and agricultural.

The major industrial activities of the county range from the manufacturing of computer components, metal finishing and plating, to auto repair and dry cleaning. Santa Clara County has a wide range of businesses using or storing a variety of hazardous materials. Over 7,000 businesses have been required to submit Business Plans to the Administering Agency.

Major Transportation Systems:

Major Highways : U.S. 101, Interstate 880, State Highway 17 are the major north/south routes; Interstate 280 connects the south bay with the northern peninsula; Interstate 680 connects the county to the east bay; State Highway 85 extends north up the peninsula and south through the central valley; and State Highway 237 extends east/west along the south end of the bay.

Airports: San Jose International Airport

Major Rail Route: Southern Pacific rail lines run east/west

2.5.14 Santa Cruz County

Santa Cruz County is a coastal county which is located along the northern edge of Monterey Bay. It is the second smallest county in California, with an area of 441 square miles and a population of about 230,000. Nearly 10% of the land area of Santa Cruz County is devoted to the State Park System. Surrounding counties include San Mateo, Santa Clara, Monterey and San Benito.

The major industries include agriculture, tourism, manufacturing, food processing, and some high-tech firms. The types of hazardous materials used in the county include pesticides, fertilizers and bulk storage of gases for agricultural applications. In addition, chemicals associated with general manufacturing and the computer industry are used in the county.

Major Transportation Systems:

Highways: U.S. Highway 1, State Highway 152, 129, 17, and 9

Airports: Watsonville Municipal Airport (general aviation)

Rail Route: Southern Pacific which parallels the coastline.

2.5.15 Solano County

GENERAL HAZARD ANALYSIS NOT AVAILABLE FROM SOLANO COUNTY DIVISION OF ENVIRONMENTAL HEALTH. FOR INFORMATION CONTACT ADMINISTERING AGENCY REPRESENTATIVE LISTED IN ANNEX C.

Major Transportation Systems:

Highways:

Airports:

Rail Route:

2.5.16 Sonoma County

Sonoma County has a population of 400,000 in an area of 1,600 square miles. There are 9 cities in the county. It is considered to be a combined suburban and rural area, removed from the multiple risks of hazardous materials emergencies normally associated with a more urbanized area. With the exception of the Geysers geothermal fields in the northeast corner of the county, the central portion of the county along the U.S. 101 corridor contains the majority of facilities closely associated with hazardous materials. These facilities are generally limited to small industrial parks within or near the incorporated cities. There are approximately 2,000 facilities regulated in the county under the SARA, Title III program. U.S. 101 and Route 37 have been designated by the California Highway Patrol as "inhalation hazards" routes.

It is true that the county and its eight cities do not have the large industrial complexes normally associated with a high incidence of hazardous materials emergencies. However, it is equally true that when a hazardous materials emergency occurs, the multiple resources that some urban communities draw upon may not be immediately available to Sonoma County. Consequently, it is estimated that significant out-of-county assistance may be unavailable for a period of two to five hours or longer if the incident were to occur at a peak traffic time.

U.S. 101 runs north and south through the center of the county. It is the most heavily travelled in terms of truck traffic and is the most frequent location of hazardous materials spills which occur on major roads. Geysers Road from the Geysers geothermal fields to State Route 128 is heavily travelled by trucks carrying hazardous materials to and hazardous waste from the Geysers power plant and is also the scene of frequent spills. Other major highways traverse the county, facilitating a

smaller volume of traffic but which, historically, have been prone to vehicle accidents consistent with heavy traffic on two-lane roadways.

The California Northern Railroad right-of-way roughly parallels US 101 through Sonoma County. Transfer facilities are concentrated along this north-south corridor, contributing to the introduction and handling of hazardous materials in the county. The right of way crosses the Russian River and its tributaries many times with the potential to jeopardize the water supply for a large portion of the population.

The Sonoma County Airport is located several miles northwest of downtown Santa Rosa. Air transportation of hazardous materials involves small quantities but still poses a potential hazard.

Spill history in the county shows most problems occurring in the transportation corridors. Although most of these incidents have been easily handled, the potential for an extreme threat to life, the environment, and property is high.

Major Transportation Systems:

Highways : State Routes 12, 37, 116, 121, 128, and U.S. Highways 1 and 101

Airports: Sonoma County Airport

Rail Route: California Northern Railroad

3 PLANNING BASIS

This plan is designed both to supplement area plans by providing information on state and federal responsibilities, and to help coordinate the identification of resources available throughout the region for large-scale hazardous materials emergencies.

This plan's effectiveness is dependent upon the degree of existing local emergency preparedness since local agencies implement the operational elements of this plan.

3.1 OBJECTIVES

The objectives of this plan are to:

- * Describe the role of the LEPC in preparedness, response, recovery, and mitigation.
- * Furnish a hazard analysis of the region.
- * Promote the development of mutual aid and cooperative agreements.
- * Identify resources and existing capabilities within the region.
- * Provide guidance for public access to Community Right-to-Know information and programs.
- * Comply with federal Emergency Planning and SARA Title III, "Community Right-to-Know Act of 1986".
- * Serve as a reference document for the preparation of Area Plans pursuant to Chapter 6.95 of the California Health and Safety Code.

3.2 ASSUMPTIONS

The operational capability and effectiveness of the regional organization is greatly dependent upon the following assumptions:

- 1) Each facility is responsible for submitting inventories and emergency plans to their local Administering Agency.
- 2) Each Administering Agency has a Hazardous Materials Area Plan.
- 3) Each Administering Agency is able to collect information on AHMs facilities and provide this information to the LEPC in a usable format.

3.3 AUTHORITIES AND REFERENCES

3.3.1 Local Authority References

- a. Administering Agency Area Plans as developed by the designated Administering Agencies in Coastal Region (see Annex C for the list of Administering Agencies).
- b. Local ordinances regulating local jurisdiction's enforcement of hazardous materials.

3.3.2 State Authority References

- a. Governor's Executive Order D-63-87 No. 48078
- b. California Government Code, Title 2, Division 1, Chapter 7, Section 8550, et seq., the California Emergency Services Act.
- c. California Health and Safety Code, Division 20, Chapter 6.95, Section 25500, et seq..

- d. California Motor Vehicle Code, Sections 2450 to 2454, Hazardous Substances Highway Spill Containment and Abatement Act.
- e. California Code of Regulations, Title 19, Chapter 2, Subchapter 3, Section 26210, et seq.

3.3.3 Federal Authority References

- a. Title 42 of the United States Government Code, Section 11001, et seq., the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III; also known as the "Emergency Planning and Community Right-To-Know Act of 1986."
- b. Title 42 of the United States Government Code, Section 9601, et seq., the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).
- c. Title 40 of the Code of Federal Regulations, Parts 300, 310, 350, 355, 370, and 372. (RCRA)
- d. Title 49 of the Code of Federal Regulations, Parts 100 to 177. (Transportation)
- e. Title 29 of the Code of Federal Regulations, Part 1910. (Labor)

3.3.4 Private Authority References

- a. Statement of Operational Relationships between the American Red Cross and the State Office of Emergency Services, October 26, 1976.
- b. Mutual Aid Agreements between facilities.

3.4 RELATIONSHIP TO OTHER PLANS

The language may differ between the federal law (SARA, Title III), and California law (Division 20, California Health and Safety Code, Chapter 6.95; however, the objectives are similar. The intent of state and federal codes is to protect health, safety, and the environment. (See Figure 1 for Relationship Chart.)

3.4.1 Business Plans

It is the responsibility of a business to develop a hazardous materials emergency plan (Sections 25503, et seq., Ca. Health and Safety Code and Title 19, CCR). Business Plans should describe how each facility has prepared for a potential hazardous materials emergency.

Such preparation includes:

- emergency response planning for contingencies within their facilities,
- inventory listing of all reportable quantity chemicals, and
- providing employees with proper training.

The Business Plans are submitted to the local Administering Agency for review. The Business Plans are to be made available by the businesses and Administering Agencies for review by the public.

3.4.2 Local Plans

Administering Agency Plans

The Area Plan requires the Administering Agency to collect hazardous materials information from facilities, provide an inspection program, develop training programs to train personnel to respond to hazardous materials emergencies, develop plans for coordination of emergency response activities of the different agencies within a jurisdiction to a release or

threatened release of a hazardous material.

Multi-Hazard Functional Plans (MHFP)

The MHFP is developed by local jurisdictions (city and county) to assist with emergency response to all disasters which can impact the community. The MHFP designates specific responsibilities for each department or agency by its function in a disaster.

Emergency Medical Services Plan (EMS)

A jurisdiction that has an Emergency Medical Service (EMS) Agency is required to have an EMS Plan which addresses the impact and response to a hazardous materials incident from a mass casualty standpoint.

3.4.3 Regional LEPC Plans

The Regional Hazardous Materials Emergency Response Plan is designed to comply with SARA, Title III requirements. It is to be used as a reference document to assist facilities, administering agencies, and local jurisdictions in developing their hazardous materials emergency plans. The plan provides the general public with information to give them a better understanding of the responsibilities and activities performed by facilities, administering agencies, local jurisdictions, state, and federal agencies when they respond to hazardous materials emergencies.

3.4.4 State Plans

Hazardous Materials Incident Contingency Plan (HMICP)

This plan provides a framework for the local, state, federal, private sector agencies, and the public to work together to protect public health and the environment. It serves as a reference document. It is not designed as an operational guide, but is intended to clarify roles and responsibilities and ensure an integrated and effective state and local response. The HMICP is

used in conjunction with the State Emergency Response Plan.

Railroad Accident Prevention and Immediate Deployment Plan (RAPID)

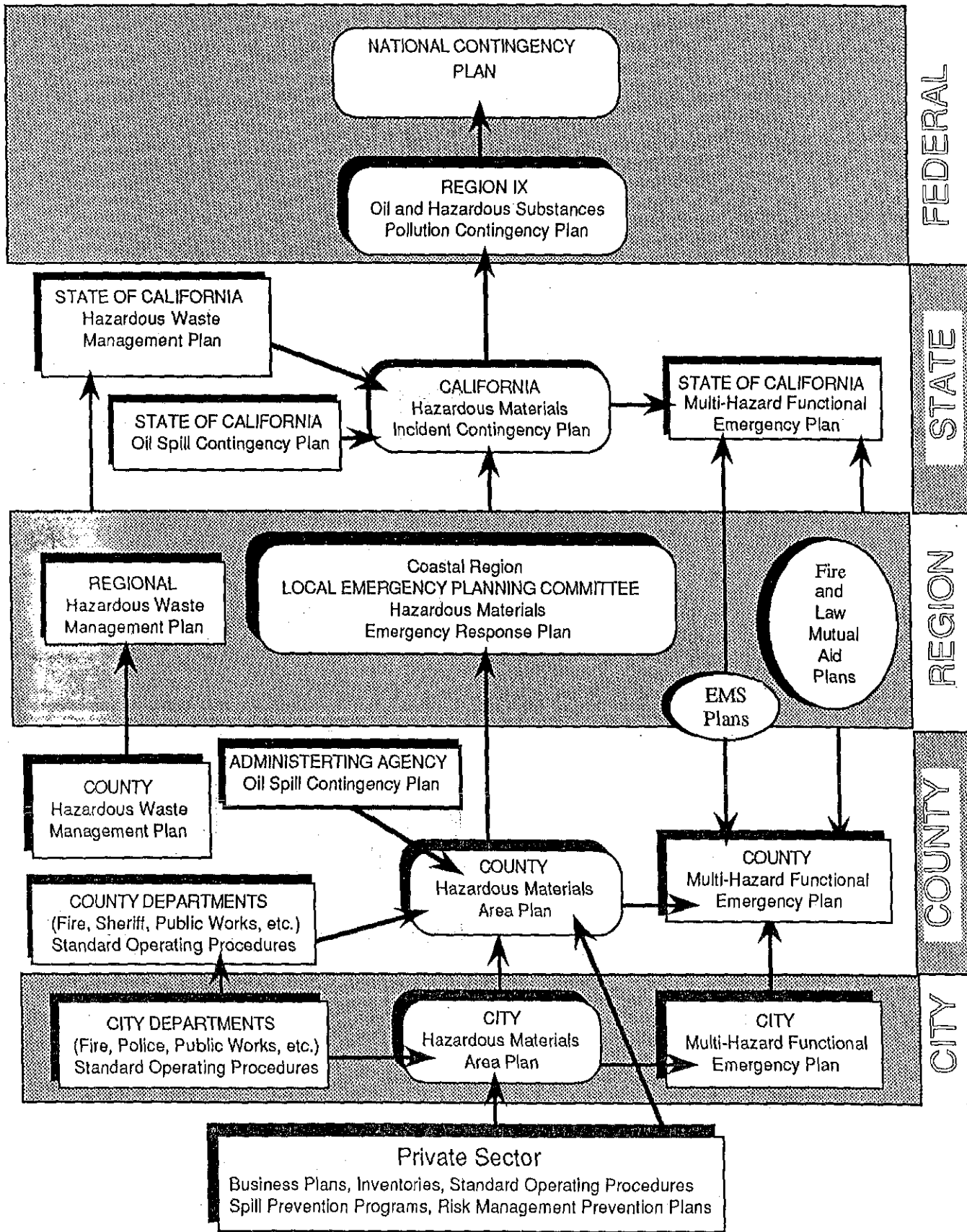
The RAPID Plan is an annex to the HMICP. It describes the method for ensuring a coordinated state response to major hazardous materials emergencies in California. The California Environmental Protection Agency, Department of Toxic Substance Control is designated in this plan as the lead state agency in response to railroad incidents.

3.4.5 Federal Plans

The purpose of the FEMA Region IX Contingency Plan (RCP) is coordination of a timely, effective response by various federal agencies and other organizations to hazardous materials emergencies. This plan includes information on CERCLA and the federal requirements and response activities for hazardous materials emergencies. The RCP provides guidance for the division of responsibilities among federal, state, and local governments from the federal perspective. The Region IX Contingency Plan is part of the National Contingency Plan (NCP), which describes the federal response to hazardous materials emergencies.

PLAN RELATIONSHIPS

Figure 1



3.5.2 Exercising

Emergency drills and exercises are methods of testing the regional and area plans for effectiveness. Exercises allow personnel to test procedures, equipment and management systems which will actually be used in emergency situations. Exercises should be developed involving the facility's, local response agencies, including medical personnel (e.g., emergency room, physicians, and EMS personnel) and the public. Upon completion of the exercise, recommendations for changes to the plan should be made in writing to the LEPC. In addition, any changes made to an Area Plan should be sent by the Administering Agency to the LEPC at the OES Coastal Region Office.

The Coastal Region LEPC recommends that all types of exercises be conducted. Through the HMTUSA Grant Program the LEPC awards Administering Agencies monies to exercise their area plans.

Testing a plan can be accomplished by three basic types of exercises:

TABLETOP Is an exercise or drill which provides a convenient and low-cost method of introducing problem situations for discussion ("what if") and problem-solving. Such exercises help determine if adequate emergency policies and procedures exist.

FUNCTIONAL Such exercises are designed to test or evaluate the capability of one or multiple functions, or activities within a function. This type of exercise takes place in an emergency operating center (EOC) and simulates the use of outside activity and resources.

FULL SCALE These exercises are intended to evaluate the capability of the management and operational systems of a plan in an interactive manner over a substantial period of time. This type of exercise activates the Emergency Operations Center (EOC) and mobilizes personnel and resources.

3.6 TRAINING

Response to hazardous materials incidents requires a unique blend of technical knowledge and specialized skills. The potential hazards associated with a hazardous materials emergency must never be underestimated by personnel who respond to these emergencies. Each facility, local, and state agency is responsible for ensuring that emergency response personnel are properly trained.

The current training standards are established by:

- * California Specialized Training Institute
- * State Fire Marshal's Office
- * Peace Officers Standardized Training
- * California Emergency Medical Services Authority

The LEPC recommends that each Administering Agency in the Coastal Region follow this standardized hazardous materials training program.

Annex E has course information and lists the addresses and phone numbers for the above agencies.

3.7 COMMUNITY-RIGHT-TO-KNOW

The overall intent of the SARA, Title III, "Community Right-to-Know" Act is to ensure that the public and governmental agencies have timely access to information regarding chemicals and chemical releases in their community.

3.7.1 Public Education and Outreach Program

Several brochures and information sheets have been developed by U.S. EPA and Coastal Region LEPC and are available to the public. Requests can be made by calling the Coastal Region OES and U.S. Environmental Protection Agency. (See Annex D for phone numbers.) Additional brochures and information sheets are being developed and will be made available to the public.

3.7.2 Request for Information

Requests for information on a specific facility can be made by contacting the local Administering Agency where the facility is located. (See Annex C for list of Administering Agencies.)

3.7.3 Public Availability of the RHMER Plan

The Coastal Region Hazardous Materials Emergency Response Plan is available for public review at the Coastal Region OES office. The plan is also available for review at each Administering Agency.

4 EMERGENCY RESPONSE

This section identifies the jurisdictions and organizations which have been incorporated into the Coastal Region Hazardous Materials Emergency Response Plan, as well as other agencies which may be requested to provide technical, emergency response, and/or clean-up assistance. It presents the concept of operations and describes the roles and responsibilities of the agencies normally involved.

4.1 CONCEPT OF OPERATIONS

The Coastal Region response organization is comprised of all local government jurisdictions, special districts, and private facilities which have capabilities to respond to hazardous materials emergencies. In addition, state and federal agencies that have appropriate statutory authority for such emergencies may be called to respond. Other state agencies and organizations that have special capabilities, or authorities, are called on as the situation warrants.

Local government has the primary responsibility for hazardous materials response. This section describes normal response activities during a hazardous materials emergency. Exceptions to this are when the incident occurs on state or federal lands. Neither the LEPC nor OES has specialized equipment, skilled manpower, or supplies necessary to respond to hazardous materials emergencies.

OES Coastal Region's response activities for most hazardous materials emergencies will consist primarily of the following actions:

- 1) coordinating existing mutual aid resources located within the Coastal Region;
- 2) obtaining additional state or federal resources through established procedures;
- 3) making contact and maintaining communication with appropriate agencies and jurisdictions;
- 4) acquiring updated information and keeping OES headquarters informed of the situation status; and disseminating public information as required.

The Coastal Region hazardous materials emergency response operations are based on existing State OES Mutual Aid principles. The system works in the following manner:

- 1) When an emergency has exceeded the administering agency's or city's capability, the county is contacted for assistance.
- 2) The county will draw on resources from other cities and counties, as well as providing its own resources.
- 3) When an emergency threatens to exceed or exceeds a county's capability, mutual aid assistance is requested from the Coastal Region OES.

- 4) Coastal Region OES will first look for assistance from other counties within the region. If adequate resources are not available, OES headquarters will be requested to obtain the needed assistance from throughout the state and the federal government. State and federal assistance is coordinated directly through the Governor's Office of Emergency Services (OES). In most cases, the responsibility for and command of resources during an emergency remains with the local jurisdiction.

4.2 ROLES AND RESPONSIBILITIES

The following information is a summary of responsibilities specific to SARA, Title III requirements.

4.2.1 Facilities

Facilities are responsible for implementing their emergency plan, notifying appropriate agencies and coordinating with local response agencies. Each facility must have a designated facility emergency coordinator who is responsible for making proper notifications and implementing the facility's emergency response plan.

4.2.2 Local Government\Administering Agencies

The Administering Agency's role is to be a policy, planning and regulatory agency. The official designated by the local jurisdiction to direct emergency activities is identified in the administrative section of the Administering Agency's area plan. The plan also provides for coordination and liaison with the Coastal Region and other agencies.

4.2.3 State Agencies

The role of state agencies is to support local operations and provide technical assistance during hazardous materials emergencies. Specific organizational roles and responsibilities for state, and federal agencies are described in the State of California's Hazardous Materials Incident Contingency Plan (HMICP) Annex D, Section 2. Please refer to the HMICP for a description of those responsibilities and how to contact those agencies. These agencies and their assignments are summarized in Figures 2 and 3.

4.2.4 Federal Agencies

National planning and coordination is accomplished through the National Response Team (NRT). The Team consists of twelve federal agencies identified by the National Contingency Plan.

The NRT responsibilities include:

- 1) maintaining national readiness to respond to major hazardous materials emergencies or threats beyond the capabilities of the Regional Response Team.
- 2) developing procedures to ensure coordination of federal, state local, and private response.

The Regional Response Team serves as the regional body for planning and preparedness actions before a response is needed and for coordination and advice during an emergency. The Regional Contingency Plan provides for a timely and effective response by federal, state and local government agencies. It also provides the on-scene coordinator with resources available to assist with a hazardous materials emergency.

4.2.5 Other Agencies and Organizations

Other agencies such as the RACES, Red Cross, and Salvation Army may have a role in providing alternate communications for emergency response activities, and care and/or shelter for evacuees.

4.2.6 Local Emergency Planning Committee (LEPC)

The LEPC's sole function is to provide planning and policy guidance as required by SARA, Title III, Section 303 (c). The OES Regional Administrator has been designated by the LEPC as the Community Emergency Coordinator (OES Coastal Region Administrator) and has responsibility for coordinating activities described in the Emergency Response Section of this plan (Sections 4.3.3, 4.4.3 and 5.1.3).

Responsibility Matrix for Local, Federal and Non-government Agencies

Figure 2

	Notification/Activation	Direction/Coordination	Communications	Alerting/Warning	Incident Assessment	Emergency Information	Mutual Aid	Recovery
LOCAL AGENCIES								
Emergency Services Coordinator	X	X	X			X	X	X
Fire Service	X	X	X	X	X	X	X	X
Law Enforcement	X	X	X	X	X	X	X	X
County Health Officer	X	X	X	X	X	X	X	X
Agriculture Commissioner	X				X	X		X
Air Pollution Control Officer	X				X			X
Public Works					X		X	X
Supervisor/Councilmen						X		X
Administering Agencies	X	X	X	X	X	X	X	X
Coroner							X	
FEDERAL AGENCY								
FEMA		X				X		X
U.S. Coast Guard	X	X		X	X			
E.P.A.					X			
Others					X			
NON-GOVERNMENT								
Private facility Owners	X	X	X		X	X		X
Industry Co-ops					X			
Private Hazardous Waste Services					X			
American Red Cross							X	X
R.A.C.E.S.			X	X		X		
Hospitals, Ambulances			X		X			

Responsibility Matrix for State Agencies

Figure 3

STATE AGENCIES	Notification/Activation	Direction/Coordination	Communications	Alerting/Warning	Incident Assessment	Emergency Information	Mutual Aid	Recovery
Office of Emergency Services	X	X	X	X		X	X	X
California Highway Patrol	X	X	X	X	X	X	X	
State Water Resources Control Board		X			X	X	X	X
Department of Fish and Game		X		X	X		X	X
Department of Conservation (Oil and Gas)		X			X			X
Department of Transportation		X			X			X
Department of Health Services					X	X	X	X
Department of Food and Agriculture					X		X	X
Department of Industrial Relations					X		X	X
Department of Water Resources					X		X	X
Air Resources Board					X		X	
Department of Forestry								X
Department of Parks and Recreation								X
Military Department			X				X	X
Public Utilities Commission					X		X	
Attorney General					X			X
Department of General Services				X			X	X
Emergency Medical Services Authority							X	
Department of Social Services		X					X	X

4.3 EMERGENCY NOTIFICATION

Notification procedures for a release of hazardous materials are described in the emergency plans of a facility, local jurisdiction, Administering Agency, state, and federal agencies. The following information is a general description of requirements. Figure 3 shows the notification flow from a facility to local, state, and federal agencies.

