



FOR OFFICIAL USE ONLY

# Local Emergency Response Committee Hazardous Materials Plan

**Cochise County  
Arizona**

Updated: February, 2015

Publication of training materials (LEPC Plans Review) was supported by the U.S.  
Department of Transportation, Pipeline and Hazardous Materials Safety  
Administration, Grant no. HMEAZ801516.

# Hazardous Materials Functional Annex

## Cochise County Local Emergency Planning Committee Hazardous Materials Emergency Response and Recovery Plan

### Letter of Promulgation

This Plan is in compliance with Public Law 99-499, Title III (hereafter referred to as SARA Title III), the Arizona Revised Statutes Emergency Planning and Community Right to Know Act (Title 26, Chapter 2, Article 3 §341-353, the 2010 Comprehensive Planning Guide 101 and the 2001 Hazardous Materials Emergency Planning Guide. It is a stand-alone plan but can be referenced or function as an appendix to Emergency Support Function #10 (Hazardous Materials Response) found in the Cochise County Emergency Response and Recovery Plan, dated June 2002.

This plan is to be treated as a **For Official Use Only (FOUO)** document because it contains data of a sensitive nature and is not to be casually used or dispersed. This Plan is the property of the Cochise County Office of Emergency Management.

Users of this plan are encouraged and requested to advise this office of areas where the plan can be corrected and improved. This plan is to be considered a “Living Document” in that the contents are continually reviewed, and the plan itself will be updated as conditions, techniques, and understanding progress but not less than annually. The Cochise County Office of Emergency Management will forward replacement pages or CD’s to all involved agencies as changes are made.

Specific facility information or their chemical inventories are not found in the plan due to security concerns. This data is available electronically to public safety agencies. The public must make a request to the Cochise County Office of Emergency Management.

This plan supersedes all prior Cochise County Hazardous Materials Incident Response and Recovery Plans, including those included in the Cochise County Emergency Operations Plan.

Approved by the Cochise County Local Emergency Planning Committee;

*// Orig Signed //* \_\_\_\_\_  
Joshua Steinberg, Cochise County LEPC Chair Date

Approved by the Cochise County Office of Emergency Services

*// Orig Signed //* \_\_\_\_\_  
Norman A. Sturm Jr., Coordinator Date  
Cochise County Office of Emergency Services

## **Approval Procedure**

This plan will be reviewed and up-dated annually, as needed, by the Cochise County Local Emergency Planning Committee (CCLEPC) as required by the Superfund Amendment and Reauthorization Act, Title III-the Emergency Planning and Community Right-to-Know Act (EPCRA). After reviewed and approved by the Arizona State Emergency Response Commission and other local authorities, the plan will be reviewed in a Public forum and accepted by the CCLEPC Membership. Once approved by the CCLEPC Membership, the plan will be presented to the Cochise County Board of Supervisors for adoption as a county plan.

This plan is the sole property of the Cochise County Local Emergency Planning Committee and shall not be duplicated, revised, or distributed without authorization from the CCLEPC. The CCLEPC will establish a Master Copy of the plan, which will be used to: a) incorporate necessary changes; b) maintain a listing of designated owner copies; and c) provide printed copies to citizens upon proper request. The master copy of this plan will be secured and maintained by the Cochise County Office of Emergency Services. Changes to this plan are to be submitted to the Cochise County Emergency Services Coordinator (CCESC) for review. The CCESC will make the changes to the plan after approval of the CCLEPC membership and the Cochise County Board of Supervisors.

Persons requesting a copy of this plan will need to follow the guidelines as established in the Superfund Amendment and Reauthorization Act, Title III-the Emergency Planning and Community Right-to-Know Act (EPCRA), the Cochise County Administrative Procedures for Cost Recovery for Release of Public Data and the Arizona State Emergency Response Commission (AZSERC) procedures. The necessary form(s) can be obtained from the Cochise County LEPC through the Cochise County Office of Emergency Services after completion of the Request for Information Form. A copy of the Request for Information Form will be presented to the membership of the CCLEPC. All conditions pertaining to the request must be identified on the Request for Information Form and approved prior to disseminating any copies.

## **Implementation Procedure**

This plan may be activated in parts or in its entirety. The activated elements of this plan should be based upon the assessment of the reported released hazardous material, the situation found, the available resources and the safety of the public and first responders. The person designated as the incident commander will have the authority to activate any or all elements of this plan as needed.

## **Authorities**

Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, Emergency Planning and Community Right-to-Know (Public Law 99-499) was enacted to provide local government the authority to gather information concerning chemical hazards in the community, to plan for response to incidents involving those chemicals, and to provide a means for the general public to obtain information concerning hazardous materials in their communities.

The Thirty-Eighth Arizona Legislature passed legislation in 1987 to establish the Arizona State Emergency Response Commission (AZSERC) to deal with issues and initiatives that include: technical support and training for local emergency planning committees, development of appropriate legislation, review of local hazardous materials plans, and to establish community right-to-know information systems. The Director, Arizona Division of Emergency Management serves as Chairman of the Commission. Other Commission members include representatives from the Arizona Department of Environmental Quality, the Arizona Department of Health Management, the Arizona Department of Public Safety, and the Arizona Department of Transportation. An advisory committee for the Commission, composed of representatives from seven other 19 state agencies and four private sector representatives from business and industry, also was created.

The Arizona State Emergency Response Commission designated each Arizona County as an emergency planning district and appointed county nominees to serve on the Local Emergency Planning Committee (LEPC) in each district. Each LEPC was required by law to elect a committee chairperson, establish committee rules, and develop or revise a hazardous chemical response plan by October 17, 1988.

The Cochise County Office of Emergency Services was designated by the Board of Supervisors to be the lead agency in implementing the provisions of SARA, Title III in Cochise County and provides administrative support for the LEPC.

**Record of Changes**

<b>Page</b>	<b>Paragraph/Line Number</b>	<b>Date</b>	<b>Signature</b>
	Attachment 6 updated and reformatted	7/16/10	R.L. Hollister //s//
	Minor editing and formatting changes throughout document	7/16/10	R.L. Hollister //s//
	Updated Abbreviations and Definitions throughout	7/16/10	R.L. Hollister //s//
	Attachment 3 updated and reformatted	4/15/11	R.L. Hollister //ss//
P.2	Added Comments from flow study concerning primary hazards.	5/20/11	R.L. Hollister //ss//
	Version ID added to bottom of pages.	8/1/2011	R.L. Hollister //ss//
P.4	Primary response agencies identified and capabilities included as Appendix 6	8/1/2011	R.L. Hollister //ss//
	Attachment 6 updated	8/18/2011	R.L. Hollister //ss//
i	Addition of Promulgation Statement	8/18/2011	R.L.Hollister//ss//
P.9	Updated references to Emergency Operations Centers	8/15/2013	R.L. Hollister//ss//
ii	Authorities Added	8/26/2013	R.L Hollister //ss//
P.22	References Added	8/26/2013	R.L Hollister //ss//
PPG. 14, 23, 25, 38	Remove references to County on-scene Coordinator (COSC)	9/18/2013	N. Sturm
PPG. 14, 23, 25	Replace COSC reference with "Support Incident Commander"	9/18/2013	N. Sturm
N/A	Reviewed and no changes to the plan for 2014		









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### **Introduction**

Hazardous Substances are products that every community in the United States and the world relies on in order to accomplish the goals, objectives, missions or tasks that each person needs to complete each and every day. Hazardous substance situations occur daily throughout the world. Significant situations that have occurred in the past which prompts the development of this plan are many. Some that are more remembered than others are: Niagara, “Love Canal”, New York; Crescent City Illinois; Kingman Arizona; Waverly Tennessee; Bhopal, India; Chernobyl Russia; and others. As a result of many of these significant situations, guidelines, procedures, standards, and regulations have been created for the safety, health and welfare of the people living in the United States.

On October 17, 1986, the United States Congress enacted the Emergency Planning and Community Right-to-Know Act (EPCRA) to ensure that the citizens in each community in the United States are safe from the harmful effects from hazardous material releases. This is one of four sections that became part of the Superfund Amendment and Reauthorization Act (SARA). EPCRA was not only created to ensure the safety of citizens, this law requires the formation of planning groups, the existence and maintenance of community plans, reporting requirements for businesses having hazardous materials types and amounts, and the responsibilities of planning groups, first responders and community leaders.