4.3.1 Facility

- 1) The facility emergency coordinator **will immediately** notify the local emergency response agency (usually by calling 911 or the local Administering Agency) of a release or threatened release.
- 2) Notification of a hazardous materials emergency must be made by the designated facility emergency coordinator to the Administering Agency and State OES Warning Control Center. Notification to the State Warning Control Center meets the requirements in the State of California for reporting both to the CEPRC and the LEPC.
- 3) Notification must be made to the National Response Center of releases involving an extremely hazardous substance, a CERCLA substance, or if the release is in excess of the reportable quantity.

4.3.2 Local Government

The local responding agency will notify the State OES Warning Control Center.

4.3.3 State OES Warning Control Center

- 1) The Warning Control Center will make notifications dependent on the situations.

2) The Warning Control Center will notify the Regional Duty Officer and OES Coastal Region Administrator when:

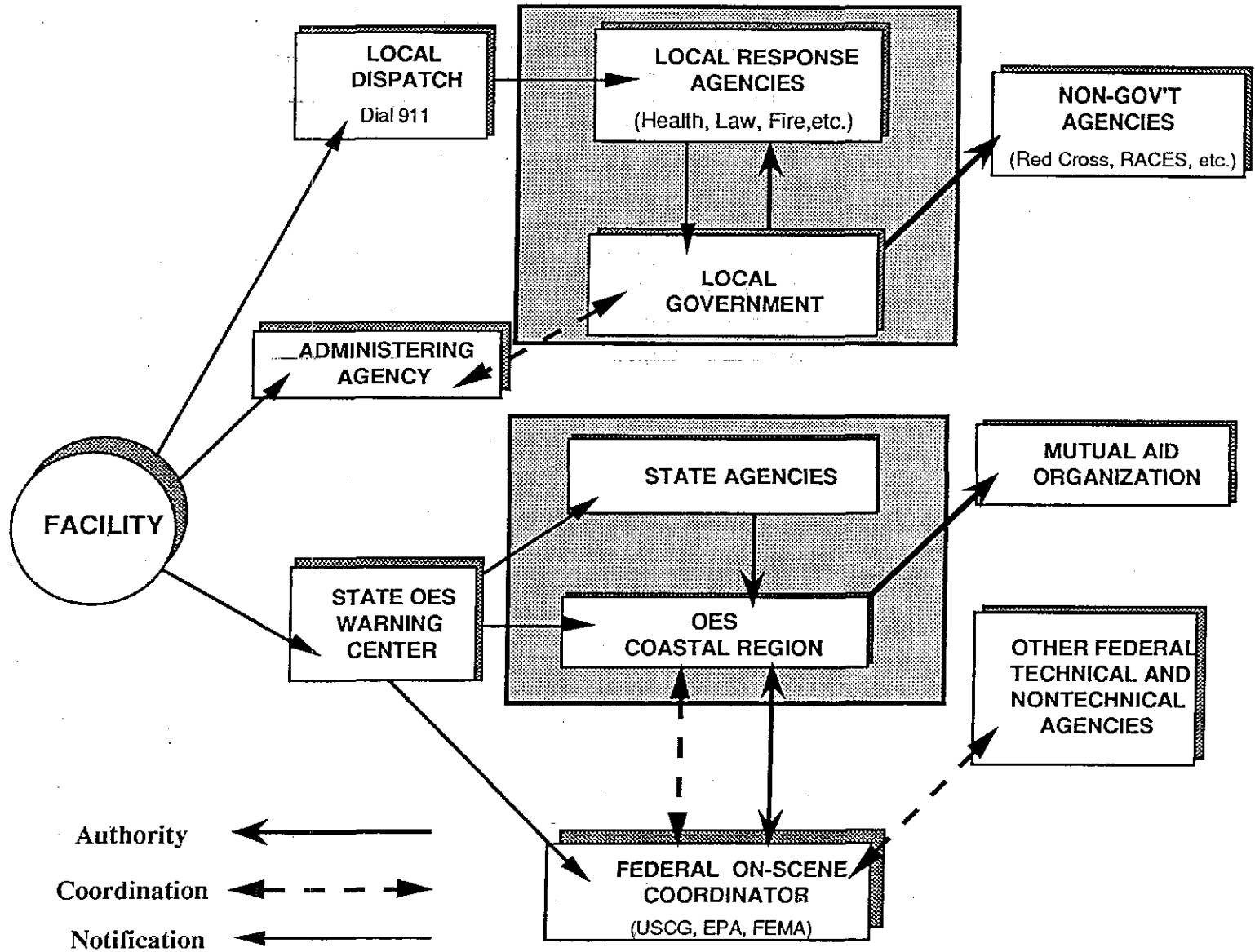
- * A hazardous materials incident is expected to continue for an extended time,
- * large numbers of people or the environment are at risk and protective actions may need to be taken or have been implemented,
- * it appears that the emergency will exceed county capabilities, or
- * the local jurisdiction has requested state or federal assistance.

4.3.4 Federal

1) National Response Center is notified by the facility if the spill equals or exceeds the CERCLA Federal Reportable Quantities.

EMERGENCY NOTIFICATION CHART

Figure 4



4.4 DIRECTION AND COORDINATION

Responding to a hazardous materials emergency requires coordination of activities with a broad range of agencies and organizations. Each emergency situation poses different problems and requires different solutions. However, certain basic procedures need to be followed to minimize the immediate threat. By establishing action priorities, decisions can be made which will best preserve the lives and health of the community, as well, as protect property, and the environment. A Unified Command is the emergency management structure predominantly used when an incident requires a multi-organizational response. A sample Incident Command organization chart is found in Figure 5.

4.4.1 Facility

The facility emergency coordinator is responsible for directing facility emergency activities and coordinating with local response agencies. The facility emergency coordinator will be responsible for :

- * Activating facility alarms and communications systems which initiate on-site response.
- * Notifying appropriate local, state and federal agencies.
- * Immediately identifying character, source, amount and area of release. This may be done by observation, chemical analysis or contacting information resources.
- * Assessing possible hazards by considering both direct and indirect effects of the release.

4.4.2 Local Government\Administering Agency

Local governments are responsible for directing and coordinating emergency operations within their geographic boundaries. Each local jurisdiction has a Director of Emergency Services who is designated to coordinate the jurisdiction's emergency operations. The jurisdiction will have designated an agency to be responsible for both on and off street hazardous materials emergencies. The appropriate local emergency response agency will assume responsibility as incident commander. The incident commander, whose duties are to:

- * Establish a incident command location, evaluate the situation, and implement protective measures.
- * Acquire the necessary resources using procedures provided in their area plan.
- * Coordinate activities of responding agencies.

4.4.3 Region\State

OES has authority and responsibility for coordinating regional resources in support of local direction and control activities. The OES Coastal Region Administrator or his/her designee, after consulting with the regional duty officer and the executive duty officer will:

- * Upon notification, contact the impacted local government or scene manager to determine if outside resources will be needed.
- * Establish and maintain communication with the local EOC or command post and with the State OES Regional Fire and Law Enforcement Coordinators.

- * Activate the Coastal Region EOC (if necessary) and assign staff from other appropriate state agencies and, if requested, send state agency personnel to provide liaison, technical, and operational support.
- * Advise impacted local jurisdictions on available state and federal response and recovery programs.
- * Coordinate public information.
- * Periodically brief the State Executive Duty Officer and the OES Director on the status and emergency activities at the local level.
- * Receive and process resource requests from impacted jurisdiction(s) and forward to the State Operations Center (SOC) such requests for assistance that cannot be handled by the region or through existing mutual aid agreements.

The Governor's Office of Emergency Service has executive authority for coordinating state-wide emergency operations. The designated Emergency Director for OES reports to the OES Director and is responsible for the operation of the State Operation Center (SOC). The Emergency Director will:

- * Activate the State OES emergency organization.
- * Direct augmentation of OES personnel and resources at regional EOCs.
- * Provide direction and control of state response including assigning staff to regional or local emergency facilities.
- * Keep the Governor and his cabinet informed regarding the status of the emergency and OES activities.

When the incident occurs on an unincorporated freeway or roadway, the California Highway patrol will act as the incident commander. When the incident occurs off highway on state property, the Department of Fish and Game assumes the role of incident commander.

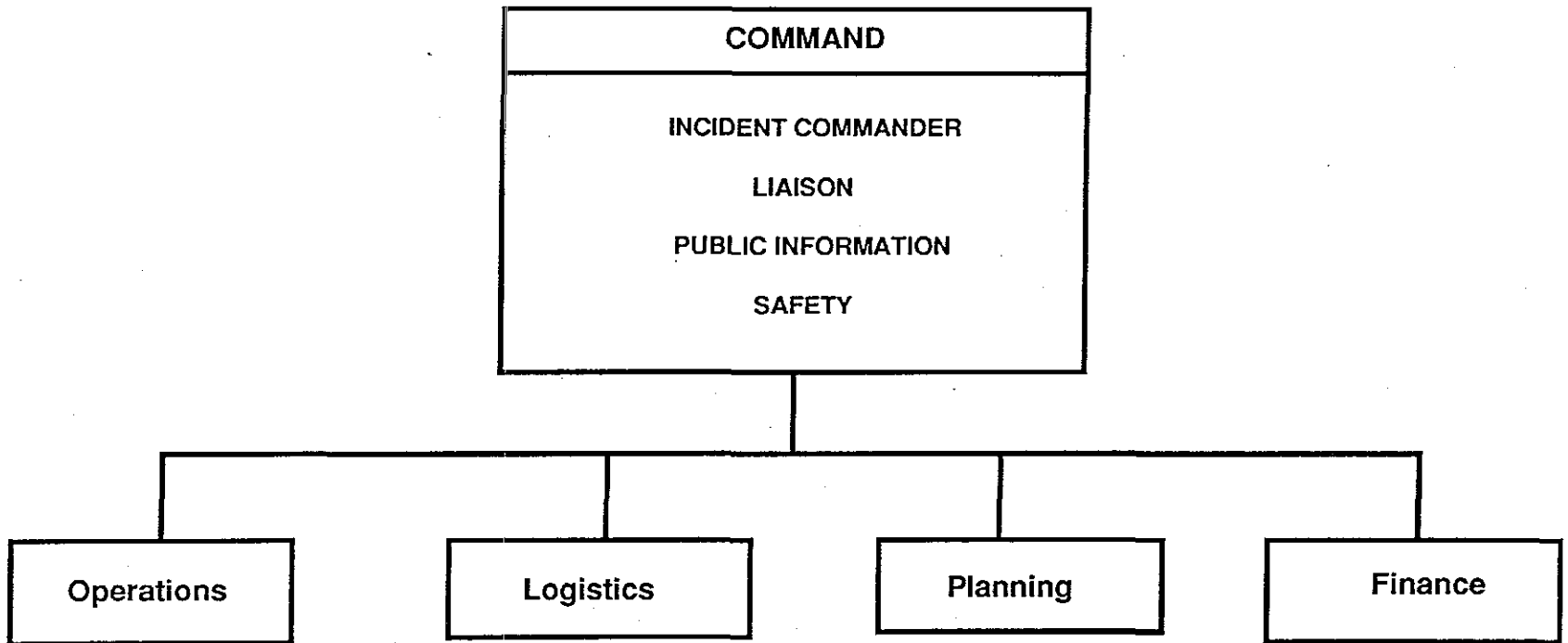
4.4.4 Federal

Federal agencies will support state and local operations as appropriate. Their response will be in accordance with the National Oil and Hazardous Substance Contingency Plan. The scale of the response and the number of agencies participating in the response will be predicated on the nature of the incident. The federal On-Scene Coordinator is generally the U.S. Coast Guard for coastal areas and the U.S. Environmental Protection Agency (EPA) for the inland areas. The On-Scene Coordinator will be responsible for:

- * Collecting pertinent facts about the discharge or release (e.g. source and cause).
- * Identifying the potentially responsible parties, nature, amount, and location of the released material.
- * Determining the pathways to human and environmental exposure, the potential impact on human health and the environment.
- * Ascertaining the potential impact on natural resources and property, priorities for protecting human health and the environment.
- * Calculating the appropriate costs and documentation.

Incident Command System (ICS)

Figure 4



4.5 COMMUNICATIONS

Communications during hazardous materials emergencies involve systems. Provisions for communications exist among principal response organizations, emergency response personnel and Primary systems include normal telephone systems, cellular telephones, and numerous radio channels. Specific communication systems and procedures are found in the emergency plans of facilities, local jurisdictions, administering agencies, state, and federal agencies.

4.6 WARNING/ALERTING

Each county disseminates warnings from the county warning point to normally used city and local communication channels. Local government is responsible for warning its population. This is normally accomplished by mobile public address systems, Emergency Broadcast Systems (EBS), local radio/television stations, community alert networks, and other avenues of communications.

4.7 PROTECTIVE ACTIONS

The designation of an area requiring protective action is dependent upon the nature and extent of the incident, existing meteorological conditions, geographic location and characteristics of the material released. The decision to conduct sheltering in-place or evacuation will be made by local authorities based upon existing known conditions during an emergency. Figure 6 is a generic flow chart identifying the factors considered when making the appropriate decision .

4.7.1 Sheltering In-Place

Sheltering In-Place is an appropriate protective action for:

- 1) Severe incidents in which an evacuation cannot be implemented because of inadequate lead time.
- 2) When local conditions such as inclement weather dictate that directing the public to seek shelter indoors is a more feasible and effective protective measure than evacuation.
- 3) As a precautionary measure, while determination of the need to evacuate is made, particularly in the case of an unidentified material.

4.7.2 Evacuation

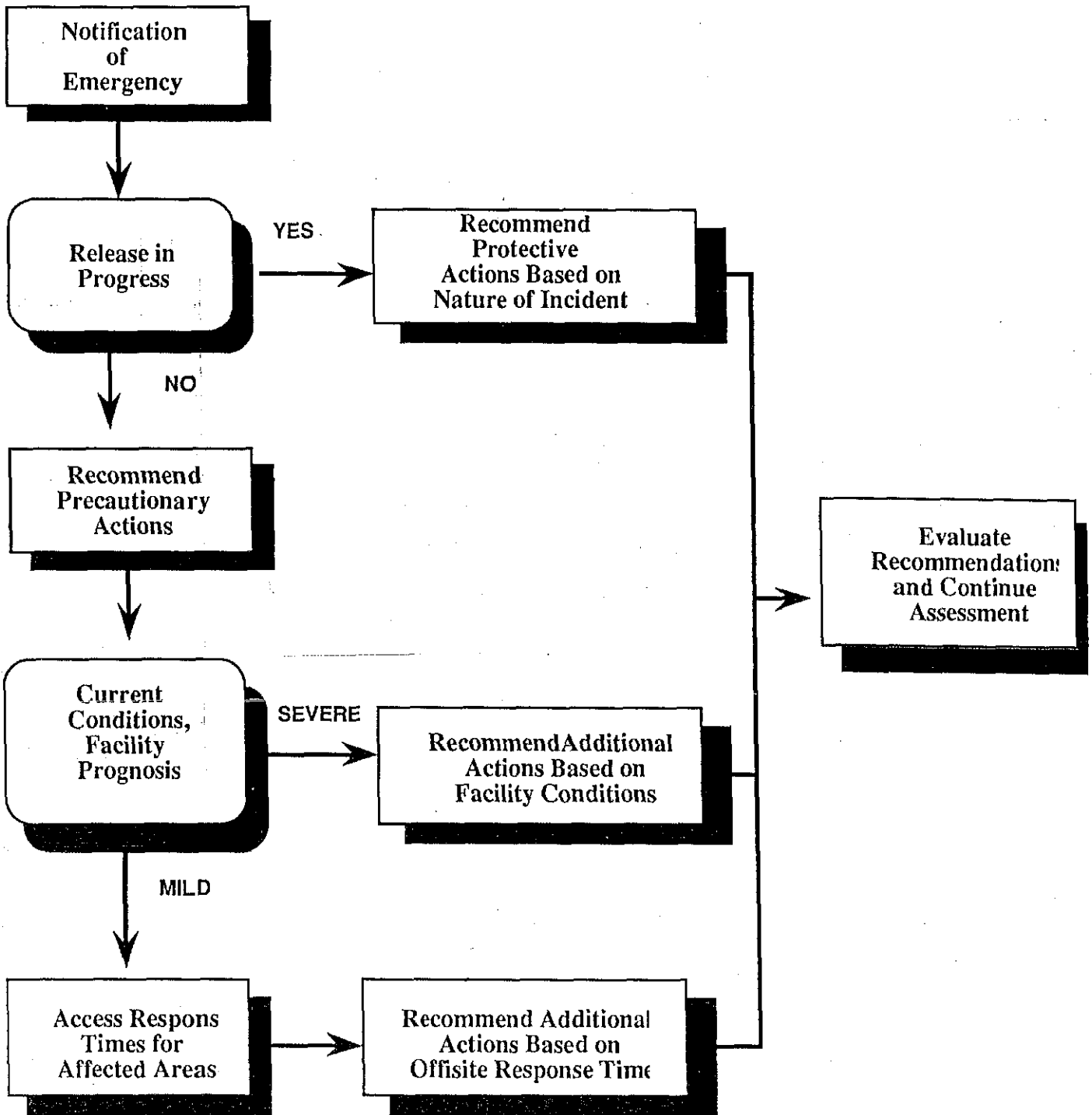
Evacuation may be an appropriate protective action for :

- 1) An incident involving a release or potential release in which the lead time between recognition of the emergency and population relocation is compatible with the dynamics of the emergency.
- 2) Situations which may put populations at greater risk due to an extended exposure time or have the potential for greater consequences (i.e., explosions).

When the decision to shelter-in-place or evacuate is made, the public is informed of what actions they are to take via public address systems and official channels such as the Emergency Broadcast System (EBS) or other local emergency networks.

Protective Action Flowchart

Figure 6



4.8 EMERGENCY PUBLIC INFORMATION

Releases of public information will be handled by designated public information officers. It is essential that information distributed by local, state or federal centers be closely coordinated for consistency and clarity. Public information materials, including press releases information forms, emergency broadcast systems messages and news releases, are to be retained for documentation and evaluation (for more information see Annex G).

4.8.1 Facilities

Each facility should have provisions for providing the public with information.

4.8.2 Local Government\Administering Agencies

Local public information officers will follow procedures described in their local emergency plans. Releases of public information to media inquiries will be handled by designated public information officers. Citizens will be informed about obtaining information regarding the hazardous materials emergency may be obtained. This will usually be made available through local television stations or newspapers.

4.8.3 Region\State

The Governor's Office of Emergency Services Public Affairs acts as the lead public information officer during major emergencies. All state government releases will be approved by the OES Emergency Director. Public information materials including press release information forms, emergency broadcast system messages and news releases will be retained for documentation and evaluation. The state may provide additional information to the media and public if the Governor's Emergency Hotline is activated.

4.8.4 Federal

The U.S. Environmental Protection Agency Region IX is the federal agency designated to be the lead for public information during a hazardous materials emergency. U.S. EPA Region IX staff responds to media inquiries on hazardous materials emergencies and coordinates Region IX public information response with local, state and other federal agencies.

4.9 MUTUAL AID

4.9.1 Facilities

Facilities should have mutual aid agreements or letters of understanding with other facilities or clean-up companies before an incident occurs. The purpose of these is to expedite response and cleanup and lessen the impact on the community.

4.9.2 Local Government\Administering Agencies

Many local governments have mutual aid agreements with nearby city and county agencies. In some cases they have agreements with private companies that have the necessary specialized equipment and trained personnel to respond to specific types of incidents found in their area.

4.9.3 Region\State

California's emergency response system is based on a statewide mutual aid system. The system is designed to ensure additional resources are provided to local jurisdictions when their available resources are inadequate. The basis of this system is the California Disaster and Civil

Defense Master Mutual Aid Agreement.

In a hazardous materials emergency, mutual aid should be requested only in the following circumstances :

- 1) after assistance from those state and federal agencies with direct statutory authority has been requested,
- 2) when the need exceeds their capabilities or,
- 3) if the requested mutual aid will provide a more timely response.

Mutual Aid requests are initiated by the impacted jurisdiction. Mutual aid requests through OES Coastal Region are to be reimbursed by the requesting authority unless such mutual aid has authorized funds for that purpose. Exceptions to this rule will be requests to the fire, law, and coroner mutual aid systems which have their own procedures and requirements.

Fire and Rescue

Fire and Rescue Mutual Aid will be provided through the existing Fire and Rescue Mutual Aid System. All requests for mutual aid support are submitted through established channels (local fire chief, to Operational Area Coordinator, to Regional Fire and Rescue Coordinator, and to State OES).

Law Enforcement

Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Law Enforcement Coordinator is responsible for organizing and dispatching the requested resources from within the region to the affected area

Coroner

Each Office of Emergency Services Mutual Aid Region has a Regional

Coroners' Mutual Aid Coordinator who receives and responds to requests from County Coroners/Medical Examiners for mutual aid assistance within their respective regions. The Regional Coroners' Coordinator shall advise appropriate officials at OES of the situation. If the region's resources are overtaxed, the coordinator will request assistance from the state level.

Medical/Health

Overall management of local disaster medical/health care operations will be the responsibility of the County Health Officer through, or in coordination with, appropriate county departments e.g., EMS, fire, California Highway Patrol and sheriff. Intra-county hospital services are coordinated by the County Health Officer.

The Regional Disaster Medical/Health Coordinator (RDMHC) will assist in coordinating the provision of medical/health resources to the affected county.

Annex F contains a listing of hazardous materials equipment and personnel available within the Coastal Region. Annex D also provides information about other technical resources available in the Coastal Region and throughout the state.

4.9.4 Federal

The provision of federal resources prior to a presidential declaration of an emergency is justified where immediate action is essential for the protection of life and property. After a presidential declaration is made, and upon instruction from the FEMA regional director, federal agencies will make their resources available to support local and state emergency public health and sanitation efforts.

5 RECOVERY

The recovery phase of a hazardous materials event overlaps with the response phase. The recovery phase may last for years because of the extensive impact on an area by the release of hazardous materials into the environment.

5.1 DEACTIVATION

Deactivation procedures are developed by each agency involved. These procedures ensure that a smooth transition is made between the response phase and the clean-up phase of a hazardous materials emergency.

5.1.1 Facilities

A facility's business plans should identify recovery procedures, including provisions for contracting cleanup services and coordinating recovery activities with local emergency response personnel. Formal or informal agreements should exist with procedures for emergency response contractors. The business/facility should continue to coordinate activities with the local response organization.

5.1.2 Local Government/Administering Agency

The Incident Commander has the responsibility to determine when control over the affected area has been established to a sufficient degree to terminate the initial emergency response activities. Safety criteria for recovery and reoccupation of the area shall be determined by the incident safety officer and the local health officer, in consultation with appropriate technical experts. Procedures found in the Administering Agency Area Plan should be followed.

5.1.3 Region\State

OES will continue to assist local jurisdictions during the recovery phase. The OES Regional Administrator or designee will process resource requests, in support of recovery activities. If OES resources are insufficient to handle mutual aid requests for recovery operations, OES will request assistance from the federal government. The OES Regional Administrator or designee will coordinate Disaster Assistance Branch activities that support local jurisdictions in preparing damage and loss survey reports.

5.1.4 Federal

If state and local resources are insufficient to handle mutual aid requests for recovery, the Governor's Office of Emergency Services will request assistance from the federal government. U.S. EPA has responsibility for coordinating long-term recovery functions and for providing guidance on acceptable levels of contamination in the environment. The US Department of Health and Human Services provides advice to medical care personnel regarding proper treatment of people exposed to or contaminated by hazardous materials.

5.2 CLEANUP

This is the phase of a hazardous materials emergency when the affected area is returned to its normal condition. This period may take a long time, depending on the area involved and the type of chemical involved.