This Hazardous Material Emergency Response Plan is a required product identified in EPCRA. This plan contains criteria for the various actions to occur during a hazardous material release within Cochise County. This plan is intended to provide an overview of expected actions to be taken by county citizens, businesses, organizations, responders, and/or senior community leaders for a community hazardous material release. The information in this plan is to provide the latest and the most up-to-date information related to the actions that are expected to take place for the overall safety, control and recovery from a hazardous substance release occurring in Cochise County.

This plan was originally developed, reviewed, evaluated and printed for distribution using a grant from the United States Department of Transportation. The Hazardous Materials Emergency Planning (HMEP) Grant provides communities across the United States with funding to plan for the possibility of a hazardous substance release within a community. Conditions of this grant and EPCRA place responsibility for the development, security, and maintenance of this plan on the Local Emergency Planning Committee, in each jurisdiction, in each state. Subsequent annual reviews and updates to this plan have been done by the CCLEPC membership.

The format of this plan follows the requirements of Section 303(a) of EPCRA (Title III) of the Superfund Amendments and Reauthorization Act of 1986 (SARA) and the Arizona 2008

Revised State Statutes. Other guidance used in the development of this plan: the National Response Framework, the National Incident Management System, Federal Emergency Management Agency's Comprehensive Preparedness Guide 101 (CPG-101), 2001 Hazardous Materials Emergency Planning Guide, and the State of Arizona Hazardous Materials Emergency Operations Plan.

This Hazardous Materials Emergency Response Plan for Cochise County Arizona will be under the authority of the Cochise County Local Emergency Planning Committee as authorized in EPCRA.

### **Participating Organizations**

The following organizations are important partners in the implementation of this plan. They will be asked to assist in reviewing, updating and exercising this plan as amendments become necessary. This is not an exclusive list of participating organizations in Cochise County.

American Red Cross  
Apache Nitrogen Products  
Arizona Ambulance  
Arizona Department of Public Safety  
Arizona Department of Transportation  
Business owners & operators in Cochise County  
Community Emergency Response Team  
Citizens of Cochise County  
City of Benson  
City of Bisbee  
City of Douglas  
City of Sierra Vista  
City of Tombstone  
City of Willcox  
Cochise Community College  
Cochise County Government  
Cochise County Office of Emergency Services  
Cochise County Health Department  
Cochise County Sheriff Department  
Cochise County Search and Rescue Posse  
Douglas Fire Department  
El Paso Gas Company  
Federal Bureau of Investigation  
Fort Huachuca Office of Emergency Management  
Fry Fire District

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Palominas Fire District  
Radio Amateur Civil Emergency Service  
Salvation Army  
Southeastern Arizona Medical Center  
Southwest Gas Company  
Sierra Vista Regional Health Center  
Sierra Vista Fire Department  
University of Arizona

And other ECF Organizations in Cochise County

## **Purpose, Scope, Situations and Assumptions**

### **Purpose**

The purpose of this plan is to provide emergency responders, affected facilities, local governments, and the public with background data, organizational responsibilities and operating procedures so that they can better plan for, effectively respond to, and expeditiously recover from spills, releases, fires, explosions, or other incidents involving hazardous materials.

This plan supersedes the revised Cochise County Hazardous Material (Hazmat) Emergency/Spill Response Plan, which was adopted by the Cochise County Board of Supervisors on March 11, 1991.

### **Relationship to Other Plans**

The Cochise County Emergency Operations Plan (EOP) is the umbrella plan for protecting health, safety, property and the environment from non-military incidents in the unincorporated areas of the County, and serves as a guide for emergency planning in other jurisdictions. It identifies mitigation, preparedness, and response and recovery procedures relevant to all hazards.

Other jurisdictions in the County have Emergency Operations Plans and/or Standard Operating Guides for response to hazardous material incidents. These plans and guides should be revised to reflect information and general planning, response, and recovery tenets contained in this plan.

Each fixed facility having Extremely Hazardous Substances at or above defined threshold levels is required to develop an onsite contingency plan that specifies notification procedures; emergency response organization and responsibilities; emergency response organization procedures; and coordination procedures for interfacing with off-site authorities and response organizations. Facilities not required to do so by law are encouraged to develop such a plan and provide a copy to the Local Emergency Planning Committee (LEPC).

### **Scope**

This plan has been developed to comply with the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III which specifies that each LEPC prepare an emergency plan that provides guidance for response to an incident/accident involving hazardous materials in general, and specifically for extremely hazardous substances (EHS), as defined by the US Environmental Protection Agency (EPA), within the unincorporated areas of the County; and to provide guidance to local municipalities in developing or revising their plans. Many tasks, procedures

and provisions contained in the Cochise County EOP are equally applicable to hazardous materials response and therefore are not repeated in this plan.

### **Activation**

This plan is effective for execution upon notification to the County of Cochise that a hazardous material incident has occurred. That notification will be accomplished by notifying the Cochise County Sheriff's Dispatch (520 432-9500). After recording vital situational and contact information, the Cochise County Sheriff's Dispatch will notify the Emergency Services Coordinator (c 520-559-2147) of the incident.

### **Deactivation**

Upon notification to the County of Cochise that the hazardous material incident causing activation has been mitigated, the response phase of this plan will be deactivated. Use the same phone numbers as for activation. It is recognized that long-term cleanup and recovery operations may remain ongoing.

### **Mitigation**

An essential component of mitigation is included in the prior planning and training in advance of any serious all hazards incident. The development and distribution of this plan is part of the overall mitigation strategy. This is followed up by ensuring that various response agencies receive the appropriate equipment needed to respond to events. Planning and executing exercises on a regular basis helps to ensure the response personnel are capable of performing as needed. Finally, requiring advanced review of new or remodel construction permits of properties where hazardous materials are likely to be stored provides response agencies the opportunity to review construction and storage plans for these materials. Additionally, the county has a separate Multi-Hazard Mitigation Plan originally published in 2006 and revised in 2011, with final adoption in 2012.

### **Situation Overview**

SARA Title III: Emergency Planning and Community-Right-to-Know-Act (EPCRA) was enacted "to encourage and support State and local planning for emergencies caused by the release of hazardous chemicals and to provide citizens and governments with information concerning potential chemical hazards present in their communities" (Federal Register 29 March 1989).

The Arizona Legislature enacted legislation in 1986 which established the Arizona Emergency Response Commission (AERC) to deal with issues and initiatives that include technical support

and training for local emergency planning committees, development of appropriate legislation, review of local hazardous materials plans, and establishment of community right-to-know information systems. The Director, Arizona Division of Emergency Management (ADEM), serves as the chairman of the commission.

The Arizona Emergency Response Commission designated each Arizona County as a planning district and appointed county nominees to LEPCs in each district. Each committee is required by law to elect a committee chairperson, establish committee rules, and develop an emergency response plan for hazardous materials. Cochise County Office of Emergency Services is designated by the Board of Supervisors to be the lead agency in Cochise County for implementing the provisions of SARA Title III and for primary coordination with the Cochise County LEPC.

### **Hazard Analysis Summary**

Hazardous materials are transported, produced, stored and otherwise used throughout Cochise County. Incidents involving these materials can occur without warning at fixed facilities or along transportation routes and may result in dangerous conditions requiring immediate corrective action by emergency response personnel to protect themselves, the public, property and the environment.

According to the Interstate study that was done in October 2006, the following hazards were identified as have the highest potential of becoming a problem in Cochise County: Flammable liquids, flammable gasses, oxidizing substances and corrosives.

The sites and facilities in Cochise County with the highest potential for a major hazardous materials incident include (not necessarily in order of probability):

- Highways, roads, streets and trucking transfer and service points

- Railways and railway sidings.

- Chemical manufacturing plants.

- Electronics assembly facilities.

- Fuel depots, including liquefied petroleum gas (LPG) and petroleum distribution facilities.

- Pesticide and fertilizer storage and distribution centers.

- Water treatment facilities that use gaseous chlorine, including public water sources, sewage treatment plants, and some public swimming pools.

- Mining operations that produce or otherwise use significant quantities of acids, cyanide, ammonium nitrate products, or other extremely hazardous substances.

All information related to Tier II facilities reporting to the Cochise County LEPC for the current reporting period are maintained on the Arizona State Response Commission, Tier II Database. Any person wishing to access this data should be referred to the Cochise County Office of Emergency Services (520-432-9220). The Emergency Services Coordinator will document the

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request using the Public Request for Tier II Information (Attachment 14) and then refer the request to the AzSERC Branch Manager (602-464-6345). The AzSERC Branch Manager will fulfill the request per the State's Tier II / FOIA policy. Requests are to be site specific.