5.2.1 Facilities

The facility involved has primary responsibility for cleanup of a hazardous materials incident. Cleanup operations in most cases will be performed by private professional hazardous waste contractors. It is in the best interest of the facility to have pre-existing contracts with cleanup companies. Expedient cleanup lessens the impact to the surrounding community.

5.2.2 Local Government/Administering Agency

The Administering Agency's Area Plan should include provisions for access to hazardous waste disposal facilities and emergency response contractors.

To request cleanup funding, a local agency **must** contact the State OES Warning Control Center and request that the warning controller contact the on-call duty officer in DHS's Toxic Substances Control Division (TSCD) to seek approval for assistance.

The Duty Officer will contact the local agency as soon as he/she is notified. The TSCD representative may request a local contractor be used. The California Health and Safety Code, Section 25354, allows verbal authorization of local contractors if the cost is less than \$5,000.

It should be noted that there are numerous programs that may provide funding for various aspects of hazardous materials planning, response and recovery.

5.2.3 Region\State

State agencies have specific responsibilities for hazardous materials. Requests for help from the Toxic Substance Control Division, U.S. EPA, or the U.S. Coast Guard, are to be made through the State OES Warning Control Center.

5.2.4 Federal

The U.S. Coast Guard and EPA have specific responsibilities for recovery activities of hazardous materials emergencies. For remedial actions, the RRT may be activated to assist or provide technical advice.

Emergency clean-up costs are paid through a tier approach.

- 1) Whenever possible, clean-up costs are paid by the person or agency responsible for the release, or on whose property the release has occurred. This may be a private contractor or public agency.
- 2) When a responsible party is not available and the clean-up cost is beyond the financial capabilities of the city or county in which the spill has occurred, state funding may be sought through the Emergency Reserve Account created by the California Superfund.
- 3) If the cost of the clean-up is anticipated to be more than \$50,000, federal funding should be sought through the EPA Superfund.
- 4) The local agency is required to fill out an "Emergency Response Incident Report" to document the event and contractor's resources used.

Additional information on reimbursement of recovery costs may be found in Federal Code of Regulations, 40 CFR, 310. It should be noted that there are numerous programs that may provide funding for various aspects of hazardous materials planning and operation.

5.3 DOCUMENTATION

Currently, the requirements for documenting a hazardous materials release are largely dependent on the nature and location of the incident. When there is an unintentional release during transportation, the transporter must fill out a U.S. Department of Transportation Hazardous Materials Incident Reporting System Notification (HMIS).

5.3.1 Facility

When there is an unintentional release at a fixed facility, the facility must file a Section 304 Report, pursuant to SARA, Title III. This followup notification will be made by the facility, and sent to the CEPRC. The followup emergency notice is mandatory after a release which requires emergency notification under Section 304 (a) of SARA, Title III. The owner or operator of a facility is responsible for this written report.

5.3.2 Administering Agency

The Administering Agency or public agency in charge is required to complete a CHMIRS report and file it with the State Office of Emergency Services.

5.3.3 Region\State

The Coastal Region Administrator, upon request from the LEPC, will obtain follow-up reports from the facility, and CHMIRS reports and provide any pertinent data on a specific incident to the Coastal Region LEPC. These reports may be collected over several months as they involve several agencies.

5.3.4 Federal

The federal On-Scene Coordinator is responsible for gathering information and developing a report within sixty days after a major hazardous materials emergency. The report is reviewed by the Regional Response Team and sent to all federal agencies that are part of the National Response Team.

6 HAZARD MITIGATION

Efforts to minimize hazards in the Coastal Region are taking place through local government and administering agencies. Under Chapter 6.95 of the California Health and Safety Code certain facilities are required to develop comprehensive hazard evaluation plans.

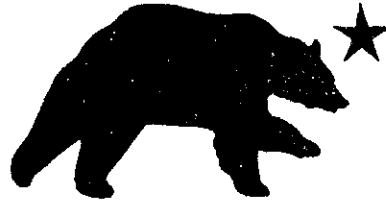
6.1 RISK MANAGEMENT AND PREVENTION PROGRAMS (RMPP)

Risk Management and Prevention Programs (RMPPs) are addressed in Chapter 6.95 of the California Health and Safety Code and will be required of some businesses. RMPPs are a comprehensive hazards evaluation for handling Acutely Hazardous Materials (AHMs) and Extremely Hazardous Substances (EHSs). The RMPP is a combination of programs for the purpose of minimizing acutely hazardous materials accident risks, such as, system safety design, review of equipment, safety evaluation of work practices, systems reliability, preventive maintenance procedures, risk assessment for specific equipment, emergency response planning, and internal or external auditing procedures.

6.2 PLANNING ACTIVITIES

Funding for local planning and preparedness activities is available through the HMTUSA Grant Program. The purpose of these funds is to increase the capability of local jurisdictions to respond to hazardous materials emergencies. Increasing the effectiveness of the response reduces the potential threats to a community.

O E S
CALIFORNIA



*Governor's Office of
Emergency Services*

Local Emergency Planning Committee



ANNEX A

GLOSSARY

A-I. ACRONYMS

AA	Administering Agency
AHM	Acutely Hazardous Materials
ARB	Air Resources Board
ARC	American Red Cross
CAER	Community Awareness and Emergency Response
CALTRANS	California Department of Transportation
CALWAS	California Warning System
CCR	California Code of Regulations
CDFA	California Department of Food and Agriculture
CDF	California Department of Forestry
CEPP	Chemical Emergency Preparedness Program
CEPRC	Chemical Emergency Planning and Response Commission
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center

CHMIRS	California Hazardous Material Incident Reporting System
CRTK	Community Right-to-Know
CSTI	California Specialized Training Institute
DHS	California Department of Health Services
DOE	U.S. Department of Energy
DOD	U. S. Department of Defense
DOJ	State Department of Justice
DOT	U.S. Department of Transportation
EBS	Emergency Broadcast System
EHS	Extremely Hazardous Substance
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPI	Emergency Public Information
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HMICP	Hazardous Materials Incident Contingency Plan
H&SC	Health and Safety Code
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
MHFP	Mutli-Hazard Functional Plan

MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRT	National Response Team
OES	Office of Emergency Services (State of California)
OSC	On-Scene Coordinator
OSCA	Off-site Consequence Analysis
OSHA	Occupational Safety and Health Act or Administration
PIO	Public Information Officer (or Office)
RACES	Radio Amateur Civil Emergency Service
RADEF	Radiological Defense
RCP	Regional Contingency Plan (Federal Response Plan)
RCRA	Resource Conservation and Recovery Act
RMPP	Risk Management and Prevention Program
RP	Responsible Party
RQ	Reportable Quantity
RRT	Regional Response Team
RWQCB	Regional Water Quality Control Board
SARA	Superfund Amendments and Reauthorization Act of 1986
SERC	State Emergency Response Commission

SOC	State Operations Center
SOP	Standard Operating Procedure
TPQ	Threshold Planning Quantity
USC	United States Code
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture

A-2. DEFINITIONS

Accidental Release

An unexpected discharge or emission into the environment, possibly involving a fire or explosion, resulting from operational errors, improper maintenance, or equipment failure in the course of industrial activity.

Acutely Hazardous Material

See: EXTREMELY HAZARDOUS SUBSTANCES

Administering Agency

The department, office, or other agency of a county or city designated pursuant to Subdivision (c) of Section 25502.

Administrator

The Administrator of the Environmental Protection Agency.

Agency Representative

Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the liaison officer.

Area Plan

A plan established pursuant to Section 25503 by an Administering Agency for emergency response to a release or threatened release of a hazardous material within a city or county.

Business

An employer, self-employed individual, trust, firm, joint stock company, corporation, partnership or association. For the purposes of this plan, "business" includes a business organized for profit and a non-profit business.

Business Plan

A separate plan for each facility, site, or branch of a business which meets the requirements of Section 25504 of California H&SC.

California Specialized Training Institute (CSTI)

As a division of OES, CSTI provides training for individuals that need to interact with hazardous materials from the responder's to the administrator's level.

**Community Awareness
and
Emergency Response
(CAER)**

Program developed by the Chemical Manufacturers Association which provides guidance for chemical plant managers to assist them in taking the initiative in cooperating with local communities in develop integrated (community/industry) hazardous materials response plans.

Chemical

Any element, chemical compound or mixture of elements and/or compounds.

**Chemical Transportation
Emergency Center
(CHEMTREC)**

Emergency Center operated by the Chemical Manufacturers Association. Provides information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. Can be reached 24 hours a day.

**Community Emergency
Coordinator**

The person who makes determinations necessary to implement this plan (in California, the community emergency coordinator is designated to be the OES Regional Administrator).

**Comprehensive
Environmental
Response,
Compensation, and
Liability Act (CERCLA)**

Federal statute that authorizing the "Superfund", which is administered by EPA, providing funding for clean-up and emergency response actions for hazardous substances at the worst hazardous waste sites in the United States.

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra - or interagency) does not in and of itself involve command dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within limits as established by specific agency delegations, procedures, legal authority, etc.

**Emergency Broadcasting
System (EBS)**

Emergency notification system used to inform the public about the nature of a hazardous materials incident and what safety steps they should take.

Environment	Includes water, air, and land and the interrelationship which exists among and between water, air, land and all living things.
Evacuation	The removal of potentially endangered, but not yet exposed, persons from an area threatened by a hazardous materials emergency.
Extremely Hazardous Substances (EHS)	Substances appearing on the list referred to in Section 302(a) of SARA and published in the Federal Register on November 17, 1986 (51 FR 41570, as revised on April 22, 1987, 52 FR 13378 and February 25, 1988, 53 FR 5574). The list is composed of acutely toxic chemicals that might pose an acute or chronic hazard to a community upon release.
Facility	A location, with one or more structures, at which a process or set of processes produce, refine, use, or repackage chemicals, or a location where a large enough inventory of chemicals are used or stored so that a significant accidental release of a toxic chemical is possible.
Facility Emergency Coordinator	The person, designated by a facility, who shall make determinations necessary to implement this plan.
Handle	Handle, use, generate, process, produce, package, treat, store, emit, discharge, or dispose of a hazardous material in any fashion.
Handler	Any business which handles a hazardous material.
Hazard	A characteristic of the chemical, system, plant, or process that represents a potential for an accident.
Hazard Analysis Procedures	Techniques and procedures used to identify undesired events that lead to the realization of a hazard, and the analysis of the mechanisms by which the undesired events could occur.
Hazardous Chemical	Any chemical which poses a physical hazard or a health hazard as noted in Section 311 (e) with the exceptions noted in that section.

Hazardous Materials

Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.

"Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or the Administering Agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if releases into the workplace or the environment.

Hazardous Materials Emergency

Uncontrolled, unlicensed release during storage or use from a fixed facility of hazardous materials that may affect the public health, safety and/or the environment.

Hazardous Substance

Any substance or chemical for which one of the following applies:

- (1) The manufacturer or producer is required to prepare a MSDS for the substance or product pursuant to the Hazardous Substances Information and Training Act, Chapter 2.5 (commencing with Section 6360) Part 1 of Division 5 of the Labor Code or pursuant to any applicable federal law or regulation.
- (2) The substances listed as a radioactive material in Appendix B of Chapter 1 of Title 10 of the Code of Federal Regulations, maintained and updated by the Nuclear Regulatory Commission.
- (3) The substances listed pursuant to Title 49 of the Code of Federal Regulations.
- (4) The materials listed in Subdivision (b) of Section 6382 of the Labor Code.

Hazardous Waste

Hazardous waste, as defined by Sections 25115, 25117, and 25416 of Chapter 6.95 of the California Health and Safety Code.

Incident

An occurrence or event, either human-caused or a natural phenomenon, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Commander	The individual responsible for the management of all incident operations.
Incident Command System (ICS)	The Incident Command System is a management structure used by the Fire Services which is designed to be flexible and expandable to meet the needs of any emergency.
Local Emergency Planning Committee (LEPC)	Local planning committees, appointed by the CEPRC, with representatives of state and local officials, response agencies, media, community groups, and businesses tasked with developing an emergency response plan.
Material Safety Data Sheet (MSDS)	A worksheet required by OSHA containing information about hazardous chemicals in the workplace; MSDSs are used to fulfill part of the hazardous chemical inventory reporting requirements under Section 1910.1200 (g) of Title 29 of the Code of Federal Regulations.
Medical Emergency	Any unforeseen condition which a health professional would judge to require urgent and unscheduled medical attention. Such a condition is one which results in sudden and/or serious symptom(s) constituting a threat to a person's physical or psychological well-being and which requires immediate medical attention to prevent possible deterioration, disability, or death.
Mixture	Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
National Contingency Plan (NCP)	The federal response plan for responding to hazardous materials emergencies.
National Response Center (NRC)	The central U.S. clearinghouse for information involving emergency spills and other releases of oil and hazardous substances. The center receives and relays notices of discharges or releases to the appropriate federal On-Scene Coordinator.
National Response Team (NRT)	Consists of representatives of 14 government agencies (DOD, DOI, DOT/RSPA, DOT/USCG, EPA, DOC, FEMA, DOS, USDA, DOJ, HHS, DOL, NRC, and DOE), with emergency planning and response capabilities. The NRT is the principal organization for implementing the National Contingency Plan.

**On-Scene Coordinator
(OSC)**

The federal official predesignated by EPA or USCG to coordinate and direct federal responses.

**Occupational Safety and
Health Administration
(OSHA)**

Part of the U.S. Department of Labor which oversees health and safety regulations.

Office

The California State Office of Emergence Services.

Person

Any individual, trust, firm, joint stock company, corporation (including government corporation), partnership, association, state municipality, commission, political subdivision of a state, or interstate body.

Produce

To manufacture, process, formulate, or repackage.

Public Alert System

Equipment, technologies, and procedures for providing timely and effective public warning of an accidental release as well as for informing the public of precautionary measures.

Regional Administrator

Person who serves as the Emergency Management Representative to the LEPC and designated to act as Local Community Coordinator for the LEPC.

**Regional Response
Teams (RRT)**

Groups composed of representatives of federal agencies and a representative from each state in the federal region which responds to hazardous materials emergencies.

**Resource Conservation
and
Recovery Act (RCRA)**

Established a legal and administrative framework for the proper management and disposal of major hazardous waste sites.

Release

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, or toxic chemical.

Representative

An employer, self-employed individual, trust, firm, joint stock company, corporation, partnership, or association. For purposes of this plan, "business" includes a business organized for profit and a non-profit business.

Reportable Quantity (RQ)

Quantities of chemicals for which releases are subject to reporting under CERCLA of 1980 and Section 304 of SARA Title III.

Resources

All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Risk

A measure of potential economic loss or human injury in terms of the probability of the loss or injury occurring and the magnitude of the loss or injury if it occurs.

Risk Management and Prevention Program (RMPP)

All of the administrative and operational programs of a business which are designed to prevent AHM accident risk, including, but not limited to, programs which include design safety of new and existing equipment, standard operating procedures, preventive maintenance programs, operator training and accident investigation procedures, risk assessment for unit operations, or operating alternatives, emergency response planning, and internal or external audit procedures to ensure that these programs are being executed as planned. (Section 25532 of Chapter 6.95 of the California Health and Safety Code)

Routine Release

A process emission, such as atmospheric venting, designed into a process of operation to maintain operational control.

Regional Response Team (RRT)

A team composed of representatives of federal agencies and a representative from each state in the federal region.

Sensitive Receptor

Population considered at special risk from exposure to a release of hazardous materials; it includes children, pregnant women, senior citizens, and handicapped persons.

Sheltering-in-Place

As an alternative to evacuation, it is a means of protecting individuals by keeping them indoors during and following the accidental release of hazardous materials.

Significant Release

For RMPP development, means any release of AHM into the environment which could produce a significant likelihood that persons exposed may suffer acute health effects resulting in significant injury or death.

Standard Operating Procedures (SOP)

That document setting forth the emergency response operating procedures covering all details of operation currently in effect at the facility. This document should include safety procedures.

Superfund

The trust fund established under CERCLA to provide money for hazardous waste-site clean-up.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Includes detailed provisions for community planning.

Technical Specialist

An individual who can provide technical support and guidance regarding hazardous materials including their properties, nature, characteristics and how they are handled, disposed of, etc.

Threshold Planning Quantity (TPQ)

The amount of an extremely hazardous substance present at a facility above which the facility's owner/operator must give emergency planning notification to the CEPRC, LEPC, and AA.

Title III (SARA)

The third part of SARA, known as the Emergency Planning and Community Right-to-Know Act. This act specifies requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

Toxic Chemical

A substance on the list described in Section 313(c) of SARA, Title III.

Toxic Release Inventory (TRI)	A national inventory of annual toxic chemical releases from manufacturing facilities.
Trade Secret	Any confidential formula, pattern, process, device, information or compilation of information that is used in a submitter's business, and gives the submitter an opportunity to obtain an advantage over competitors who do not know or use it.
Trade Secrecy Claim	A submittal under Section 303(d)(2) or (d)(3), 311, 312, or 313 of SARA , Title III in which a chemical identity is claimed as trade secret, and is accompanied by a substantiation in support of the claim of trade secrecy for chemical identity.
Unified Command	A method for all agencies or individuals who have jurisdictional responsibility at the incident, to contribute to the determination of overall objectives for the incident and the selection of a strategy to achieve the objectives.
Use	Package, handle, react, or transfer.
Warning Control Center (OES)	Dispatch center for OES which receives notification of existing emergencies and threatened releases. The Warning Control Center notifies appropriate state agencies who are required to respond to hazardous materials emergencies.

ANNEX B

COASTAL REGION LOCAL EMERGENCY PLANNING COMMITTEE

B-1. 1994 GOALS AND OBJECTIVES

The following goals and objectives were proposed at the December 16, 1993 meeting, as recommended by the Executive Subcommittee. These are directed at overall Committee activities and will constitute the activities for 1994, along with those of the Standing Subcommittees.

- 1) Coastal Region LEPC meetings will be held monthly. The majority of meetings will be conducted at the Coastal Region Office. The North District and South District may host one meeting in their respective districts each year.
- 2) The Coastal Region will continue its Community Right-to-Know outreach program during 1994 by translating hazardous materials information into non-english languages.

Subcommittee Goals and Objectives - 1994

Executive Subcommittee

1. Review and establish policies and guidelines
2. Monitor progress of subcommittees quarterly
3. Review issues/business of CEPRC
4. Respond to requests from public as necessary
5. Assign tasks to special work groups and subcommittees as necessary
6. Establish meeting dates and locations for LEPC
7. Complete and approve Coastal Region Hazardous Materials Emergency Response Plan for printing and distribution.

Administering Agency

1. Improve communication among Coastal Region AAs by providing two informational newsletters per year.
2. Sponsor an Administering Agency Workgroup to comment on the SB 1082 proposed regulations.

Equipment and Training

1. Develop a process for equipment, training, and exercise grant monies.

Response Resources

1. Identify public and private hazardous materials emergency response capabilities.
2. Evaluate the need for resources within the Coastal Region.
3. Provide ongoing support for Humboldt/Del Norte HMERT project.

Hazard Analysis

1. Obtain the current list of Acutely Hazardous Materials facilities and sensitive receptors.
2. Identify railroad routes.
3. Identify major vehicle routes and poison inhalation routes.
4. Identify oil and natural gas pipelines.
5. Provide collected information for input to EIS Database.

Community Right-to-Know

1. Translate and distribute community right-to-know brochure.
2. Participate in State CRTK activities.

Membership

1. Search for members to fill vacant positions.
2. Advise the Chair on members who fail to attend.

Information Management Workgroup

1. Represent Coastal Region at CEPRC Information Management Subcommittee meetings.
2. Oversee development and implementation of EIS Database

B-II. PLANNED ACTIVITIES FOR 1994

1. Monthly Meetings
2. Translating Community Right-to-Know information into non-english languages
3. Public requests for information
4. Data gathering and management
5. Allocate HMTUSA Training Grants

B-III. MEMBERS

CIVIL DEFENSE¹

MARGIE RIOPEL, Emergency Services Coordinator
San Benito County
481 Fourth Street
Hollister, CA 95023
(408) 636-4004 (FAX 408-636-4010)

ELECTED OFFICIAL¹

CATHLEEN A. MCKAY, City Clerk
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
(707) 463-6217 (FAX 707-)

ENVIRONMENTAL PROSECUTOR¹

JEFFREY W. HOLTZMAN, Deputy District Attorney
Sonoma County
2300 County Center Drive, #B-170
Santa Rosa, CA 95403
(707) 527-3161 (FAX 707-527-3499)

FEDERAL FACILITIES REPRESENTATIVE¹

RICHARD M. BENNETT,
Environmental Compliance Manager
Mare Island Naval Shipyard
Code 106.04 Mail Stop T-56
Mare Island, CA 94592
(707) 646-6340 (FAX 707-646-6351)

HEALTH¹

RICHARD J. LEE, C.I.H.
Senior Industrial Hygienist
Department of Public Health City & County of San
Francisco
Bureau of Toxics, Health and Safety Division
101 Grove Street, Room 207
San Francisco, CA 94102
(415) 554-2798 (FAX 415-554-2768)

HOSPITAL¹

JERI L. BONESTEELE, R.N.
Joint HazMat Project Coordinator
Contra Costa County/Solano EMS
50 Glacier Drive
Martinez, CA 94553
(510) 646-5562 (FAX 510-646-5570)

INDUSTRY¹

JAMES C. SEAVER
Environmental Engineer
Lockheed Missiles and Space Co.
P. O. Box 3504, 0147-10 B/101
Sunnyvale, CA 94088-3504
(408) 742-0243

**MEDIA¹
(CHAIR)**

DAVID FOWLER
150 Landers, #6
San Francisco, CA 94114
(415) 864-6762 (FAX 415-864-1229)

TRANSPORTATION¹

GLENN E. BEHM,
Deputy District Director, Maintenance
Department of Transportation (Cal-Trans)
111 Grand Avenue
P. O. Box 23660
Oakland, CA 94623-0660
(510) 286-5893 (FAX 510-286-6447)

**NORTH DISTRICT¹
(VICE-CHAIR)**

JIM HARRISON, Battalion Chief
Ukiah Valley Fire District
1500 S. State Street
Ukiah, CA 95482
(707) 462-7921 (FAX 707-462-2938)

**ADMINISTERING
AGENCY²**

LAURA BROWN, HazMat Program
Contra Costa County Department of Health Services
Environmental Health Services
4333 Pacheco Boulevard
Martinez, CA 94553
(510) 646-2286 (FAX 510-646-2073)

AGRICULTURE²

SUSAN E. COHEN
Solano County Agricultural Commissioner/Sealer
2000 West Texas Street
Fairfield, CA 94533
(707) 421-7465 (FAX 707-429-0827)

COMMUNITY GROUPS²

DARLENE LaMONT
16821 Lauri Lane
Occidental, CA 95465
(707) 874-3958

**EMERGENCY
MANAGEMENT³**

RICHARD EISNER
Regional Administrator
Governor's Office of Emergency Services
360 Civic Drive, Suite 1
Pleasant Hill, CA 94523-1901
(510) 646-5908 (FAX 510-646-5918)

FIRE²

GORDON D. DAKIN
Training Officer/Shift Commander
Lawrence Livermore Laboratory Fire Department
7000 East Avenue (L-388)
Livermore, CA 94550
(510) 422-8751 (FAX 510-422-8710)

FIRST AID²

LISA S. BLUTMAN
Manager, Health and Safety Services
1550 Sutter Street
San Francisco, CA 94109
(415) 202-0615

LAW ENFORCEMENT²

ALEX R. JONES, Captain
California Highway Patrol
3601 Telegraph Avenue
Oakland, CA 94609
(510) 450-3821

**LOCAL
ENVIRONMENTAL²**

GEORGE V. ALEXEEFF, Ph.D
OEHHA, CAL-EPA
2151 Berkeley Way, Annex 11
Berkeley, CA 94704
(510) 540-3324

SOUTH DISTRICT²

JOHN WILLETT,
Assistant Chief/Secretary-Treasurer
Carmel by-the-Sea Fire Department
P. O. Box 6418
Carmel, CA 93921
(408) 624-1718 (FAX 408-624-0538)

NOTE:

- 1 Term will expire on June 30 in years ending with an even number.
- 2 Term will expire on June 30 in years ending with an odd number.
- 3 Regional Manager, OES Region 2; Indefinite Term.

B-IV. ALTERNATES

<u>Position</u>	<u>Alternate</u>	<u>Contact Number</u>
Civil Defense	Sandy L. Covall	415-363-4790
Elected Official		
Environmental Prosecutor	Daryl Roberts	707-253-4211
Federal Facilities	Bruce R. James	415-395-3915
Health	Patrick Fosdahl	415-554-2728
Hospital		
Industry	Rob Johnston	510-372-3148
Media	Richard E. Epting	415-954-7878
Transportation	Arlon O. Sauls	707-445-6393
North District	Brian Cox	707-441-5689
Administering Agencies	Sophia Galifaro	707-527-1152
Agriculture	Eric Lauritzen	707-527-2371
Community Groups	Tina Flores	
Emergency Management	Keith Ann Glass	510-646-5908
Fire	William F. Reykalin	471-3232 x 362
First Aid	Bob Kinsman	415-726-0659
Law Enforcement	Lt. Donald L. Cox	510-646-4980
Local Environmental	Patricia A. Holmes	415-749-4674
South District	Capt. Paul R. Faurot	408-728-6060

B-V. SUBCOMMITTEE MEMBERS

Executive

Dave Fowler, Chair
Jim Harrison, Vice-Chair
Darlene LaMont
Richard J. Lee
Laura Brown

Community Right-to-Know

Darlene LaMont, Chair
Dave Fowler
Susan Cohen
James Seaver
Jeff Holtzman

Data Management

George Alexeeff, Chair
Richard Lee, Co-Chair

Equipment and Training

Jim Harrison, Chair
John Willett

Hazard Analysis

Richard J. Lee, Chair
Alex R. Jones
Glenn E. Behm
George Alexeeff
Margie Riopel

Administering Agency

Laura Brown, Chair
Sophia Galifaro, Co-Chair
Barbara Zett
Ed Howell

Response Resources

Gordon Dakin, Chair
Bill Reykalin, Co-Chair

B-VII.MISSION STATEMENT

Authority

The establishment of Local Emergency Planning Committees (LEPC) is mandated by the Superfund Amendments and Reauthorization Act, Title III, of 1986. This authority is vested in the six California LEPCs by the Chemical Emergency Planning And Response Commission (CEPRC). Categories of membership on the LEPC are established by the CEPRC; however, each LEPC has the discretion to add up to four ad hoc categories.

Mission

As coordinated and supervised by the CEPRC, the mission of the LEPCs is to coordinate implementation of California's Hazardous Material Emergency Planning and Community Right-to-Know program at the Regional level. This includes implementation of federal, state, and local programs to prevent, mitigate, and respond to hazardous material emergencies and ensure public availability of appropriate chemical information as prescribed by law.

The LEPCs have several objectives including, but not limited to:

1. Develop and implement the regional hazardous material emergency response plan consistent with state and federal law, focusing on:
 - * identification of chemical risks, especially those that could have cross-jurisdictional impacts or require multi-jurisdictional response resources;
 - * identification of transportation related chemical risks;
 - * identification of local, public, and private response capabilities; and,
 - * facilitating agreements or systems to mitigate or reduce shortfalls in response capabilities.
2. Provide a forum for the consideration of ideas and concerns of public and private interests in the implementation of hazardous material emergency programs within the Coastal Region.
3. Enhance public safety and environmental protection by facilitating the implementation of hazardous material emergency planning and community right-to-know laws.

4. Promote education and awareness programs, and sponsor such programs, as necessary, to educate the community on issues relating to hazardous material emergency planning and community right-to-know.
5. Facilitate local government emergency planning activities, such as drills, exercises, education, and training that enhance hazardous material emergency preparedness or by obtaining necessary emergency planning information from facilities.
6. Work with local administering agencies (AAs) to promote a mechanism for timely review and processing of requests for hazardous material information that is legally available to the public under these programs.
7. Promote, assist, and guide activities (in conjunction with the AAs) to integrate and refine hazardous material emergency planning and accident prevention programs and eliminate unnecessary program overlap.

Adopted Version November 5, 1990

B-VIII. STANDING SUBCOMMITTEES AND WORK GROUPS MISSION STATEMENTS

Executive Subcommittee

The Executive Subcommittee provides organization; develops policy and procedures; coordinates agendas and support materials; coordinates with Coastal Region Hazardous Materials Division staff; and provides recommendations for committee activities. This Subcommittee is comprised of the LEPC Chair, Vice-Chair, and all Standing Subcommittee chairs.

Response Resources Subcommittee

The Response Resources Subcommittee will: identify existing hazardous materials emergency response resources; evaluate the need for additional resources necessary to local agencies; provide assistance to agencies conducting hazardous material exercises; develop a schedule of exercises; assist CEPRC Equipment and Training Subcommittee with developing statewide standards for improving response capability; and assist with the development of the Coastal Region Hazardous Material Response Plan.

Equipment and Training Subcommittee

The Equipment and Training Subcommittee will: coordinate training grant applications and recommendations, and assist CEPRC Equipment and Training Subcommittee with developing statewide standards for improving response capability.

Hazard Analysis Subcommittee

The Hazard Analysis Subcommittee will: develop and integrate a logical and cohesive hazards analysis rationale consistent with statewide planning efforts; strengthen the Regional Plan by providing information on fixed facilities, transportation routes, and sensitive high risk areas; provide input to local agencies to enhance coordination, define roles and limits of hazardous analysis for pre-emergency and planning purposes; and, provide assistance for the development of the Regional Plan.

Administering Agency Subcommittee

The Administering Agency Subcommittee will: act as a forum for the 34 Administering Agencies (AAs) within the region to interface, share information and discuss issues and concerns related to the implementation of Chapter 6.95 of the California Health and Safety Code; provide an opportunity to form representative opinions on matters concerning AAs and to present those unified concerns on issues to the LEPC and/or CEPRC; assist with hazard analysis and community right-to-know programs to provide a useful and workable conduit for information exchange between the LEPC and the AAs for the Regional Plan.

Community Right-to-Know Subcommittee

The Community Right-to-Know Subcommittee will: raise public awareness for hazardous material releases; provide outreach to communities within the Coastal Region, provide a public information packet for the media to help interpret the Coastal Region Hazardous Materials Emergency Response Plan, and provide information about the problems associated with hazardous materials.

Membership Subcommittee

The Membership Subcommittee will: recruit for vacant positions that exist on the LEPC; review those applications to assure applicants are qualified for the position/s; provide the necessary completed forms to the LEPC for approval; and, forward the recommendations to the CEPRC. **THIS IS NOT A STANDING SUBCOMMITTEE AND IS ACTIVATED ONLY WHEN VACANCIES OCCUR.**

WORK GROUPS:

Data Management Task Force

The purpose of this task force is to obtain information management software and to develop a master plan for regional data input.

B-IX. BY LAWS

ARTICLE I Authority

The Local Emergency Planning Committee (LEPC), Coastal Region, was designated by the State Chemical Emergency Planning and Response Commission (CEPRC) pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Subtitle A, Section 301 b and c. The Coastal Region consists of the following sixteen (16) counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

ARTICLE II Objective

The LEPC provides, at a regional level, planning for hazardous materials emergencies, and response to community right-to-know information. Specific LEPC responsibilities are identified in SARA, Title III.

ARTICLE III Members

A. MEMBERSHIP AND TERMS

Membership of the LEPC will be for two year terms and is limited to two (2) consecutive terms. If the CEPRC is unable to meet and confirm the recommended appointment(s), at the Chair's discretion, member's with expiring term's who have been recommended for re-appointment, may continue to serve for a period not to exceed ninety (90) days or until CEPRC confirmation is made. Also at the Chair's discretion, nominees recommended to fill vacant positions may commence to serve their terms pending CEPRC appointment.

The membership shall be comprised of the following representative categories designated and appointed by the Governor through the CEPRC:

Civil Defense ¹	Administering Agency ²
Health ¹	Community Groups ²
Industry ¹	Fire ²
Environmental Prosecutor ¹	First Aid ²
Hospital ¹	Federal Facilities ¹
North District ¹	Local Environmental ²
Media ¹	South District ²
Transportation ¹	Law Enforcement ²
Elected Official ¹	Agriculture ²
Emergency Management ³	

1. PRIMARY member terms are as follows:

- 1 - Term will expire on June 30 in years ending with an even number.
- 2 - Term will expire on June 30 in years ending with an odd number.
- 3 - Regional Manager, OES Coastal Region

2. **ALTERNATES member terms are as follows:**

1 - Term will expire on June 30 in years ending with an even number.

2 - Term will expire on June 30 in years ending with a odd number.

B. **REGIONAL DISTRICTS**

The North District is comprised of the counties of Del Norte, Humboldt, Mendocino and Lake. The South District is comprised of the counties of San Benito, Santa Cruz and Monterey.

The North and South District members shall represent the interests of their respective districts. At least one LEPC meeting per year shall be held in each regional district, budget permitting.

C. **APPOINTMENT OF MEMBERS/ALTERNATES**

Appointments/reappointments to the LEPC are administered by the Commission's Membership Subcommittee. The LEPC may recommend to the CEPRC nominees for appointment/ reappointment. The following procedures apply:

1. The Chair shall appoint, not later than March of each year, or as necessary when vacancies occur, a nominating Subcommittee to identify prospective nominees.
2. The nominating Subcommittee shall provide to the LEPC, as necessary, a list of prospective nominees for those member/alternate positions which are vacant or are expiring as set forth in Article III. A. MEMBERSHIP AND TERMS. The following criteria shall be used to select prospective nominees:
 - a. Nominations should reflect the current requirements for equitable representation of membership based on geographic and population considerations.
 - b. Nominees should have broad-based experience and knowledge in the representative category to be filled.
 - c. Nominations will comply with the State of California Affirmative Action policies.
 - d. A minimum of two (2) prospective nominees should be selected for each representative category to be filled. Only one nominee need be selected for alternates.
 - e. The appointed member will select his/her own alternate.
3. The LEPC shall select by a majority vote of the members present, a candidate for each category to be filled. The committee shall consider those nominations provided by the nominating Subcommittee and any additional nominations from the floor.
4. Candidate nominations from the LEPC must be sent to the CEPRC nominating subcommittee on the official nomination form provided by the Commission in time to meet appointment deadlines. The Commission will determine which of the nominees will be selected for appointment to the committee.

D. ATTENDANCE

Appointed members are expected to attend scheduled LEPC meetings.

1. When an appointed member is unable to attend a scheduled LEPC meeting, the Chair shall be notified prior to the meeting (see Article III, E. ALTERNATES).
2. The appointed member shall attend a majority of the scheduled meetings.
3. Should any appointed LEPC member be absent for two consecutive meetings during any year the LEPC Chair shall contact the member and ascertain whether that member will be able to fulfill their obligations on the committee.

E. ALTERNATES

A member may designate an alternate to attend an LEPC meeting on their behalf. Alternates will be appointed using the same criteria and procedures as for members. When representing the member, the alternate may vote, participate in official committee policy actions, and be used to constitute a quorum of the committee. Alternates may be reimbursed for travel expenses when representing the member.

F. REMOVAL OF MEMBERS

A member of the committee can only be removed by the CEPRC. However, the LEPC may recommend, in writing to the CEPRC, that a member be removed for cause at any time by majority vote, or automatically when an appointed member is absent for three (3) consecutive meetings or thirty percent (30%) of regular scheduled meetings in the twelve (12) month period commencing with the members initial appointment and in each twelve (12) month period thereafter. The member will be notified in writing prior to the LEPC initiating action.

G. HEARING AND APPEAL

A member, having been notified under the rules of Article III (F), REMOVAL OF MEMBERS, may seek the following recourse:

1. The member may request a hearing with the LEPC to be conducted in closed session at the next scheduled or special meeting. This request shall be made in writing to the LEPC Chair.
2. The member may appeal, in writing to the CEPRC, any action to remove that member from the committee as a result of a hearing by the LEPC.

H. OFFICIAL COMMUNICATION AND REPRESENTATION

A member of the LEPC shall take no action, or speak on behalf of, or in the name of the LEPC unless specifically authorized to do so by the LEPC or its Chair.

I. COMPENSATION

1. Officers and members of the LEPC shall serve without compensation.
2. All LEPC members shall be entitled to travel and per diem expenses pursuant to State Board of Control Rules and Regulations and the guidelines established by OES.

ARTICLE IV Officers

A. OFFICER TERMS

The officers of the LEPC shall consist of a Chair and Vice-Chair. Such officers shall serve a term of one year or until their successors are elected. The term of office begins immediately following election or, if the elected officer is absent and has not consented to his/her candidacy, the term begins when the officer has been notified and accepts.

B. ELECTION OF OFFICERS

LEPC Officers are to be elected at the first meeting of each calendar year. The following procedures shall apply:

1. Prior to the election of officers, the Chair will poll the members of the LEPC to identify those persons who decline consideration.
2. A ballot listing the names of all members (except those who declined consideration) will be distributed to all members present. The Chair will be elected first, followed by the Vice-Chair. Separate ballots will be used for each position.
3. Each member is to select the name of one person from the list for the position indicated on the ballot. A member receiving a majority vote of those members present is elected. If no member receives a majority, a second ballot with the two candidates receiving the greatest number of votes will be distributed for a runoff vote.

C. REPLACEMENT OF OFFICERS

The following procedures shall apply for the replacement of the officers of the LEPC at times other than the scheduled annual election described in ARTICLE IV, SECTION B.

1. The Chair, if for any reason is unable to complete the term or obligation of office, shall be replaced for the remainder of the term by the Vice-Chair. A new Vice-Chair shall be elected according to paragraph 2. below.
2. If the Vice-Chair for any reason is unable to complete the term or obligation of office, a new Vice-Chair shall be elected according to Article IV, Section B, Paragraphs 1- 3.
3. In the event neither the Chair nor Vice-Chair are able to preside at any meeting of the LEPC, the Chair will designate an appointed LEPC member to serve as the Chair, Pro-tempore.

ARTICLE V
Duties of Officers

A. The CHAIR shall:

1. Preside at all meetings of the LEPC.
2. Rule on all points of order.
3. Appoint the Chair of each subcommittee and working groups.
4. Be an ex-officio member of all subcommittees and working groups.
5. Represent the LEPC at official public functions or designate a member of the LEPC from a designated speakers panel to do so.
6. Oversee administrative LEPC matters.
7. Act as signatory on all official documents.
8. Sit as a member on the State Commission (CEPRC).

B. The Vice-Chair shall:

1. Serve as permanent Chair of the Membership Subcommittee unless, due to other LEPC responsibilities, the Vice-chair asks for relief from the Chair.
2. Perform the duties of the Chair in his/her absence.
3. Attends the State Commission in the absence of the LEPC Chair.
4. Perform such other duties as may be assigned by the Chair or by the LEPC.

C. The Information Coordinator

1. The Emergency Management Representative is designated the Information Coordinator as required in SARA, Title III, Section 301(c).
2. Shall process request(s) from the public for SARA, Title III information using the procedures established by the LEPC.

ARTICLE VI Subcommittee

A. SCOPE AND RESPONSIBILITIES

Responsibilities of subcommittees include reviewing, evaluating, and making recommendations relating to hazardous materials emergency planning issues as referred to them by the LEPC or on their own initiative. However, no action undertaken by any subcommittee shall be deemed to be official until it has been approved by the LEPC.

B. STANDING SUBCOMMITTEES

1. To facilitate operations and assure thorough coverage of LEPC duties and responsibilities, the LEPC structure includes the following standing subcommittees:
 - Response Resources Subcommittee
 - Hazard Analysis Subcommittee
 - Community Right-to-Know Subcommittee
 - Administering Agency Subcommittee
 - Equipment and Training Subcommittee
2. Additional standing subcommittees may be formed as acted on by the LEPC.

C. EXECUTIVE SUBCOMMITTEE

The Executive Subcommittee provides organization, policy and procedures guidance and is comprised of the LEPC Chair, Vice-chair and Standing Subcommittee Chairs.

D. SPECIAL SUBCOMMITTEES AND WORKING GROUPS

1. A special subcommittee or working group may be appointed at the discretion of the LEPC if and only if the tasks assigned are expected to be short-term and the assignment falls outside the scope of the standing subcommittee or working group.
2. Special subcommittees or working groups will be responsible for their own activities including place and frequency of meetings. No actions of the special subcommittees or working groups shall be deemed official until it has been approved by the LEPC.

E. OFFICERS AND MEMBERSHIP

1. Membership to the standing subcommittees shall be open to any interested individual. The Chair of each standing Subcommittee will be an appointed member or alternate of the LEPC.
2. Membership to the Administering Agency Subcommittee shall be representatives of the designated Administering Agencies for Chapter 6.95 of the California Health and Safety Code. The Chair of the Administering Agency Subcommittee shall be the appointed LEPC Administering Agency member or alternate.

3. Membership on special subcommittees shall be open to any interested individual. The Chair of each special subcommittee will be designated by the LEPC Chair.

F. ACTIVITY REQUIREMENTS

1. Subcommittees will be responsible for their own activities including the place and frequency of meetings.
2. Minutes of subcommittee meetings will be made promptly and distributed to all members of the subcommittee and LEPC members.
3. Each subcommittee Chair will inform the LEPC of its proposed plans, priorities, and activities, and obtain concurrence. The subcommittee Chair shall report current subcommittee status at each regular LEPC meeting.
4. Only Subcommittee members may vote on actions and decisions of the Subcommittee.

**ARTICLE VII
Meetings**

A. REGULAR MEETINGS

Regular meetings of the LEPC shall be held monthly at a time and place determined by the LEPC. The regular LEPC meeting schedules shall be set by the Chair subject to the approval of the LEPC. At least one meeting per year shall be held in each of the North District and South District, respectively.

B. SPECIAL MEETINGS

Special meetings of the LEPC may be held at the call of the Chair. The LEPC Chair shall also schedule a special meeting at the call of four LEPC members.

1. Notice to all LEPC members shall be not less than three (3) days prior to the date set for such special meetings. Such notice must include the specific subject matter of the meeting. No other subject matter may be considered.
2. The call and notice of special meetings of the LEPC must be posted at least 24 hours prior to the special meeting in a location which is "freely accessible" to the public in addition to being served 24 hours in advance.

C. QUORUM

A quorum is required for any official business including regular and special meetings. A quorum shall consist of a simple majority of appointed and serving LEPC members or alternates.

The following criteria shall be used to determine if an official action is being taken by the LEPC:

1. A vote of the committee is required before an action can be taken.

2. The action will result in the committee or its staff spending money.
3. The action will result in the forwarding of a proposal, document, or plan to the CEPRC.
4. The action will result in correspondence being sent from the committee.

D. GOVERNING DIRECTIVES

1. Meetings will be in accordance with the Bagley Keene Act and Government Code****
2. All committee and subcommittee meetings shall be governed by Robert's Rules of Order, Revised, unless otherwise prescribed by these Bylaws.

E. AGENDA AND MINUTES

1. A written agenda must be prepared for each regular and special meeting of the LEPC and its subcommittees. The agenda must identify each item of business to be "transacted or discussed" at that meeting. The agenda for regular and special meetings must be posted not less than 72 hours in advance of the meeting to which it relates. Subcommittee agendas are not required to be posted nor made available to other than the subcommittee members and LEPC members.
 - a. Agendas will be posted at the OES Hazardous Materials Division Office, Coastal Region, 360 Civic Drive, Suite 1, Pleasant Hill, CA. Copies will be available on request.
 - b. Each agenda shall include a statement that copies of the staff reports or other written documentation relating to each item of business referred to on the agenda will be on file at the OES Coastal Region HazMat office and is available for public inspection. A notation shall be added to each agenda that any person who has a question concerning an agenda item may call the OES Coastal Region HazMat staff for clarification or information on the agenda. Each agenda must contain a clear statement of the time and place of that meeting.
2. As a general rule, the LEPC does not "take action" on any item which does not appear on the posted agenda.
3. Approved minutes of LEPC meetings shall be distributed no later than ten (10) days prior to the next meeting. Distribution shall be to all LEPC members and administering agencies within the Coastal Region.

F. PUBLIC COMMENT

At each meeting, an opportunity for the public to directly address the LEPC must be provided. It is not required that members of the public be permitted to comment on each item as it appears on the agenda. However, if the public is not invited to comment as an item appears on the agenda, the Chair shall provide for public comment immediately prior to adjournment. Reasonable time limits may be imposed both as to

the total amount of time allocated for public participation on particular items and/or as to each individual speaker.

ARTICLE VIII Voting

- A. Actions by the committee shall be by voted resolution, which requires both a motion and a second. Except as otherwise noted all actions shall be deemed approved upon an affirmative vote of a simple majority of LEPC members present. Unless the voting on a motion is unanimous, the secretary shall record the vote.
- B. Actions requiring a two-thirds vote as identified in Robert's Rules of Order, Revised, shall be deemed approved upon affirmative vote by two-thirds of appointed LEPC members or alternates present.

ARTICLE IX Amendments

These Bylaws may be amended by a two-thirds vote of appointed members or alternates present and must be conducted with a quorum.

ADOPTED BY THE LEPC: JULY 15, 1988
AMENDED BY THE LEPC: JANUARY 19, 1989
AMENDED BY THE LEPC: APRIL 20, 1989
AMENDED BY THE LEPC: MARCH 15, 1990
AMENDED BY THE LEPC: DECEMBER 13, 1990
AMENDED BY THE LEPC: FEBRUARY 21, 1991
AMENDED BY THE LEPC: MAY 16, 1991
AMENDED BY THE LEPC: NOVEMBER 21, 1991
AMENDED BY THE LEPC: JANUARY 9, 1992
AMENDED BY THE LEPC: SEPTEMBER 17, 1992
AMENDED BY THE LEPC: MAY 20, 1993
AMENDED BY THE LEPC: APRIL 21, 1994

ANNEX C

COASTAL REGION ADMINISTERING AGENCIES

ALAMEDA COUNTY

Division of Environmental Health

Attn: Edgar Howell,
Senior HazMat Specialist
80 Swan Way, Room 200
Oakland, CA 94621
510-271-4320

City of Berkeley
Emergency Services and
Toxic Management

Attn: Denise Johnston,
Manager
2180 Milvia Street
Berkeley, CA 94704
510-644-6644

City of Fremont
Fire Prevention Bureau

Attn: Captain Rich Cabral,
Assistant Fire Marshal
P. O. Box 5006
Fremont, CA 94537
510-791-4280

City of Hayward
Fire Department

Attn: John Boykin,
HazMat Reponse Coordinator
25151 Clawiter Road
Hayward, CA 94545
510-293-8695

City of Livermore
Fire Department

Attn: Danielle Steffani
4550 East Avenue
Livermore, CA 94550
510-373-5410

City of Newark
Fire Department

Attn: Jackie Bretschneider,
or Sukla De
HazMat Bureau Coordinator
37101 Newark Boulevard
Newark, CA 94560
510-790-7254

City of Pleasanton
Fire Department

Attn: Liz Coates
P. O. Box 520
4444 Railroad Street
Pleasanton, CA 94566-0802
510-484-8113

City of San Leandro
Fire Department

Attn: Michael Bakaldin,
HazMat Coordinator
Civic Center, 835 East 14th Street
San Leandro, CA 94577
510-577-3313

City of Union City
Fire Department

Attn: Clifford Young,
HazMat Coordinator
34009 Alvarado Niles Road
Union City, CA 94587
510-471-3232

CONTRA COSTA COUNTY

Health Services Department

Attn: Lew Pascalli,
Deputy Director
4333 Pacheco Boulevard
Martinez, CA 94553
510-646-2286

DEL NORTE COUNTY

Department of Public Health

Attn: Dale Watson
909 Highway 101 North
Crescent City, CA 95531
707-464-7227

HUMBOLDT COUNTY

Humboldt County Health Department

Attn: Jeffrey W. Arnold,
Director of Environmental Health
100 H Street, Suite 100
Eureka, CA 95501
707-445-6215

LAKE COUNTY

Health Department
Environmental Health Division

Attn: Martin Winston,
Director
922 Bevins Court
Lakeport, CA 95453
707-263-2222

MARIN COUNTY

Office of Waste Management

Attn: Barbara Zett
10 N. San Pedro, Room 1022
San Rafael, CA 94903-4155
415-499-6910

City of San Rafael
Fire Department

Attn: Forrest Craig,
Deputy Fire Marshal
1039 C Street
San Rafael, CA 94901
415-485-3308

Coastal Region
Local Emergency Planning Committee
Hazardous Materials Response Plan

ANNEX C

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MENDOCINO COUNTY

County Health Department
Environmental Health Division

Attn: Randy Leach
890 North Bush Street
Ukiah, CA 95482
707-463-5425

MONTEREY COUNTY

Environmental Health Division

Attn: Walter Wong, Chief or
Jon Jennings
1270 Natividad Road
Salinas, CA 93906-3198
408-755-4505

NAPA COUNTY

Environmental Management

Attn: Ed Halbach
1195 Third St. Room 101
Napa, CA 94559
707-253-4471

SAN BENITO COUNTY

Office of Emergency Services

Attn: Margie M. Riopel
481 Fourth Street
Hollister, CA 95023
408-636-4004

Hollister Fire Department

Attn: Don Holsapple, Chief
Hollister Fire Department
110 Fifth Street
Hollister, CA 94023
408-636-4325

SAN FRANCISCO COUNTY

County Health Department

Attn: Suzanne Cone,
HazMat Program Manager
101 Grove Street, Room 207
San Francisco, CA 94102
415-554-2775

SAN MATEO COUNTY

Office of Environmental Health

Attn: Bill Lent,
Hazardous Materials Supervisor
County Office Building,
590 Hamilton Street
Redwood City, CA 94063
415-363-4305

City of Brisbane,
Department of Public Safety

Attn: Chuck Stone,
Deputy Fire Marshal
700 San Bruno Avenue
Brisbane, CA 94005
415-467-1124

SANTA CLARA COUNTY

Health Department
Hazardous Materials Unit

Attn: Erwin Koehler,
Deputy Director, Toxics Control
2220 Moorpark Avenue
San Jose, CA 95128
408-299-6930

SANTA CRUZ COUNTY

Environmental Health Section

Attn: Steven Schneider,
HazMat Program Manager
County Government Center, Room 312
701 Ocean Street
Santa Cruz, CA 95060
408-425-2022

Scotts Valley
Fire Protection District

Attn: Melvin M. Angei,
Division Chief
7 Erba Lane
Scotts Valley, CA 95066
408-438-0211

City of Watsonville
Fire Department

Attn: Gary Smith, Chief, or
David S. Williams,
Assistant Fire Chief
115 Second Street
Watsonville, CA 95076
408-728-6062

SOLANO COUNTY

Department of Environmental Management

Attn: Clifford Covey, Supervisor
Environmental Health Services Division
601 Texas Street
Fairfield, CA 94533
707-421-6770

SONOMA COUNTY

Department of Fire Services

Attn: Sophia Galifaro,
Administrative Assistant
2300 County Center Drive, Suite 221A
Santa Rosa, CA 95403
707-527-1152

City of Healdsburg
Fire Department

Attn: Randy Collins,
Fire Marshal
601 Healdsburg Avenue
Healdsburg, CA 95448-3608
707-431-3360

Coastal Region
Local Emergency Planning Committee
Hazardous Materials Response Plan

ANNEX C

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City of Petaluma
Fire Department

Attn: Clyde Thomas or
Lonnie Armstrong
11 English Street
Petaluma, CA 94952
707-778-4389

City of Santa Rosa
Fire Department

Attn: Harry Quinlan
955 Sonoma Avenue
Santa Rosa, CA 95404
707-576-5311

City of Sebastopol
Fire Department

Attn: John Zanzi
7425 Bodega Avenue
Sebastopol, CA 95472
707-823-8061

City of Sonoma
Fire Department

Attn: Steve Marler
32 Patten Street
Sonoma, CA 95476
707-996-2102

ANNEX D

TELEPHONE NUMBERS

D-I. FOR NOTIFICATION PURPOSES

In the event of a hazardous materials release or threatened release the following agencies must be notified.

AGENCY	INFORMATION	PHONE NO.
Local Government (Fire Department and Administering Agency)	Location, date and time of spill or release. Substance and quantity (if known) Chemical name Description of what happened	911 (or appropriate local number)
State Government (State Warning Center)	Location, date and time of spill or release Substance and quantity (if known) Chemical name Description of what happened Agencies already on site	800-852-7550 or 916-262-1621
California Highway Patrol (for on-highway spills)	Location, date and time of spill or release Substance and quantity (if known) Chemical name Description of what happened Agencies on site	911 (or appropriate local number)
Federal Government (National Response Center)	Location, date and time of spill or release Substance and quantity (if known) Chemical name Description of what happened Agencies on site Medium or media impacted by the release Time and duration of the release Proper precautions to take Known or anticipated health risks Name and phone number for future contacts	800-424-8802 or 202-267-2675

D-II. Technical Support

The Agencies listed below provide technical support and information. Each agency is listed with name, address, phone numbers and a brief description of services they provide.

Federal

Federal Emergency Management Agency (FEMA) Region IX Office	Responds to information requests on general disaster planning.	415-923-7187
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Environmental Protection Agency (EPA) General Information Number Region IX National Information Line SARA Title III Hotline	This hotline's primary function is to respond to calls from industry and regulatory agencies regarding compliance with SARA, Title III.	415-744-1305 202-479-2449 800-535-0202
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U.S. Fish and Wildlife Service		415-344-5900
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State

State Office of Emergency Services OES Director's Office Hazardous Materials Unit Coastal Region Administrator	Provides general information on state implementation of SARA, Title III and Chapter 6.95 of the CA Health and Safety Code	916-262-1800 916-262-1750 510-540-2713
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CalEPA, Department of Toxic Substances Control	Provides general information and referral service on the DHS Toxics Program	916-324-1826
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State Department of Health Services Food and Drug Branch	Responsible for public protection programs. Activities include, but are not limited to investigation of complaints, inspection of facilities and licensing, and preparation of materials relevant to court actions.	510-540-2261 (Berkeley)
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Office of Environmental Information	Provides general information and data available under SARA, Title III, Section 313	916-445-2323
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California Department of Agriculture	Provides information concerning chemical makeup of pesticides	415-540-2910 (24 hr. recording)
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Northridge Hospital Toxic Center	Chemical and Medical Information	818-993-4333
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Telecommunication Network (TTY)	Provides information for the hearing impaired	510-643-9999
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Media Contacts

For Contact Numbers See Annex G

Data Bases

Hazardous Material Information Exchange (HMIX)

Sponsored by FEMA and DOT. HMIX is a user-friendly hazardous materials bulletin board. There is no charge.

Environmental Interest Groups

International Bird Rescue Research Center		510-841-9086 (24 hour)
Oil Spill Response Network		415-332-8589

Companies

The following companies will provide valuable information during a hazardous materials emergency and in some cases will provide response teams with technical expertise.

AMERICAN CYANAMIDE	Company will assist and provide information on their products.	201-835-3100 (24 hours)
B.A.S.F. WYANDOTTE	Will provide information on their products	313-282-3300
DOW CHEMICAL CO.	Will provide information and assistance on their products	517-636-4400
DUPONT	Will provide information and assistance on their products	302-774-7500
NATIONAL AGRICULTURAL CHEMICALS ASSOC. (N.A.C.A.)	Will provide information on pesticides	513-961-9300
UNION CARBIDE	Will provide information and assistance on their products	212-551-2345

San Francisco General Hospital	Provides public safety agencies, industries, physicians, and hospitals, with information for responding to toxic spills or fires.	800-523-2222 (Toxic Info Center)
U. C. Davis Regional Poison Control Center	Provides estimates of health risk, first aid recommendations, triage guidelines, and medical guidelines for first responders and medical personnel.	800-342-9293 (Public Number)
California Air Resources Board Bay Area Air Quality Management District	Monitors air quality and regulates emissions and promotes air quality standards.	916-322-2990
State Water Resource Control Board	Responsible for water pollution control and enforces water quality standards.	800-852-7550 (24 hour) 415-464-1255

Other Informational Lines

Local Emergency Planning Committee (LEPC)	General information on SARA Title III and Chapter 6.95 of the Health and Safety Code. General emergency planning and community right-to-know for the region.	510-646-5908
Legislative Bill Room	Provides, free of charge, single copies of Assembly and/or Senate Bills.	916-445-2323
CHEMTREC	Sponsored by the CMA, provides information and assistance for responders on handling chemical emergencies.	800-424-9300 (Emergency) 800-262-8200 (Non-emergency)
Chemical Manufactures Association (CMA)	Provides community outreach and industry programs and provides non-emergency health and safety information on chemicals	202-887-1100
Public Health Library U. C. Berkeley	Contains a collection of monographs and journals to support the research needs of students, faculty, and staff, and also the personnel of the Department of Health Services. Services are available to the general public.	510-642-2511 Library Hours 9 a.m. -9 p.m. Mon. - Thurs. (During School Year)

ANNEX E

TRAINING

E.I Training Requirements

Training is required of business, government, and private agencies for all employers and employees who work with or may be exposed to hazardous materials. The level of training required varies, depending on the employee involvement with the hazardous material and the degree of hazard (exposure potential and toxicity). Each state and local agency is responsible for ensuring that emergency response personnel are properly trained. AB 2702 provides for a single, coordinated, and standardized hazardous substances incident response training and education plan for firefighters and law enforcement, emergency rescue, and environmental health personnel. The LEPC recommends that each Administering Agency in the Coastal Region follow this standardized hazardous substances incident response training and education program to ensure a coordinated emergency response capability throughout the Region and thus avoid inconsistent hazardous substances emergency response training.

E-II. State Training Standards

Title 19, California Code of Regulations, Chapter 2, Subchapter 3, Section 2725, requires Area Plans developed by Administering Agencies to establish provisions for, and documentation of, training of emergency response personnel in the following minimum areas:

- * emergency procedures for first response to a release or threatened release of hazardous materials;
- * health and safety procedures for response personnel, including those guidelines for approach, recognition, and evaluation of hazardous materials releases;

- * use of emergency response equipment and supplies;
- * procedures for access to mutual-aid resources;
- * identification of medical facilities capable of providing treatment appropriate for hazardous materials incidents;
- * evacuation plans and procedures;
- * monitoring and decontamination procedures for emergency response personnel and equipment;
- * first-aid procedures for hazardous materials incidents;
- * procedures for informing the public during emergencies; and
- * psychological stress that may be encountered during disaster operations.

The current training standards are established by :

Occupational Safety and Health Administration
 California Specialized Training Institute
 State Fire Marshal
 Police Officers Standardized Training (POST) Board
 California Emergency Medical Services Authority
 National Fire Protection Association

E-III. Federal Training Standards

Training is required under Title 29 of the Code of Federal Regulations, Part 1910.120 for employees assigned to emergency response teams such as: fire brigades, fire departments; plant emergency organizations; hazardous materials teams; spill response teams; and similar groups with responsibility for emergency response.

By OSHA standards, training shall be accomplished:

- * at a level of competence to protect themselves and other employees in the recognition of health and safety hazards;
- * in methods to minimize the risk from safety and health hazards;

- * in safe operating procedures to be used at the incident scene;
- * in coordination with other employees to minimize risks;
- * to prevent exposure from health hazards or injury to themselves and other employees; and in recognizing subsequent symptoms which may result from over-exposure.

Employers should consult the standards for:

- definitions of employees covered;
- hours of training or demonstration of competency; and
- certification of training or competency.

E-IV. Training Programs

The California Hazardous Materials Training Program will be coordinated on a statewide level by a single committee comprised of representatives of public and private sector agencies and state agencies with current certification responsibilities. All courses certified by the State of California will be approved by this single coordinating body. Private sector industry is recognized as an integral part of the State Hazardous Materials Response System. As such, training standards and response capabilities of industry will be coordinated with the public sector standards.

Training programs are provided by the following:

Office of Emergency Services
California Specialized Training Institute (CSTI)
P. O. Box 8104,
San Luis Obispo CA 9343
Phone: 805-549-3344

The training division of OES offers a number of courses relating to hazardous materials including:

- First Responder Awareness
- First Responder Operational
- HazMat Technicians
- HazMat Specialists
- Incident Command

The State Fire Marshal

The State Fire Marshal
7171 Bowling Drive, Suite 605
Sacramento, CA 95823
Phone: 916-427-4204

The California Fire Services Training and Education system offers courses for hazardous materials response team members and fire prevention personnel.

California Department of Health Services

Emergency Medical Services Authority
1030 15th Street, Suite 302,
Sacramento, CA 95814
Phone: 916-322-2300

EMSA may be contacted regarding courses for emergency medical response personnel.

University of California Extension

Hazardous Substances Programs

U.C. Berkeley Campus

U.C. Extension,
2223 Fulton Street
Berkeley CA 94720
Phone: 510-482-1510

U.C. Davis Campus

U.C. Extension, Registration Office,
Davis, CA 95616
Phone: 800-752-0881 or 916-757-8878

U.C. Santa Cruz Campus

U.C. Extension
5201 Great American Parkway, Suite 132
Santa Clara, CA, 95954
Phone: 408-562-5726

The University Extension offers courses of study in the management of hazardous materials for certificate and non-certificate programs.

E-V. Funding

Training is funded through the HMTUSA grants specifically designated for training purposes. Applications for training grants are made by local administering agencies to the LEPC Equipment and Training subcommittees who then submit them to the state level subcommittee for final review and approval.

E-VI. Guidelines

- * Federal Worker Safety Standards are contained in Title 29, Code of Federal Requirements (CFR) part 1910.20.
- * State, local and private responders are governed by Title 8, Section 5192 of the California Code of Regulations (CCR) and by Title 19, Section 2500 CCR.
- * Area Plan requirements for training are contained in Title 19, Section 2725 CCR.

ANNEX F

RESOURCES

COASTAL REGION HAZARDOUS MATERIALS RESPONSE RESOURCES PUBLIC AGENCIES

COUNTY	HAZMAT COMPANY	SUPPORT UNIT	DECON COMPANY
Alameda	2		
Contra Costa	1	1	
Del Norte			
Humboldt			
Lake			
Marin	1	1	4
Mendocino			
Monterey	2		
Napa			
San Benito			
San Francisco	1	1	1
San Mateo			
Santa Clara			
Santa Cruz	2		1
Solano			
Sonoma			

Definitions

Haz Mat Company

A compliment of trained hazardous material response personnel, equipment, and apparatus categorized by Type I, II, or III in accordance with the provisions established by the FireScope Committee.

Haz Mat Support Unit

A compliment of trained hazardous material response personnel, equipment, and apparatus with primary responsibility for chemical identification, atmospheric monitoring and other technical support to the Haz Mat Company.

Haz Mat Decon Company

A compliment of trained hazardous material response personnel, equipment, and apparatus with primary responsibility for set-up and management of the decontamination station and reduction zone supporting the Haz Mat Company.

ANNEX G

MEDIA AND PUBLIC INFORMATION GUIDE

G-1. INTRODUCTION

This annex is intended to enhance the awareness of media and public safety representatives as they deal with hazardous materials emergencies within Coastal Region. Providing accurate and timely information to the public is essential during hazardous materials incidents. Hazardous materials emergencies are news events! Working together, media and public safety representatives can benefit both the emergency operations and the public's perception of the event.

Coordination with the media, particularly radio and "live" television, is essential in providing emergency instructions and information to the public. Local commercial radio and television are the most immediate means of communicating emergency information to the public. Depending on the severity of the emergency, regional, national, and international media will demand information. An informed media can provide an accurate portrayal of the nature and the extent of the disaster to all concerned. The media play a critical role with public information and in reassuring distant relatives of potential disaster victims. Media aircraft often provide the "first view" of disaster scenes.

G-2. PURPOSE AND OBJECTIVES

This annex was developed for use by city, county, state, and private sector public information officers and media representatives who may respond to hazardous materials emergencies. This document should be used as a supplement to the Emergency Public Information Section of the California State Emergency Plan. This document will be updated on an annual basis as part of the Coastal Region Hazardous Materials Emergency Response Plan.

Hazardous materials emergencies can be thought of having three phases: pre-emergency phase (mitigation and preparedness), emergency (response) phase, and post-emergency (recovery) phase. In hazardous materials emergencies, the surprise nature of the emergency phase creates the need for preparedness and planning. This annex is an important tool in planning for such an event.

The objectives of this annex are to:

- a) Explain the role of the Local Emergency Planning Committee (LEPC) in providing public information.
- b) Outline the roles and responsibilities of the Public Information Officer.
- c) Identify roles and responsibilities of the media during emergencies.
- d) Provide guidance to the public information personnel for all phases of emergency management. (Pre-Emergency, Emergency and Post-Emergency)
- e) Provide guidance to media and public safety representatives.

G-3. ORGANIZATION

This annex is organized into four parts

- Sections G-1 through G-3
Provide covers the purpose, goals and objectives of this annex
- Section G-4
Provides the description and functions of Public Information Officer for Facilities, Local Jurisdictions, Region/State and Federal Agencies.
- Section G-5
Provides information on setting up a Media Information Center which includes: staffing, liaisons, Identification, news conferences, briefings, media pools, media photo sites and rumor control center.
- Sections G-6
Provides information on Media activities for the phases of a hazardous materials emergency. This includes: Preparedness, Response and Recovery activities.

G-4. PUBLIC INFORMATION OFFICER (PIO)

All levels of government, business, and the news media are responsible for providing the public with accurate, timely, and consistent information in an emergency. The public expects timely information about the emergency. Informing the public is a priority during emergency hazardous materials emergencies.

The objectives of Emergency Public Information are to :

- rapidly provide the general public with information about the emergency and instructions about what they should do.
- provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers at all levels must work with media representatives to disseminate information and instructions to the public when emergencies occur by:

- a) Establishing a PIO planning area near the Field Command Post.
- b) Establishing a Media Photo Site for visual access near the scene of the emergency.
- c) Establishing a Media Information Center in close proximity to the field command post for use by news representatives.
- d) Activating the Emergency Operations Center PIO team for public information activities as event escalates or when determined necessary.
- e) Establishing a rumor control function to respond to public and media inquiries.
- f) Establishing a liaison position to handle VIP tours.

The primary role of the Public Information Officer (PIO) during hazardous materials emergencies is to disseminate emergency instructions and critical information through the media to the public.

A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed, and potential short- or long-term impacts, if known. For large emergencies or emergencies involving numerous response agencies, information officers from all responding agencies should combine to form a joint public information team (see Section G-5 Media Information Center).

Hazardous materials emergencies can cause extreme reactions from the general public. The PIO should be prepared to address all types of inquiries, particularly regarding health and safety issues. All releases of information, whether verbal or printed, should be coordinated through the PIO to avoid conflicting instructions or information. If more than one agency is involved with an emergency, PIOs from the various agencies should work together as a PIO team. A spokesperson should be designated to brief the media upon their arrival. (See sample organization chart Figure G-1)

The following pages provide a description of Public Information Officer functions, roles and responsibilities as they relate to hazardous materials emergencies.

G-4.1 Facilities

Recent events have increased the public's awareness of the chemical industry. In addition to meeting the strict requirements of the law, some chemical manufacturers and other industries have also taken steps to establish a dialogue with citizens and involve the public as partners in planning for chemical emergencies. The Chemical Manufacturers Association's Community Awareness and Emergency Response (CAER) program is an example of these efforts.

G-4.1.1 PREPAREDNESS ACTIVITIES

Hazardous Materials Preparedness functions require some time to carry out. This lead time allows the public information team to carry out a number of activities that cannot be accomplished when a hazardous materials emergency is imminent. These activities include:

- Conducting an intensive employee awareness and information campaign
- Informing company customers and clients about emergency plans that will affect them
- Acquiring needed equipment to support PIO function and train personnel
- Establishing relationship with local governmental PIO and local media representatives

G-4.1.2 RESPONSE ACTIVITIES

Continuous communication with employees and other occupants of the facility is essential during hazardous materials emergencies. All available means should be used to provide hazard warning, official instructions and announcements, status of critical lifelines and emergency services and information about damage. The role of the PIO team includes:

- Providing emergency information for building occupants
- Responding to media and public inquiries
- Acting as spokesperson for all media contacts
- Providing news releases containing updated information to the press on a regular basis
- Correcting rumors as quickly as possible
- Responding to public inquiries
- Developing a book of plant maps that gives direction to the plant and listing the name and phone number of each facility communications contacts

In addition to these activities, it is important for the PIO to provide facility management with status reports on public perceptions and to suggest recommended actions.

G-4.1.3 RECOVERY ACTIVITIES

The public information function continues into recovery phase with emphasis on informing customers and clients of restoration of services and the availability of goods and services.

During this phase the Facility Public Information Officer will coordinate with the news media to provide the public with information about:

- restoration of services,
- available locations, and
- any changes in procedures from the pre-emergency phase.

The PIO Team continues to issue news releases providing information on removal and disposition of releases or spills of any consequence. An important role for the PIO team, after a major hazardous materials emergency is to provide employees with information on the resumption of operations.

G-4.2 Local Jurisdictions

Each local jurisdiction should appoint a public information officer to provide liaison with the media and disseminate news releases. Public information activities should be coordinated well in advance of an emergency with public information officers representing local or private agencies such as the American Red Cross, Salvation Army, and utility companies, so that mutual concerns may be addressed prior to the emergency taking place. PIOs should become part of the State Emergency Public Information Committee coordinated by the State Office of Emergency Services Office of Public Affairs.

G-4.2.1 PREPAREDNESS ACTIVITIES

The public depends on the mass media to provide a better understanding of chemical emergencies. That reliance places an increased burden on the public information officer to provide accurate and timely information.

During the pre-emergency phase an emphasis is placed on the following activities:

a) Training

Effective public information begins with properly trained public information officers. A trained PIO team and an ongoing training program can greatly enhance the emergency operations. "Crisis Communication and the Media" courses provide a sound foundation for public information officers to improve their relationship with the media and to provide better public information. Advanced "Crisis Communication and the Media" courses are offered through the California Specialized Training Institute, in San Luis Obispo. Hazardous Materials workshops should be offered to local media representatives by local jurisdictions. Reporters who have a basic understanding of hazardous materials can prove to be an asset during an emergency.

b) Developing Emergency Public Information Operating Procedures and Checklist

Prior to hazardous materials emergencies, emergency response plans, standard operating procedures and checklists should be developed. Such plans and procedures provide for effective coordination and communication with other agencies, organizations, facilities and media. Plans should clearly define the roles and responsibilities of the emergency public information organization. (See Figure G-1 and Checklist at end of this annex).

The media should be informed periodically about hazardous materials emergency response procedures and related emergency public information procedures. Involving the media in the planning and exercises will help them to better understand their role during a crisis.

c) Developing pre-scripted emergency information, sample news releases, radio and television messages

Samples for news releases, radio and television messages, and emergency information should be developed prior to hazardous materials emergencies. Procedures should be developed describing the authorities and agencies that initiate, approve, and disseminate emergency public information releases.

d) Determining personnel, communications, equipment, and space requirements

In order to work efficiently, a public information team should be established with the resources and equipment to carry out the functions of emergency public information.

e) Working with the LEPC

Public information officers must be informed of current issues and legislation regarding hazardous materials. This enables them to function as a liaison with the general public on questions relating to Community Right-to-Know issues.

f) Develop and participate in exercises

Exercises are designed to test procedures and communications. On many occasions, broadcasters have helped write public information plans. They know the capabilities of their stations under a variety of conditions. They are also familiar with the media in surrounding areas

and their coverage patterns. Media outlets can be a vital source of ideas on communicating with the public.

g) Develop procedures for local Emergency Broadcast System (EBS)

The development of procedures for Emergency Broadcast System (EBS) activation and use during hazardous materials emergencies is critical. Other sources of emergency public information should be considered including Emergency Digital Information System (EDIS) which provides local, state, and federal agencies with a direct computer link to the news media and other agencies during emergencies.

Be prepared to answer these questions before an emergency occurs:

- Has a Local Emergency Planning Committee been formed in your area?
- Are there any extremely hazardous materials in your community? What facilities have reported them?
- Have there been significant chemical releases or hazardous materials emergencies in your area?
- Has an emergency response plan been developed by your LEPC?
- Have the risks associated with hazardous materials and AHM facilities in your area been analyzed?
- What are the zones of vulnerability surrounding each facility?
- What facilities are on file having reported to the LEPC and fire department under Title III Section 302, 304, 311, and/or 312?
- What facilities have reported to the state and EPA under Section 313?

- Have any patterns developed indicating unusual risk associated with particular facilities?
- Who are the primary sources of information in your community?

Your local Administering Agency can provide you with the answers to the above questions. (See Annex C of this plan for the list of Administering Agencies.)

G-4.2.2 RESPONSE ACTIVITIES

During this phase the public information system is mobilized to provide public information of a pending hazard, or to respond to media and public inquiries.

It is the responsibility of emergency response agencies to designate a Public Information Officers to aid news media. As the Incident Command System is established, a Lead Public Information Officer will be appointed by the Incident Commander. A PIO should be assigned who has the ability to provide accurate information to the media and the public. Ideally, this should be someone who has had prior training or experience working with the media.

The PIO (Lead PIO in a team effort) is an essential part of the Command Staff. They ensure the prompt access to all current emergency response, health and safety information available. PIOs at the scene should coordinate with PIOs in the EOC if it is activated. (See action checklist.). The PIO should contact the Incident Commander to consider air space restrictions at incident (if necessary) and what restrictions should be imposed.

Be clear in your instructions explaining that electronic equipment can be damaged by hazardous materials and may cause sparks that could worsen the situation. There may be a need for media not to impede response or clean-up actions, if requested.

In the event the Incident Commander (IC) is acting as PIO, he/she should brief the media at regular intervals and as often as necessary. Command officers should make themselves or their designated PIOs available to the media for interviews and briefings. A Rumor Control section should be established within a short period of time to deal with questions from the public.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and advise of nature of the hazard, area involved, evacuations, and traffic control. Communication with the public is accomplished most easily with the assistance and support of the mass media.

a) Emergency Notification

Emergency notification instructions and advisories are primarily a local government responsibility. During the initial emergency phase, Emergency Public Information will involve warning the public of hazards and providing emergency instructions regarding protective actions taken to avoid injury and protect property. These public notifications should be made as soon as possible to provide adequate time for response.

Emergency instructions will be announced to the public based upon the following priorities:

- (i) To protect life and property
- (ii) Situation, status, and updated information
- (iii) Other helpful information.

Local public information officers alert the public and provide emergency instructions through the broadcast media. They also provide situation and advisory information to both print and broadcast media. (See Media Contact List at the end of this annex.)

Notifications should include City News Service, Media Page, local Associated Press and United Press International bureaus with emergency information. To notify news media of a breaking story give the following information :

- Your name
- Name of Agency you are representing
- Type of Incident

(Hazardous Materials Emergency on highway, at a facility, major or minor emergency.)

- Location of Emergency
(Include city and Thomas Brothers map coordinates).
- Any additional information for the news media
(Command post location, radio frequency being used, equipment on scene, best access route).

City and county PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the emergency.

b) Communications

Public information officers may use the telephone to inform the media and to respond to inquiries from the public. Their telephone lines should be separate from operational lines so as not to interfere with the response function. Telecopiers and faxes may be used for coordination among public information officers at all levels.

Alternate Communications Resources

i) *The Radio Amateur Civil Emergency Services (RACES)*

Members of RACES may be used if telephone service is not available. There are no direct connections in place between news media and amateur radio (ham) organizations. Information obtained through amateur radio may be disseminated if it is in the public interest and no other source is available. The media may not attempt to interview amateur radio operators via amateur radio; to do so could jeopardize the ham operator's license.

ii) *Emergency News Network or Emergency Digital Information System (EDIS)*

EDIS is a direct computer link to media organizations for alerts, bulletins, briefings and other information pertaining to media and public safety activities. The National Weather Service is a regular contributor to the Emergency News Network, including warnings during abnormal conditions. Local jurisdictions can access Emergency News Network with existing equipment. For further information contact the OES Regional Telecommunications coordinator.

iii) *Traffic Reporting Services*

Traffic reporting services can be used to broadcast news of an emergency, as they are capable of receiving and disseminating information quickly.

G-4.2.3 RECOVERY

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage, and available assistance programs available.

is the responsibility of the public information officer to:

- Advise the public of recovery efforts.
- Provide for Public Meetings to address public concerns.
- Continue monitoring public attitudes and revise "policy" accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during emergency for after action report.

G-4.2.4 MITIGATION

Events and public concern after a hazardous materials emergency make it wise to undertake the following:

- Public education to reduce recurrence of emergency.
- Public education to minimize consequences of actual event.
- Revise emergency public information plans, standard operating procedures and checklists as appropriate.
- Exercise and train the public information team.
- Invite media representatives to post-event debriefings.

G-4.3

Region/State

This level includes four separate entities with differing but interrelated functions. They are:

- a) Local Emergency Planning Committee (LEPC)
SARA Title III: The Emergency Planning and Community Right-to-Know Act of 1986, established requirements for federal, state and local governments, and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. This legislation's intent is to help communities better meet their responsibilities in regard to potential chemical emergencies. The community right-to-know provisions of SARA Title III were designed to increase the public's knowledge and provide access to information on hazardous materials in their communities and releases of these chemicals into the environment.

- b) Coastal Region Office of Emergency Services
The Coastal Region Office has been designated to provide support to the LEPC. The office handles the day to day activities of the LEPC, answers requests for information, and preparations for LEPC meetings.

- c) Chemical Emergency Planning and Response Commission (CEPRC)
The Emergency Planning and Community Right-to-Know Act requires each state to establish a state commission for emergency response and planning. The CEPRC provides the forum for coordinating SARA Title III Information and assisting in understanding and communicating the associated chemical risks. The CEPRC establishes procedures for receiving and processing public requests for information collected under the Act. The CEPRC provides leadership, coordination, technical assistance and training to help identify their specific needs and carry out their programs.

- d) State Office of Emergency Services
The State Office of Emergency Services (OES) provides support to the CEPRC.

PREPAREDNESS ACTIVITIES

a) LEPC

SARA, Title III, provides for public access to information about businesses and facilities that use hazardous materials. This information includes: material safety data sheets, hazardous chemical inventory forms, toxic chemical release forms, follow-up emergency notices, and emergency response plans.

Each OES Region has been designated as a LEPC. The LEPC has a designated Community Information Officer. The OES Coastal Region Administrator serves in this capacity.

On a day-to-day basis, requests for information on chemical hazards are made to the regional office where designated employees handle these inquiries.

The individual appointed as the Media Representative on the LEPC assists in organizing and developing public information techniques and procedures for hazardous materials emergency preparedness. It is the function of the Media Representative on the LEPC to:

- Publicize the LEPC meetings.
- Coordinate the publication of announcements as to where the Coastal Region Hazardous Materials Emergency Plan may be available for review.
- Review and update the PIO Annex and resource materials.

The LEPC is required by SARA Title III regulations to publish a notice annually informing the public where the Regional LEPC Hazardous Materials Plan may be viewed. (See Annex B for information on where this plan can be reviewed.)

b) Coastal Region Office of Emergency Services

Under normal conditions, the Coastal Region Office of Emergency Services Regional Administrator is the Information coordinator. The Regional Administrator receives all routine media inquiries and/or forwards them to

the proper authority and informs the OES Information and Public Affairs Office. All inquiries addressing other than basic program-related information will be referred to the Information and Public Affairs Office in Sacramento. The Regional Administrator will also notify the Information and Public Affairs Office of any potentially newsworthy events or activities which take place.

The Coastal Region Public Information Officer shall assist the LEPC in developing public information procedures for the regional hazardous materials emergency preparedness plan.

c) CEPRC

An important aspect of the Title III program is to provide outreach to the general public, business and industry, local officials, and emergency responders. Through the Community Right-to Know Subcommittee it develops and provides community awareness programs. As part of its responsibility CEPRC has developed procedures to be used by the public to obtain Title III information. The CEPRC reviews regional emergency response plans and makes recommendation for changes.

d) State Office of Emergency Services

The State Office of Emergency Services (OES) Public Information Office supports the CEPRC by providing their services to publicize meetings and handle media inquiries on a routine basis. The OES Office of Information and Public Affairs provides assistance to LEPCs in developing emergency plans.

G-4.3.2 RESPONSE ACTIVITIES

a) LEPC

Because the LEPC has no emergency response capability, during emergencies, situation information would be handled by the OES Coastal Region Administrator or his/her designee.

b) OES Coastal Region

The Office of Emergency Services will designate a PIO to coordinate information among local organizations and the State Operations Center (SOC) in Sacramento. The State Office Of Emergency Services Public Information

Organization will assign PIOs to respond to calls from the media. They will coordinate and relay information from the state and federal levels to local PIOs.

A Mutual Aid PIO System should be considered within the Coastal Region to assist cities with limited public information resources during major disaster emergencies.

c) CEPRC

The CEPRC has no emergency response function. At the request of the Director of OES the Public Affairs Office could provide PIO support.

d) State Office of Emergency Services

The OES Public Information Officer, functions as the lead state agency coordinator for public information. When the State Operations Center at OES Headquarters is activated, PIOs will be assigned to affected OES Mutual Aid Region(s) to gather information and provide it to the State OES Public Information Officer.

The OES Public Information Officer:

- Summarizes the disaster situation for the media and reports on state agency response efforts.
- Ensures that information released is consistent, accurate, and timely.
- Coordinates information released with local public information officers whenever possible.
- Provides state public information officer staff to assist local jurisdictions on request.
- Keeps the information officer informed of actions taken and any federal public information officer assistance required.
- Assigns state public information officers to affected OES regional offices to respond to media inquiries and coordinate with city and county public information officers as required.

Note: For Public Information Emergency Action Checklist for response to a hazardous materials emergency, see the State Emergency Plan Appendix L-2.

Additionally, the State OES PIO activates statewide Emergency Broadcast System (EBS) programming, keeps the federal Environmental Protection Agency (EPA) PIO informed of developments, and provides EPI staff support to local jurisdictions on request. The State OES PIO coordinates releases with the involved jurisdiction PIO prior to dissemination to the news media. When prior coordination is not practicable, the local PIO will be informed at the earliest opportunity.

G-4.3.3 RECOVERY ACTIVITIES

a) LEPC

The LEPC acts as a forum for discussion of hazardous materials emergencies that happen in the region. The Committee as a whole can provide recommendations for improvement in the mitigation, response and recovery of hazardous materials emergencies.

b) OES Coastal Region

During the recovery phase, the Office of Emergency Services, Coastal Region designated PIO will continue to provide any public information needs.

c) CEPRC

The CEPRC provides a forum for discussion of all aspects of Hazardous Materials Emergencies. Post incident meetings can also be held with local community leaders and concerned citizens to discuss emergency planning concerns or response review.

d) State Office of Emergency Services

The State OES PIO will continue to provide news releases on the various areas of concern to the public. The OES public information function will maintain an up-to-date analysis of the situation for presentation to state, regional, national, and international media. Information will continue to be released on the restoration of essential services, extent and cost of damage, travel restrictions and assistance programs available.

G-4.4 Federal

State and local communities have primary governmental responsibility for making emergency plans work. The federal government has a number of important contributions to make. The Environmental Protection Agency (EPA) is responsible for:

- Maintaining a national data base of toxic chemical releases.
- Making information accessible to citizens.
- Ensuring that LEPCs have the information they need to take appropriate steps to reduce the risks from accidents and chemical releases in their communities.
- Providing guidance and technical assistance to states, local communities and industry.

G-4.4.1

PREPAREDNESS ACTIVITIES

Headquartered in San Francisco, CA, the U.S. EPA Region IX Office of Public Affairs, handles media inquiries on environmental matters. During the pre-emergency phase U.S.EPA is involved in developing procedures for emergencies. The U.S.EPA publishes documents to help industry and government manage and analyze information. The EPA also conducts workshops, presents lectures, conducts training, and provides guidance for developing and testing local emergency plans, and managing, understanding and communicating the information contained in SARA, Title III.

G-4.4.2

RESPONSE ACTIVITIES

The U.S. EPA Region IX Public Affairs staff responds to media inquiries on environmental emergencies and coordinates Region IX, public information response with other state, local, and federal agencies. U.S. EPA's Superfund Emergency Response Section sends on-scene coordinators (OSC) to serious environmental emergencies to coordinate U.S. EPA efforts. The OSC's are qualified to make statements to the news media regarding the U.S. EPA's response.

Subsequent to a Presidential Declaration of Emergency, and/or on request, federal information officers will support state operations. The lead federal public information officer will provide the lead state public information officer with information on federal

response efforts and assistance programs. The lead state public information officer will be responsible for managing the overall emergency public information system.

G-4.4.3

RECOVERY ACTIVITIES

During the Recovery phase U.S. EPA Region IX, Public Affairs staff continue to:

- Handle media inquiries, and issue any press releases on U.S. EPA's response to an emergency.
- Coordinate public information efforts with other state, local or federal agencies that are involved.
- Enforce the provisions of SARA, Title III.
- The Agency provides assistance to states and local communities for enforcement actions against violators of Sections 302, 311, and 312.
- The EPA reviews existing emergency systems for monitoring, detecting and preventing releases of hazardous substances, and alerting the public about them.
- Makes recommendations to improve technical capabilities in these areas.
- Enforce the provisions of SARA, Title III.
- The Agency provides assistance to states and local communities for specific enforcement actions against violators of Sections 302, 311, and 312.
- The EPA reviews existing emergency systems for monitoring, detecting and preventing releases of hazardous substances, and alerting the public about them.
- Makes recommendations to improve technical capabilities in these areas.

G-5. MEDIA INFORMATION CENTER

Media accommodation begins with access to the scene through a Media Information Center located near the Command Post. It is important to remember that the media is an important element of hazardous materials emergency response. They can provide critical information to the Incident Commander and staff, and the public as well.

During hazardous materials emergencies, a Field Command Post location is established and staffed by public safety officers to facilitate interagency response and management. A Media Information Center (MIC) should be established near the command post for public information officers and media representatives. It should be located close enough to the scene for media to work without interfering. The MIC can be expanded to serve as the Joint Public Information Center (JPIC).

A Media Information Center (MIC) should be established to release information:

- On general safety instructions to the public via the media.
- To provide warning or precautionary information.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths, injuries, displaced persons damages, hospital status, school status, major problems.

The Media Information Center (MIC) should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Only authorized media representatives and public safety officers should be allowed access to the Media Information Center. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews. The Media Center team should also conduct media briefings, tours and interviews on a regular basis.

G-5.1 Center Staffing

The Media Information Center will be established to respond to media and public calls during a disaster.

The staffing of the Media Information Center should include:

- a. Information Gathering Teams
- b. Information Dissemination Team
- c. Media Center Liaison Team
- d. VIP Escort Team

On large-scale emergencies the Media Information Center is expanded to function as the JPIC. The staffing should include representatives from all agencies involved in the emergency. One individual should be designated to act as the lead PIO.

G-5.2 Media Liaisons

When working with the media it is important to provide:

- Location of media center(s)
- Location of media photo sites
- Airspace restrictions
- Hazardous materials dangers
- Language assistance for Non-English speaking journalists
- Best access routes to media center
- Times of news briefings
- Information on street closures/detours
- Weather information
- Schedule of media tours

G-5.3 Media Identification

Provisions for media identification should be determined before an emergency occurs. Media identification should be issued only to legitimate news gathering agencies. Many law enforcement agencies regularly issue their own identification to media representatives in their jurisdiction. No matter where an authorized media identification card is issued, it should be honored by public safety officers throughout California.

Provisions for a system of temporary media identification should be addressed to cover the occasion when authorized but non-credentialed journalists arrive on the scene of a major emergency. These credentials might be provided for media representatives from out of state

When establishing media identification procedures, it is important to remind the personnel assigned to road barrier and other access points about the identities of authorized media representatives. As a general guideline, "any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist is authorized access to disaster areas under Penal Code Section 409.5 (d).

Other means of identification are Press Photographer license plates (California Vehicle Code, Section 5008). The Department of Motor Vehicles, Special Plate Section states in part, "Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman, may apply for press photographers plates. No more than one set of the special plates is issued to a press photographer. Photojournalists must derive more than 50% of their personal income from a bona-fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates to serve only identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

G-5.4 News Conferences and Briefings

All media representatives should be accommodated at the media information centers. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site should be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeters/barriers must be instructed in these procedures. A Media Liaison Officer will brief media representatives upon their arrival.

For access within police and fire lines media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead per John Van De Kamp Opinion 84-802. (See Attachment G-1.)

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs should:

- Arrange for an official spokesperson
- Announce briefing times to all media
- Arrange media tours, if such action will not hinder response efforts
- Conduct tours or media pool as last resort

PIOs should ensure that all information available for release is clear, concise, confirmed, and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Broadcast-quality charts, graphs and maps to explain the emergency should be prepared for the briefings and made available for reporters to use in filing their stories from the scene.

Information which may be released to the news media includes information that is public record, and information which is not confidential, would not hamper an investigation, or jeopardize the rights and safety of an individual.

G-5.5 Media Pools

The media should be allowed reasonable access. If restrictions or limitations are **unavoidable**, a "pool" system may be used to avoid congestion. Public Information Officers should understand that journalists are strongly opposed to media pools in any form. The media pool is seen as a restriction placed on the media and coverage of the news. They should be used only as a last resort when space is limited and access to all parties must be restricted.

Media representatives agree that limited access is better than no access. Pools should be employed **after all other possibilities** have been explored and eliminated. The media pool should be requested by the senior public safety officer present, and organized by media representatives. Journalists on-scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs, and video/audio tape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes. Individual foot tours or media group tours may be used prior to activation of media pools.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Additional pool journalists should be assigned if possible (e.g., foreign publications and photo agencies). Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

A knowledgeable representative of the Incident Commander should accompany the media pool and be available to answer relevant questions. When conducting a media pool, visual access must be a top priority. As necessary, media pools may be formed and escorted through the scene periodically allowing a variety of journalists the opportunity to report and update the story.

G-5.6 Media Photo Sites (MPS)

Media photo sites (MPS) should be conveniently located for photojournalists to provide visual access. MPS is a specific location designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander. If trained PIOs are not on the scene, the agency working the emergency must designate a temporary PIO to assist the Incident Commander to meet media's needs.

Criteria considered in identifying locations for Media Photo Sites:

- The site should be as close as possible to the emergency yet not interfering with the operation of public safety officers or compromise the safety of media representatives.
- The location should be chosen to give the best visual access to all areas of interest associated with the emergency.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.
- A MPS should not be designated to avoid compliance with 409.5.

It may not be possible to meet all criteria to ideally locate the MPS. The PIO is encouraged to ask for assistance from the media and Incident Commander in selecting the most ideal location. Under very rare circumstances it may be necessary to escort media representatives to and from the site.

Journalists will have access to the media photo site; however, all media briefings and interviews should be conducted at the Media Information Center near the Command Post.

In the event that the emergency falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the responding agency. Local officers act as the investigator's agent when restricting access. Officers are urged to treat the area as a crime

scene, even though the emergency may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

G-5.7 Rumor Control

Governments are responsible for providing information and instructions to the public. Additionally, they are responsible for establishing an effective rumor control system. It is important to establish a Rumor Control Section to respond to direct public and media inquiry. The PIO should ensure that sufficient telephone circuits and operators are available to handle incoming calls.

The Rumor Control Section can act as an information clearinghouse during hazardous materials emergencies. It must be able to provide sufficient and accurate information, monitor media reports, and correct erroneous information.

The Rumor Control Section should be staffed during the emergency and until the number of public inquiries justifies closing.

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and assistance programs.

It is the responsibility of the rumor control unit to:

- Respond to media and public calls. Reduce tension by issuing news releases about major concerns on a regular basis.
- Record telephone messages for media and public hotlines and update as the situation changes.
- Collect newspaper clippings and TV videotapes when available.
- Advise the public of recovery efforts.
- Continue monitoring public attitudes and advise "policy making group" accordingly.
- Record and evaluate actions taken for after action report.

G-6. MEDIA

The provisions of SARA, Title III make information to the community and the media available. This provides journalists with the opportunity to do in-depth reporting. The public depends on effective media coverage to better understand the chemical in their communities. That reliance in turn has placed an increased burden on the journalists. Title III provides information critical to communities, emergency responders and citizens so they can better understand the hazards they face. Whether this increased information translates into increased knowledge and understanding depends on how it is used. Converting volumes of complex chemical information into practical and useful knowledge requires hard work on the part the media.

G-6.1 Preparedness Activities

Local media should get to know :

- who their LEPC members are;
- what the function of the LEPC is; and
- who their designated local Public Information Officers

News organizations should ensure that their personnel are adequately trained in hazardous materials recognition, response and protective actions as required by OSHA.

G-6.2 Emergency Activities

During hazardous materials emergencies, a Media Information Center should be accessible to all media representatives. The Incident Commander or senior public safety officer should designate a PIO to provide liaison with the news media. Under these circumstances the journalist shall coordinate all interviews through the designated PIO so as not to interfere with emergency response personnel and managers actions.

a) Safety Guidelines for Media

Members of the print and electronic media should remember that the primary concern of first responders is to protect life/health, the environment and property. Their attention will be directed at the hazardous materials emergency. Members of the media desiring to approach the area of operations at a hazardous materials emergency should take precautions to limit the possibility of illness, injury or death from exposure.

When approaching a suspected or known hazardous materials emergency:

- Stay upwind and uphill from the emergency
- Do not drive or walk through contaminated areas
- Do not eat, drink or smoke near the scene
- Do not touch any material or container involved in the emergency
- Keep away from potentially contaminated people
- Maintain a safe distance from the emergency scene

When arriving at a hazardous materials emergency:

- Present valid media credentials to officers at perimeter access control points.
- Ask to see the Public Information Officer. If one has not been provided ask directions to the Media Information Center.
- Request an appropriate photo opportunity location, through the PIO.
- Request information on the safest approach to the scene.

It is important to remember that what makes the event newsworthy also creates risks for journalists covering the story. When it comes to covering an ongoing hazardous materials emergency, what's good for the health and safety of your audience is also good for you. Stay out of danger zones identified by emergency response personnel. Crossing perimeters can be dangerous not only to you and equipment, but also jeopardizes emergency response personnel. Their full attention during such emergencies must be focussed on the emergency.

b) Media Identification

When arriving at the scene of any disaster, emergency, or hazardous materials emergency media representatives should display their credentials to authorities at the perimeter access control points. While at the scene of any emergency, disaster, or hazardous materials emergency, the media representatives must prominently display credentials and other forms of identification or recognition. (e.g., name tags, vests with logos or call sign)

i) Media Vehicles

Vehicles operated or owned by media representatives are subject to all laws which apply to citizens. From time to time public safety officers allow media vehicles to be driven and/or parked in or adjacent to disaster scenes. This is a courtesy extended to the working media and should not be abused.

All vehicles must yield to emergency vehicles enroute to disasters, emergencies, or hazardous materials emergencies. When lights are flashing and sirens are being sounded. (CVC 21806 a.) Media vehicles must yield to emergency vehicles and should not follow any closer than 300 feet behind. (CVC21706)

On arrival at the scene of an emergency, media representatives should park in such a way that their vehicles will not block other vehicles. If public safety officers direct media representatives to move vehicles, the order must be complied with immediately. Once the vehicle is moved, the media representative may return to the scene or media information center.

When parking any vehicle at any hazardous materials emergency or fire, it is advisable to identify an escape route in case there is the need for a hasty departure. Park off the roadway or highway, facing away from the emergency. Fire hoses are easily damaged by driving over them. Do not drive over hoses unless they are protected by a hose ramp designed to allow vehicles to cross over without damaging the hose.

- ii) *Media Aircraft at Hazardous Materials Emergencies*
Airspace safety is the "Number One" priority for all aircraft at any emergency. Pilots must at all times exercise good judgment so that media aircraft do not impact the integrity of the ground emergency.

Media aircraft should contact public safety aircraft by VHF aircraft radio at least two nautical miles from the scene. The better cooperation between media and public safety pilots, the closer media aircraft will get to the emergency when requested.

During hazardous materials emergencies, media aircraft play an important role by providing emergency responders (usually multi-agencies) with the "first-view" of the emergency. Special care must be exercised by all pilots at hazardous materials emergencies including limiting aircraft noise and unintentionally agitating toxic clouds. Rotor wash from aircraft could cause potentially toxic clouds to move in the direction of rescuers, media representatives, and the public. Pilots must know where the toxic plume is. This is especially important during periods of limited visibility when toxic clouds may be difficult to see.

When no ground-based aircraft coordinator is available, media and public safety aircraft should contact each other in order to coordinate airspace usage above an emergency. Pilots should decide what altitude should be flown and where to "center the circle" around the emergency.

When airspace restriction FAR 91.137 is in effect, all aircraft must contact appropriate airspace authorities prior to entering the restricted area. Proper airspace separation from a hazardous materials emergency site and toxic cloud must be kept in mind at all times--for all aircraft.

- c) Perimeter/Barrier Tape Rules

Regardless if it is yellow, red or orange; whether it says, Police Line, Do Not Cross, Caution or just **KEEP OUT**, barrier tape is an important part of emergency isolation, containment and control.

Before a media representative crosses a barrier to enter a zone, it is essential to find out where the perimeters and zones are and what they represent. Barrier tape is erected by public safety officials to exclude the public from areas such as: crime scenes, accident locations, disasters, and hazardous materials emergencies.

When approaching a perimeter (barrier tape) media representatives should identify themselves by showing appropriate media credential (see press card) to the nearest public safety officer and ask to speak to the PIO or media liaison in charge. Occasionally a complex system of barriers may be erected by emergency response personnel in order to preserve evidence, isolate locations from the general public, and to delineate zones at hazardous materials emergencies.

Under Penal Code section 409.5 (d), media representatives must be allowed inside the perimeters established to keep the general public out of disaster areas, crime scenes, and hazardous materials emergencies. However, if an exclusionary zone has been established, such as by "double strands of barrier tape", the media must remain outside this designated area. It is too dangerous for anyone to enter without appropriate protective equipment and special training. Anyone exiting this zone will require decontamination. The media may remain in an area separate from and superior to the general public.

Restricted areas may or may not be formally defined with barrier tape. The line of demarcation could be as simple as an imaginary line between two trees. In all cases it is incumbent upon media representatives to prevent even an inadvertent violation of a restricted area.

At a hazardous materials emergency the responding agencies will have established protective zones:

1. Hot Zone (Exclusion Zone) is the area within the immediate impact of the hazardous material. The zone from which all are excluded except with appropriate levels of protection. A double strand of orange banner tape denotes "HOT ZONE"

2. Warm Zone (Contamination Reduction Zone) is the area in which personnel and equipment are decontaminated. A zone of less hazardous condition than exclusion zone. Also the location of Personnel Decontamination Station (PDS).
3. Cold Zone (Support Zone) - The area in which the Command Post and Media Information Center are located. Operation support activities occur in this area. A single strand of yellow banner tape denotes "SUPPORT AREA".

d) Contaminated Personnel

Anyone (public safety or news media) experiencing the symptoms of possible contamination, (skin irritation, breathing difficulty, sore throat, dizziness) should leave the area immediately. These initial symptoms of chemical poisoning and those subject to them require decontamination and medical attention. Go through the control access points. If you experience any abnormal symptoms notify proper authorities at once.

Segregation and triage of contaminated personnel will be done by the health, emergency medical, or fire personnel working the emergency. Decontamination will be ordered for any contaminated person. Contaminated equipment will be "washed down" /decontaminated at the scene prior to being returned to owner.

Decontamination procedures apply to media representatives, their clothing, sound/recording equipment, camera bags, camera gear, and vehicles if contaminated. All clothing and equipment such as leather belts, and cameras may be collected by the agency involved and sealed in plastic bags marked "Contaminated" and held for decontamination or disposal.

G-6.3 Recovery Activities

Once a hazardous materials emergency has reached the clean-up stage, media should:

- Develop follow-up stories on clean-up and recovery efforts.
- Conduct interviews with LEPC members and other knowledgeable individuals.
- Critique emergency response activities including notification procedures, timeliness and accuracy of information received, etc. and provide recommendations to lead agency.
- Review media emergency planning and make necessary changes.

EMERGENCY PUBLIC INFORMATION ACTION CHECKLIST

The following Emergency Public Information (EPI) Checklist is applicable to most hazardous materials emergencies. It should be used in addition to basic EPI Checklists. EPI actions will be taken by the On-Scene PIO Team. First on-scene personnel may be assigned by the primary responding agency. Additional EPI Staff may be requested from other agencies or the jurisdiction. The EPI Staff at the Emergency Operating Center (EOC) may be mobilized depending on the extent of the hazard. All releases must be cleared with the Incident Commander/Scene Manager and technical advisors at the scene.

Unidentified Materials

- √ Advise responding media of appropriate traffic routing from the emergency.
- √ Advise media of safe routes of approach to scene.
- √ Advise as to the name and nature of the materials as soon as it is identified.
- √ Designate Media Information Center near emergency scene for use by media
- √ Respond to media inquiries if it will not impede response efforts.
- √ If evacuations are necessary, utilize media to notify public via "live" broadcast capabilities (radio/tv).

Confined Emergency - No General Evacuation.

- √ Notify media (primarily news radio/City News Service) that emergency has occurred.
- √ Advise of available access routes.
- √ Request frequent announcements to avoid the area.
- √ Indicate nature of the emergency, and associated precautions to take.

- √ Release hotline number for public inquiries (if available, and staffed).
- √ Identify emergency response agencies involved.
- √ Coordinate with response agencies involved and their PIO's.
- √ Routine brief media on clean-up efforts underway, and time frame for resumption of normal traffic patterns, if known.

High Hazard - General Evacuation Requested/Mandatory

- √ Release all of the above information.
- √ Announce evacuation instructions to all media. Use Emergency Broadcast System (EBS) procedures as appropriate.
- √ Release mass casualty care information (coordinate with American Red Cross and other agencies).
- √ Identify medical/technical experts to describe nature of substance, possible symptoms, and precautionary actions the public should take.
- √ Conduct media briefing(s) at scene with the Incident Commander/Scene Manager and medical/technical spokesperson's. Arrange for Emergency Manager to hold similar media briefings at the EOC if activated.

PUBLIC INFORMATION OFFICERS (LEAD) ACTION CHECKLIST

The following planning and response considerations are provided to assist PIOs to identify and attend to issues likely to evolve from major hazardous materials emergencies.

- √ Determine optimal staffing requirements for emergency.
- √ Brief Command Staff on media rights under 490.5.
- √ Announce safe access routes to media photo site and media center for media.
- √ Establish Media Information Center near emergency scene for media.
- √ Activate the Joint Information Center (JPIC).
- √ Coordinate Public information broadcasts and press releases with local, state, and federal agencies.
- √ Coordinate Operational Area public information updates and emergency status.
- √ Staff Rumor Control Section.
- √ Develop briefing material for EOC.
- √ Provide a situation briefing for EOC director.
- √ Develop briefing materials.
- √ Obtain a situation report from the EOC director.
- √ Develop news releases and publish a news briefing schedule.
- √ Update news releases as the situation develops.

- √ Establish a media reception area and monitor tv and radio broadcasts.
- √ Ensure that file copies of all information released are maintained.
- √ Deactivate and close out operations.
- √ Provide input for after-action report.

MEDIA LIAISON CHECKLIST

The following checklist should be provided to journalists and public information officers assigned to hazardous materials events. It provides guidelines for journalists to follow, questions they may ask, and resources available to them when hazardous materials emergencies happen.

DURING AN EMERGENCY - AT THE SCENE

- √ Get the most current press kit and news releases from Media Information Center.
- √ Check with the Communication Liaison Team Leader for a situation update.
- √ Ensure that all press kits contain the same information. Keep one copy and give copies to agency PIO's as soon as possible.
- √ Instruct public safety personnel at barrier locations on media access procedures.
- √ Media access should be via designated routes.
- √ Record unanswered media questions and deliver to the Team Leader for response.
- √ Meet media representatives as they arrive and advise them of the "hot zones" and any known dangers.
- √ Explain that they do not have to endanger their health to cover the story.
- √ Designate Media Photo Sites for still and video media for convenient visual access to scene. (See Section G-5.7 Media Photo Site)
- √ Respond to media requests for information and coordinate with appropriate personnel.
- √ Ensure that the media are informed of known risks and dangers of chemicals involved upon arrival and are aware of areas of access, suggested routes, and limitations.

- √ Have available information on location of restrooms, telephones, media message taker and board, media liaisons, media work area, set locations for updated information and press kit availability.
- √ Facilitate access to emergency response officials at the emergency scene.
- √ Make the following information available to the media:
 - Chemicals involved.
 - Its physical state. (Is it a gas or liquid)
 - Potential hazards posed.
 - The public health implications.
- √ What health hazards are of immediate concern to media representatives at scene?
- √ Does the chemical react with other materials in the vicinity?
- √ Does it react in ways that would increase or decrease its potential to health risks?
- √ What volume of material is involved?
- √ What quantity was released? Does the quantity pose a concern or threat?
- √ When did the release occur? Was the release "accidental" or "intentional"?
- √ What was the physical state of the chemical? By what routes are humans exposed to the chemical? Do they breathe it in, eat it, or is it absorbed through the skin? How do those routes of exposure affect potential health effects?
- √ What are the potential human health effects? Are those effects "acute" or "chronic", "immediate" or "delayed"?
- √ Are particular population groups especially susceptible? Be prepared to answer questions about health risks. As they are correlated to duration of exposure, route of exposure, and concentrations.
- √ What are the prevailing weather conditions (temperature, humidity, precipitation, and wind)? Are they favorable or unfavorable as they affect the dispersion of the hazardous materials?

- √ What is the current weather forecast? Are forecasted conditions likely to reduce or increase potential health impacts? What are the short-term forecasts for changes in the weather?
- √ What are the potential effects of the hazardous materials on human health and the environment? How will changing conditions affect risks?
- √ What special populations might be affected by the emergency? (Schools, hospitals, retirement homes and prisons).
- √ What special facilities or infrastructure might be affected by the emergency? (Water supply, sewer, power, police stations, other chemical facilities)
- √ How did the emergency start? Was it the result of negligence, inadequate safety procedures, improper storage conditions, inappropriate maintenance, etc.
- √ What is the safety record of the facility/transporter involved?
- √ What is the safety record of the parent company?
- √ Is an evacuation necessary? Why?
- √ Is sheltering in place recommended? Why? Give instructions on how to do it.
- √ Does the evacuation extend beyond the plant boundaries?
- √ What is the basis for determining which areas should be evacuated and which should not be?

FOLLOW UP QUESTIONS YOU WILL BE ASKED:

General:

- How many people were injured? What were the nature of the injuries? What were the extent of the injuries? What facilities (hospitals) are patients being transported too?
- How many people were evacuated? What areas were evacuated? (Identify specific areas)
- Where shelters opened for evacuees?

- How was the emergency cleaned up?
- How was the community affected? The environment?
- Have similar emergencies occurred in the area?

Facility Information:

- What kinds of safeguards were in place on-site?
- Was the facility included in the local emergency response plan?
- Was the facility required to report under the provisions of SARA Title III? Was the report made?
- What overall picture of the facility emerges from this collective information? (general perception of compliance? preparedness?)
- What prevention approaches resulted from past events?
- Does the facility have a history of emergencies?
- Does the facility provide training to its employees?
- What methods and routes are used by the facilities to transport its hazardous materials?
- What were the storage conditions for the chemical in question?
- Was the facility aware of the risk it presented to its employees and the community?
- What was the nature of the facilities operation?
- Did the facility have its own hazardous materials response plan?
- Did the facility have equipment on-site to detect a release?

- Did the facility have equipment and personnel on-site to handle/manage the emergency?
- Does the facility know of alternate technologies available or substitute materials for chemical released?
- What environmental and health issues may be associated with these alternatives?
- What economic issues impact on the use of these alternatives?
- Was emergency medical care available on-site?
- Where were injured persons treated for injuries?
- Are technical experts available at the facility? at the incident command post?

Local Emergency Response:

- How did public safety personnel respond to the emergency?
- Were they trained in HazMat response procedures? To what level? If not, why not?
- What emergency response agencies responded to the emergency and why?
- Were personnel and equipment from more than one agency called in?

Local Emergency Planning Committee:

- Had the LEPC identified the facility as posing a hazardous materials risk due to storage of extremely hazardous materials, or other reasons?
- Had the LEPC determined a potential zone of vulnerability around the facility due to hazardous materials stored on-site?
- Did the LEPC identify conditions that could lead to an emergency release?

- Did the LEPC have a completed emergency response plan for the facility?
- Was the plan effective in assisting in the management of the emergency?
- Were the LEPC and emergency response personnel aware of the existence of hazardous materials at the facility? If not, why?

Contacts to have available:

Regional OES*	Administering Agency**
LEPC Chair	LEPC Information Coordinator
CEPRC Chair	CEPRC Information Coordinator
Chief HazMat Team	Facility Representatives (Spokesperson and
Chief Fire Department	Public Affairs)
Chemical Specialist	Local University Chemist and Toxicologists
Director, OES	LEPC Administering Agency Representative
CalEPA	Chemical Manufacturers Association
Health Department	Chemical Referral Center
Federal EPA	

* Office of Emergency Services, Coastal Region (formerly Region II)

** See Annex D for these numbers or contact your local Administering Agency

COASTAL REGION MEDIA NUMBERS
For Public Safety Use Only

COUNTIES

EMERGENCY NOTIFICATION SOURCES

City News Service	Weekends
	Fax No.
Associated Press	Reporters
	Photo Dept.
United Press International Reporters	
Media Page	

NEWS SERVICES

County News Services
Cable News Network (CNN)

DAILY NEWSPAPERS

City
County

TELEVISION STATIONS

Local	
Networks	
CBS	NBC
ABC	FOX
CNN	

WIRE SERVICES

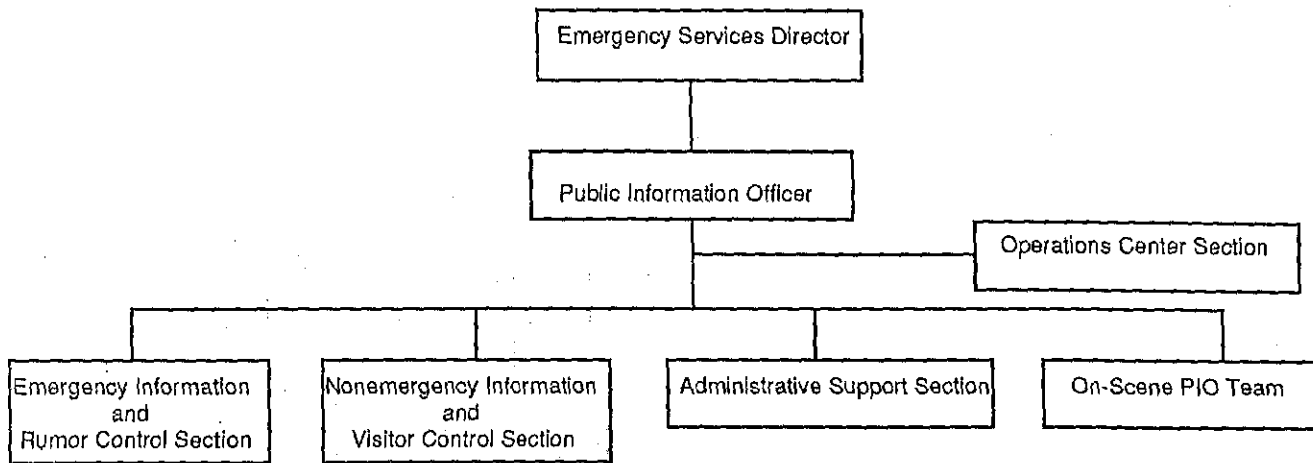
Associated Press
United Press International
Agency France-Presse

RADIO STATIONS

Air to Air Frequencies

Figure 3

EMERGENCY PUBLIC INFORMATION ORGANIZATION



OFFICE OF THE ATTORNEY GENERAL
State of California

JOHN K. VAN DE KAMP
Attorney General

OPINION

of

JOHN K. VAN DE KAMP
Attorney General

RODNEY O. LILYQUIST
Deputy Attorney General

No. 84-802

DECEMBER 26, 1984

THE CALIFORNIA SEISMIC SAFETY COMMISSION has requested an opinion on the following question:

What, if any, are the independent emergency powers of local law enforcement officers to restrict entry to an area damaged by an earthquake?

CONCLUSION

Local law enforcement officers have independent emergency powers to restrict entry to an area damaged by an earthquake while a threat exists to the public health and safety as reasonably determined on a case-by-case basis. State officials performing official duties on behalf of the state and, in general, representatives of the news media may not be denied access.

ANALYSIS

Recently a major earthquake struck a Central California community causing significant damage to property. A local state of emergency was immediately declared, followed a few hours later by the declaration of a state of emergency by the Governor. The county sheriff initially closed the area to the general public. Three or four days later the sheriff allowed residents and members of the news media to enter the area for limited periods of time while accompanied by sheriff deputies and building officials. One week later city officials took control of the area, had a fence constructed, and hired security police to guard the perimeter. The damaged area remained closed for an additional three weeks, at which time badly damaged buildings were demolished.

As part of its statutory duties the California Seismic Safety Commission conducts hearings to evaluate the seismic safety policies and practices of public and private agencies following major earthquakes. (See Gov. Code, §§ 8897-8897.1.) At the hearing conducted to analyze the actions taken with respect to the Central California earthquake, three groups expressed concern regarding their lack of access to the damaged area -- property owners, volunteers sent to the area by the state to assist local officials, and members of the news media. The commission now seeks clarification of the independent, emergency powers of local law enforcement officers to restrict entry to an area damaged by an earthquake with respect to these groups. We generally conclude that restriction is permissible when it is reasonable while a threat to the public health or safety exists as determined in light of the immediate facts and circumstances; however, state officials and news media representatives may not be barred from such an area.

Several statutes have been enacted by the Legislature authorizing government agencies to deal with emergencies. The California Emergency Services Act (Gov. Code, §§ 8550-8668), for example, empowers the Governor to issue orders and regulations which take effect immediately and have the force of law. (Gov. Code, § 8567; see also Mil. & Vet. Code, § 143.) 1/ Other statutes grant specific authority to law enforcement officers in dealing with such problems as obstructing the performance of duties at a disaster (Pen. Code, § 402) 2/ and unlawful assembly and riot control (§ 409).

Only one statute, however, may be found that specifically addresses the independent authority of local law enforcement officers to restrict entry to an area damaged by an earthquake -- section 409.5. Accordingly, the scope of our opinion will be limited to that statutory provision.

Section 409.5 states:

"(a) When a menace to the public health or safety is created by a calamity such as flood,

1. The act also provides for local curfew and other legislative regulations (§§ 8610, 8634), immunity from liability for exercising discretionary functions (§ 8655), and payment of claims for damaging private property (§ 8652).

2. All section references hereafter are to the Penal Code unless otherwise specified.

storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (i) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

"(b) Officers of the California Highway Patrol, California State Police, police departments, marshal's office or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

"(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

"(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the area closed pursuant to this section." (Emphases added.)

In construing the authorization granted under section 409.5 to local law enforcement officers, we apply well-established principles of statutory construction. The primary rule of interpretation is to "'ascertain the intent of the Legislature so as to effectuate the purpose of the law.'" (Valley Circle Estates v. VTH Consolidated,

Coastal Region

Local Emergency Planning Committee

Hazardous Materials Emergency Response Plan

Attachment G-1

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ascertaining legislative intent, we turn first to the language used (Tracy v. Municipal Court (1978) 22 Cal.3d 760, 764), giving the words their ordinary and usual meanings (People v. Belleci (1979) 24 Cal.3d 879, 884). "Words must be construed in context, and statutes must be harmonized, both internally and with each other, to the extent possible." (California Mfrs. Assn. v. Public Utilities Com. (1979) 24 Cal.3d 836, 844.) A sensible construction should be given, avoiding absurdities, and making the statute workable and reasonable whenever possible. (Fields v. Eu (1976) 18 Cal.3d 322, 328; City of Santa Clara v. Von Raesfeld (1970) 3 Cal.3d 239, 248.)

A. Property Owners

At the commission hearings, property owners stated that they were not allowed to enter the damaged area to recover their property. One jewelry store was demolished, for example, with the contents of the store (gold, jewelry, and gems) transported to the county dump without first giving the owner an opportunity to recover his inventory.

Under section 409.5 a local law enforcement officer may close an earthquake damaged area "to any and all persons" while "a menace to the public health or safety" exists. The statute thus requires that the health or safety of those entering or already in the area be endangered and that the threat result from the earthquake (or other calamity contemplated by the statute).

The officer may authorize certain persons to enter the damaged area under the terms of the statute. This exercise of discretion suggests a balancing between the need to enter against the danger presented. At the one extreme would be those who need to enter because they are responsible for evacuating persons and fighting fires. Residents and property owners would clearly have a greater need to be present at the site than the public generally.

A key consideration is that closure is authorized under section 409.5 only for the duration of the threat to public health and safety. Manifestly the danger would persist while the ground is shaking and fires caused by the earthquake are burning. A period of time may thereafter be necessary to explore the damaged area for latent hazards. Once specific dangers are known to remain in certain areas, the "menace" would be reduced to the particular locations.

Understandably we cannot furnish a precise rule to be applied in all situations. What is a reasonable closure restriction on the day following a major earthquake may be unreasonable a week later. While tours through a damaged

area may initially be appropriate, the continued prohibition weeks later of individual entry by property owners would appear to be inappropriate.

B. Volunteers

The Office of Emergency Services sent structural engineers to the damaged area to assist the city in assessing the extent of damage. They were to furnish information and advice concerning whether to condemn and demolish damaged structures.

Had these persons been sent to perform official duties on behalf of the state (see Gov. Code, § 8628), we would apply the rule: "'A statute will not be construed to limit the sovereign power of the state to . . . perform its governmental functions in behalf of the public . . . unless such intent clearly appears'" (State of California ex rel. Dept. of Employment v. General Ins. Co. (1970) 13 Cal.App.3d 853, 858; see Regents of University of California v. Superior Court (1976) 17 Cal.3d 533, 536; Hall v. Taft (1956) 47 Cal.2d 177, 183; Hoyt v. Board of Civil Service Comms. (1942) 21 Cal.2d 399, 402). Since section 409.5 does not expressly authorize local law enforcement officers to close an area to state officials, the latter would be free to enter under application of the above rule.

Here, however, the structural engineers were acting as volunteers whom the Office of Emergency Services sent to assist, if needed, city officials in assessing structural damage. (See Gov. Code, §§ 8616, 8632, 8647, 8657.) The city was under no compulsion to use the services of the volunteers and instead decided to rely upon the expertise of county building officials.

Because the volunteers had no official duties to perform, they were subject to exclusion by the police under the same considerations discussed with respect to the property owners and other private parties.

C. News Media Members

The third group denied individual access to the earthquake-damaged area was comprised of news media representatives. They were given "guided tours" of the area on an infrequent basis over an extended period of time.

The United States Supreme Court recently observed: "'It has generally been held that the First Amendment does not guarantee the press a constitutional right of special access to information not available to the public generally.'" (Pell v. Procunier (1974) 417 U.S. 817, 833; Coastal Reg. Zoning v. Rusk (1965) 381 U.S. 278, 281; Attachment G-1 16-17; New York

Times Co. v. United States (1971) 403 U.S. 713, 728-730 (conc. oppn. of Stewart, J.). More specifically, "[n]ewsmen have no constitutional right of access to the scenes of crime or disaster when the general public is excluded." (Branzburg v. Hayes (1971) 408 U.S. 664, 684-685.)

A special statutory right of access, however, may be given by state legislatures to news media representatives. (See Branzburg v. Hayes, supra, 408 U.S. 664, 706.) This is precisely what we believe the Legislature has done in section 409.5.

In 66 Ops.Cal.Atty.Gen. 497, 498-499 (1983), we stated that under section 409.5, law enforcement officers may not prevent newsmen from entering an area otherwise closed to the general public.

We reject the argument that the "duly authorized" news media exception refers to someone authorized to be in the area by the law enforcement officer. Rather, it is apparent that the phrase "duly authorized" refers to the news station, newspaper, or radio or television station or network having "duly authorized" the individual to be its representative at the site. 3/ Otherwise, the entire subdivision exception would again be superfluous.

Law enforcement officers may of course take appropriate action to prevent the news media representatives at a disaster site from violating any specific laws. (See §§ 402, 409; 66 Ops.Cal.Atty.Gen. 497, supra, 499, fn. 2.)

In general, then, news media representatives may not be denied access to a disaster site under section 409.5.

* * * *

[No. D002910. Fourth Dist., Div. One. Aug. 6, 1986.]

STEVEN LEISERSON, Plaintiff and Appellant, v.
CITY OF SAN DIEGO et al., Defendants and Respondents.

SUMMARY

A television news cameraman brought an action against a city and police officers arising out of his arrest for disobeying a police officer's order to leave the area of a plane crash that had just occurred in a residential area. Plaintiff asserted that his right of access to the disaster site under Pen. Code, § 409.5, subd. (d), had been violated. The trial judge filed an "Intended Decision" in favor of defendants, concluding that the police had reasonably believed that the crash site was the scene of a crime, that the right of press access guaranteed by § 409.5, subd. (d), did not extend to situations where the police reasonably believe that members of the press would be endangered by entering the disaster area, and that the area cordoned off for the press by the police at the crash site was sufficient to comply with the statute. Plaintiff filed objections to the "Intended Decision," and a hearing on the objections was commenced but was never completed due to the death of the judge. On defendant's motion pursuant to Code Civ. Proc., § 635, the presiding judge of the superior court entered judgment in conformity with the "Intended Decision." (Superior Court of San Diego County, No. 439795, Robert D. Carter, Judge.*)

The Court of Appeal affirmed. The court held that judgment had been properly entered in conformity with the "Intended Decision," where there was no indication that the judge contemplated any modification in his decision, and where the proposed statement of decision provided a complete and adequate basis for appellate review. The court also held that the officer's order was properly found to be lawful, although two of the three justifications relied on by the trial court were insufficient. Safety was not a ground for the exclusion of press members from a disaster site, the court held, since § 409.5, subd. (d), provides a specific exception for the press in situations already determined to be safety hazards. The court also held that cordoning off an area for the press at a disaster site did not comport with the terms

*Retired judge of the superior court sitting under assignment by the Chairperson of the Judicial Council. Now deceased.

of the statute, and that the access of the press must be unrestricted, unless police personnel at the scene reasonably determine that such unrestricted access will interfere with emergency operations, an exception that was not a basis for exclusion on the facts of this case. Finally, the court held that, despite some questions concerning the credibility of testimony that the police believed the crash may have been the result of an assassination attempt, the trial court's determination of this evidentiary question was supported in the record, and the traditional exclusion of the press from scenes of crime justified the officer's order in this case. (Opinion by Wiener, J., with Kremer, P. J., and Work, J., concurring.)

HEADNOTES

Classified to California Digest of Official Reports, 3d Series

- (1) **Judgments § 28—Form and Requisites—Conformity to Pleadings, Findings and Verdict—Judgment Entered in Conformity With Proposed Decision of Deceased Judge.**—The presiding judge of the superior court properly entered judgment in conformity with a statement of intended decision filed by a judge who subsequently died, notwithstanding that the hearing on plaintiff's objections to the intended decision had not been completed, where there was no indication that the deceased judge had contemplated any modification in his decision, and where the proposed statement of decision provided a complete and adequate basis for appellate review.
- (2a, 2b) **Newspapers and Press Associations § 1—Press Members' Statutory Right to Enter Restricted Disaster Areas.**—In an action by a television news cameraman against a city and police officers, alleging that plaintiff's right of access to a disaster site under Pen. Code, § 409.5, subd. (d), had been violated by a police officer's order for plaintiff to leave the area of a plane crash that had just occurred in a residential area, the trial court properly entered judgment for defendants, although two of the three justifications relied on by the trial court were insufficient. Safety is not a ground for the exclusion of press members from a disaster site, since § 409.5, subd. (d), provides a specific exception for the press in situations already determined to be safety hazards. Nor does cordoning off an area for the press at a disaster site comport with the terms of the statute; the access of the press must be unrestricted, unless police personnel at the scene reasonably determine that such unrestricted access will interfere with emergency operations, an exception that was not a basis for exclusion on the facts

of this case. However, the trial court's determination that the police reasonably believed the crash may have been the result of an assassination attempt was supported in the record, and the traditional exclusion of the press from scenes of crime justified the officer's order.

[See Cal.Jur.3d (Rev), Criminal Law, § 1936.]

- (3) **Appellate Review § 148—Questions of Law and Fact—Sufficiency of Evidence.**—Where a factual determination at trial is based on live witness testimony or review of physical evidence, there is every reason to believe a trial court's resolution will be more accurate than that of an appellate court which received no firsthand exposure to the evidence. Thus, the substantial evidence standard of review appropriately accords considerable deference to a trial court's factual findings.

[See Am.Jur.2d, Appeal and Error, § 820.]

- (4) **Evidence § 35—Hearsay—Statements Not Within Rule—Statements Admitted to Prove Hearer's State of Mind.**—In an action by a television news cameraman against police officers challenging the legality of a police order for plaintiff to leave the area of a plane crash that had just occurred in a residential area, a police officer's hearsay testimony as to statements made to him by highway patrol officers, suggesting that the crash site might be the scene of a crime, was properly admitted under Evid. Code, § 1250, subd. (a), to prove the police officer's state of mind at the time he gave the order.

COUNSEL

Ronald W. Hutcherson for Plaintiff and Appellant.

John W. Witt, City Attorney, Ronald L. Johnson, Senior Chief Deputy City Attorney, Eugene P. Gordon, Chief Deputy City Attorney, and Leslie J. Girard, Deputy City Attorney, for Defendants and Respondents.

OPINION

WIENER, J.—Plaintiff Steven Leiserson appeals the judgment in favor of defendants, the City of San Diego and one of its police officers. At issue is the applicability of Penal Code section 409.5, subdivision (d),¹ which

¹All statutory references are to the Penal Code unless otherwise indicated. For convenience later references to statutory subparts will omit repetition of the word "subdivision."

ANNEX H

COMMUNITY RIGHT-TO-KNOW

This section contains Community Right-to-Know information referred to in the body of this plan which can be photocopied and distributed by readers of the plan. The following documents are contained in this section:

- 1) CEPRC Right-to-Know Guidelines for Public Requests
- 2) LEPC Right-to-Know Public Information Request Form
- 3) Coastal Region Brochure
- 4) *Chemicals and Your Health* booklet (prepared by the American Lung Association of San Diego and Imperial Counties)



REGION II
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

PUBLIC INFORMATION REQUEST FORM

(To be completed by person making request)

SECTION 1: Requestor Information

NAME: _____ TELEPHONE: _____

ADDRESS: _____
(number) (street) (city) (zip code)

REPRESENTING: _____

SECTION 2: Facility Information (The facility listed will be notified of this request.)

FACILITY NAME: _____

FACILITY ADDRESS: _____
(number) (street) (city) (zip code)

SECTION 3: Information Requested

- Region II LEPC Hazardous Materials Plan
 Written Followup Emergency Notice(s). Please specify:

Date(s) of incident/release: _____

Location of incident/release: _____

- Material Safety Data Sheets (MSDS):
 List of MSDS chemicals
 All MSDS
 Specific MSDS (list): _____

- Tier II Chemical Inventory Information:

All
 Specific Chemicals (list): _____

Requestor Statement of Need (see instructions): _____

- Toxic Chemical Release Form (Section 313 report):

All reported chemicals
 Specific chemicals (list): _____

(Signature)

(Date)

INSTRUCTIONS:

SECTION 1: Requestor Information

NAME: Name of the person completing this request.

TELEPHONE: Daytime phone number of the requestor.

ADDRESS: Mailing address where information is to be sent.

REPRESENTING: Name of public agency, community group, environmental group, etc., that the person completing this request represents. If representing yourself, enter "Self".

SECTION 2: Facility Information

FACILITY NAME: Enter the name of the company and identity of the specific facility that the information is requested.

FACILITY ADDRESS: Enter the street address of the facility.

SECTION 3: Information Requested

(Attach another sheet of paper if this form does not provide enough space. Be sure to List the specific section and exact date or chemical names under each section.)

Check the applicable space for the information you desire. If you desire all of the information, mark the "All" space.

WRITTEN FOLLOWUP EMERGENCY NOTICES (SARA Title III, Section 304). Please enter the date or dates on the line provided; include the location of the incident or release if known (be as specific as you can).

MATERIAL SAFETY DATA SHEETS (MSDS) (SARA Title III, Section 311). List the specific chemicals for which you are interested.

TIER II CHEMICAL INVENTORY INFORMATION (SARA Title III, Section 312): List the specific chemicals or categories of chemicals for which you are interested, or check "All" if you need all Tier II inventories for facility identified.

Statement of Need: You must state your purpose or general need for the requested Tier II inventory information.

TOXIC CHEMICAL RELEASE FORMS (SARA Title III, Section 313). List the specific chemicals for which you are interested. Toxic Release Information may be obtained from the State Environmental Affairs Agency or U.S. Environmental Protection Agency (EPA).

SIGNATURE: The person making this request signs and dates the form in the space provided.

To Submit This Request, You May:

Mail or deliver the form to: Region II Local Emergency Planning Committee
c/o Governor's Office of Emergency Services
360 Civic Drive, Suite 1
Pleasant Hill, CA 94523

or present it to the LEPC at a committee meeting. For information on meeting time and location, call 415-646-5946

**GUIDELINES FOR REQUESTING INFORMATION
FROM THE _____ DEPARTMENT
UNDER COMMUNITY RIGHT-TO-KNOW LAWS**

POLICY: The public has a right to know information disclosed to this department under the provisions of Title III of the Superfund Amendment and Reauthorization Act (SARA) of 1986 and Chapter 6.95 of the California Health and Safety Code. It is the duty of this department to establish procedures for the timely response to public requests for this information.

1. Requests should be made by contacting:

2. Your request will be accommodated in person, if possible, although it may be necessary to make an appointment. You will be asked to submit a written request or fill out a form, to include your name, address, telephone number and signature.

3. Your request must clearly indicate the information you want. Material Safety Data Sheets (MSDS's) for specific chemicals at the facility, a chemical inventory for the facility, follow-up notification of an incident that occurred at the facility, and a business emergency plan for the facility are available.¹

4. You must fill out a separate request form for each facility.

5. If you request information that has been designated by the facility as a trade secret, you will be advised of additional procedures for obtaining that information. Additional time will be required in this case.

6. If the information you have requested is not available, you will be notified in writing. You may have to wait up to 45 days for the requested information, since the agency may need to request it from other sources.

7. The agency's Area Emergency Plan and the Local Emergency Planning Committee's Regional Hazardous Materials Emergency Response Plan are available for inspection. No request form will be required.

¹ Refer to the Community Right-to-Know brochure for definitions.

**Administering Agency Name
Request for Information**

Name:

Address:

Telephone number:

Organization/Affiliation, if any:

Please briefly state the purpose of your request (optional):

Business or facility name:

Address:

Information Requested:

Chemical Inventory

MSDS (for which chemicals?)

Business Emergency Plan

Follow-up Notification
(for which dates?)

Area Plan

Date:

Signature:

OFFICIAL USE ONLY

Date: Information supplied by:

Copies provided:

WHAT HAPPENS WHEN A BUSINESS DOES NOT COMPLY WITH HAZARDOUS MATERIALS LAWS?

- Fines and Penalties pursuant to State and Federal Laws
- Criminal Prosecution

HOW CAN CITIZENS REVIEW INFORMATION ABOUT HAZARDOUS MATERIALS USED IN THEIR COMMUNITY?

By Contacting:

- Individual Businesses
- Administering Agencies
- Local Community Awareness and Emergency Response Group
- Local Emergency Planning Committee
- Facility Community Advisory Panels

HOW/WHERE DO CITIZENS GET INFORMATION ON HOW TO REDUCE THE USE OF HAZARDOUS MATERIALS WITHIN THEIR COMMUNITY?

- Environmental and Community Groups
- Administering Agencies
- Local Recycling Centers
- Household Hazardous Waste Collection Events or Facilities
- Department of Toxic Substances Control

COMMUNITY AWARENESS AND EMERGENCY RESPONSE GROUPS

Community Awareness and Emergency Response groups are organizations bringing together business and government to help prevent and minimize disasters throughout the region. Community Awareness and Emergency Response groups exist in most counties.

YOU AND YOUR "RIGHT-to-KNOW"

State and Federal Governments passed laws to enable people to be aware of hazardous materials in their community and to assist in planning for the use and storage of such materials. The Local Emergency Planning Committee will assist in organizing/developing public information ideas and procedures for regional hazardous materials emergency preparedness.

THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES

The Governor's Office of Emergency Services provides coordination for training, planning, response and recovery for disasters including those involving hazardous materials. The Office of Emergency Services also provides staffing to the Local Emergency Planning Committee.

COASTAL REGION COMMUNITY AWARENESS AND OUTREACH PROGRAMS WILL ESTABLISH AND MAINTAIN TWO-WAY COMMUNICATION.

The Local Emergency Planning Committee will provide a continuing forum in which the local communities and facilities can discuss issues related to hazardous materials. The public can get involved by increasing their awareness and understanding of chemical risks and supporting actions to increase public safety, protection of their environment, and improvement of the public's perceptions of chemical risks.

FOR LOCAL CONTACTS AND ADDITIONAL DATA CALL THE LOCAL EMERGENCY PLANNING COMMITTEE
510-646-5946 FOR YOUR PUBLIC INFORMATION REQUEST FORMS



State of California



LOCAL EMERGENCY PLANNING COMMITTEE

COASTAL REGION

360 Civic Drive, Suite 1
Pleasant Hill, CA 94523
510-646-5946

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT OF 1986 - SARA TITLE III

- ▲ YOU AND YOUR COMMUNITY HAVE A RIGHT, UNDER THE LAW, TO KNOW WHAT TOXIC CHEMICALS SHARE YOUR ENVIRONMENT
- ▲ COMMUNITY ACCESS TO INFORMATION
- ▲ PUBLIC AWARENESS AND EDUCATION
- ▲ CHEMICAL RISK COMMUNICATION
- ▲ PUBLIC PERCEPTIONS OF RISK
- ▲ PUBLIC AWARENESS OF APPROPRIATE RESPONSES
- ▲ PUBLIC WORKSHOPS/OUTREACH PROGRAMS
- ▲ IDENTIFICATION OF AGENCIES AND ROLES



INTRODUCTION

The Local Emergency Planning Committee was established pursuant to the Superfund Amendment and Reauthorization Act of 1986, Title III. An Executive Order by the Governor of California created the Chemical Emergency Planning and Response Commission which established six planning Districts using the current mutual aid planning areas established by the California Office of Emergency Services.

The Coastal Region planning district encompasses sixteen northern California counties from Del Norte to Monterey. Administering Agencies are actually responsible for administration and implementation of California's Emergency Response and Community Right-to-know programs and portions of the Superfund Amendment and Reauthorization Act. The Local Emergency Planning Committee then provides a wider spectrum of planned activities relating to chemical emergency planning and response.

It is hoped that you will benefit from using this pamphlet and we suggest visiting a Local Emergency Planning Committee meeting or contacting any of its members for more information about the planning process.

LEPC REPRESENTATIVE STATEMENT

The Local Emergency Planning Committee (LEPC) provides planning for hazardous materials emergencies and response to community right-to-know information. One of the goals of the representatives to the Local Emergency Planning Committee is:

To increase the public's knowledge and access to information about the presence of hazardous materials in their communities and releases of these materials into the environment.

The Local Emergency Planning Committee includes representatives from:

- Elected State and Local Offices
- Enforcement
- Local Environmental
- Civil Defense
- Broadcast and Print Media
- Fire
- Facility Owners and Operators
- First Aid

- Office of Emergency Services
- Health
- Agricultural
- Hospital
- Environmental Prosecutor (DA)
- Transportation
- Community Groups
- Federal Facilities
- Administering Agencies

WHAT IS A HAZARDOUS MATERIAL?

Any material or mixture of materials which have properties capable of producing adverse effects on the health and safety of the environment or of people.

WHERE ARE HAZARDOUS MATERIALS USED?

Examples:

- Home - Oven Cleaners, Pool Chemicals
- Gas Stations - Oils, Solvents
- Printer - Photocopy Chemicals
- Dry Cleaners - Chlorinated Solvents
- Refineries - Ammonia, Hydrogen Sulfide, other Products or by-products classified as Hazardous Materials

WHAT ARE THE GOALS OF SAFE HAZARDOUS MATERIAL HANDLING?

Prevention of:

- Spills or Accidental Releases
- Exposure of People to Chemicals
- Fires or Explosions
- Transportation Accidents which involve Hazardous Materials

WHAT ARE THE HAZARDOUS MATERIALS LAWS?

Emergency Planning and Community Right-to-Know (SARA Title III) provides for public access to information about businesses and facilities

that use hazardous materials.

California Hazardous Materials Release Response Plans and Inventory (Chapter 6.95 Health and Safety Code) - Provides for the establishment of business and area plans relating to the handling and prevention of releases or threatened releases of hazardous materials. Requires information on the location, type, quantity, and the health risks of hazardous materials handled, used, stored or disposed of in the state which could be accidentally released into the environment.

California Code of Regulations (Title 19)-

• Requires each community to prepare plans which provide for ways of informing business personnel and the affected public of safety measures to follow during a release or threatened release of a hazardous material.

• Requires timely notification of the affected public, including emergency messages and safety information to be broadcast over the local Emergency Broadcast System radio station.

• Provides for mass-care facilities, reception areas and sheltering should there be a hazardous material release in your community.

HOW DO BUSINESSES GET INFORMATION ABOUT HAZARDOUS MATERIALS LAWS?

- Bureau of National Affairs
- Governmental Publications
- Code of Federal Regulations
- California Code of Regulations
- Administering Agencies
- Local Emergency Planning Committee

HOW DO BUSINESSES COMPLY WITH HAZARDOUS MATERIALS LAWS?

By Preparing:

- Business Plans and Chemical Inventory Statements
- Emergency Response Plans

ANNEX I

HAZARDOUS MATERIAL REFERENCES

I-I. INCIDENT RESPONSE PLANNING AND HAZARD ANALYSIS

- 1) *Emergency Handling of Hazardous Materials in Surface Transportation.* American Association of Railroads, 1987.
- 2) *Fire Protection Guide for Hazardous Materials*, 9th edition. National Fire Protection Association, Quincy, MA;1986
- 3) *Handbook of Chemical Hazard Analysis Procedures.* FEMA, US DOT, US EPA, FEMA Publications Office: Washington, DC 1989
- 4) *Hazardous Material Emergency Planning and Community Right-to-Know, a Comparison of California and Federal Requirements.* Hazardous Materials Division, California Office of Emergency Services: Sacramento CA, Revised April, 1991. (The "Brown" book)
- 5) *Hazardous Material Emergency Planning Guide (NRT-1).* National Response Team, Washington, DC, March, 1987
- 6) *1990 Emergency Response Guidebook (Guidebook for First Response to Hazardous Materials Incidents).* U.S. Department of Transportation. Res. and Spec. Program Administration. DOT P 5800.5, Office of Hazardous Materials Transportation (DHM-51); 1990.
- 7) *Technical Guidance for Hazardous Analysis - Emergency Planning for Extremely Hazardous Substances.* U.S. EPA, FEMA, U.S. DOT, Washington, DC, December, 1989. (the "Green" book)

I-II. MEDICAL

- 8) *Handbook of Emergency Toxicology: A Guide for the Identification, Diagnosis and Treatment of Poisoning.* 5th edition. Kaye S. and Charles C. Thomas Publishers: Springfield, IL 1988
- 9) *Hazardous Materials Medical Management Protocols.* Emergency Medical Services Authority, State of California, Department of Health Services 1990

- 10) *Pesticides: Health Aspects of Exposure and Issues Surrounding Their Use.* California Department of Health Services, Hazards Identification and Risk Assessment Branch. Berkeley, CA 1988

I-III. OTHER INFORMATION

- 11) *Chemical Hazards Response Information System (CHRIS).* U.S. Coast Guard, Washington, DC 1978
- 12) *Chemical Hazards in the Workplace*, 2nd edition. N.H. Proctor, J.P. Hughes and M.L. Fischman (editors) Lippincott: Philadelphia 1978.
- 13) *Handbook of Toxic and Hazardous Chemicals and Carcinogens*, 2nd edition. M. Sittig, Noyes Data Corporation: Park Ridge, NJ 1985
- 14) *Community Right-to-Know Manual.* Thompson Publishing Group: Salisbury, MD 1987 (updated monthly).

I-IV. PLANS

- 16) *State Emergency Plan.* Governor's Office of Emergency Services, 1989
- 17) *State Hazardous Materials Incident Contingency Plan.* Governor's Office of Emergency Services, January 1991
- 18) *Region IX, Federal Oil and Hazardous Substance Plan.* Coast Guard, 1989
- 19) *California Master Mutual Aid Plan.* Governor's Office of Emergency Services, Updated 1990