Major transportation routes in Cochise County that carry hazardous materials are shown at Attachment – 1. It should be noted, however, that hazardous materials might be transported on any road in the County. Major evacuation routes in Cochise County are shown at Attachment – 2. Routes from specific facilities and areas adjacent to reporting facilities that may be required to be evacuated, to the major evacuation routes are maintained by the Cochise County Emergency Services Office at 1415 Melody Lane, Building G. Bisbee, Arizona 85603. A listing of facilities that may contribute or be subjected to additional risk due to their proximity to facilities subject to the requirements of this plan are listed in Attachment – 3.

### **Tier II Chemicals**

Reporting under Section 312 of the Community Right-to-Know Act, also known as SARA Title III or EPCRA requires owners or operators of a facility to submit an emergency and hazardous chemical inventory to the State Emergency Response Commission, the Local Emergency Planning Committees, and the local fire departments with jurisdiction over the facility.

This inventory is submitted as a Tier Two report that must be filed by March 1st of each year. State and local agencies have the authority to modify reporting requirements as long as the minimum federal guidelines are being addressed. It is important that the owner or operator be familiar with the “Right-to-Know” laws and that the reporting procedure he decides to use satisfies state reporting requirements.

Hazardous chemicals covered by Section 312 are those for which facilities are required to prepare or have available material safety data sheets (MSDS) under Occupational Safety and Health Administration (OSHA) regulations and that were present at the facility at any time during the calendar year above specified thresholds. Federal rules require reporting these hazardous chemicals if the inventory exceeds 10,000 pounds at any one time, and for extremely hazardous chemicals when the inventory exceeds 500 pounds or the Threshold Planning Quantity (TPQ).<sup>1</sup>

Specific lists of chemicals with MSDS submissions are available from the LEPC by submitting a request, in writing, that references the specific facility of inquiry.

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<sup>1</sup> <https://www.azserc.org/TierTwoReporting/AZTierTwo/tabid/86/Default.aspx>

## **Cochise County HAZMAT Emergency Response Organization (CCHERO)**

The Cochise County Hazmat Emergency Response Organization (CCHERO) is as shown at Attachment 2. Designated persons and agencies within the CCHERO are responsible for fulfilling specific tasks and obligations as outlined in this plan. The CCHERO includes all departments and personnel of the Cochise County government, as necessary, to provide effective response to a hazardous material incident. The primary response elements include the three fire agencies of: Sierra Vista Fire Department, Douglas Fire Department and Fry Fire District. These agencies have entered into an Inter Governmental Agreement (IGA) with Cochise County Government to provide hazardous materials response throughout County as needed. Attachment 6 of this plan documents the existing response equipment owned by these departments to use in response to Hazardous Material incidents. Additionally, Apache Nitrogen located in the community of St. David, has developed a response plan and listing of their capabilities. A copy of their plan is maintained at the County Emergency Services Office in Bisbee.

CCHERO is a county-wide response asset as part of an overall mutual aid system. It is intended to support and compliment local response agencies having jurisdiction, not assume responsibility for the incident.

### **Planning Assumptions**

1. The existence of fixed hazardous materials facilities throughout Cochise County, the location of an interstate highway and a transcontinental railroad with feeder lines provide the potential for a toxic release hazard to citizens located in the risk areas of these facilities.
2. The amount of time available to determine the scope and magnitude of the incident will have a definite effect on the protective actions recommended.
3. Wind speed and direction at the time of the incident will be factors in determining which evacuation routes/areas can be used. Changes in wind speed/direction may result in changing protective action decisions.
4. Temperature inversions will increase downward travel and lateral dispersion of toxic plumes.
5. In the event of a serious or widespread hazardous materials incident, many residents in the risk area(s) will choose to evacuate spontaneously without official order or recommendations.
6. Segments of the population in the identified hazard area(s) may have to shelter in place or be evacuated and sheltered.
7. In the event of an evacuation, some of the population at risk will relocate to private homes or hotel/motel facilities on their own. However, for planning purposes, mass care resources are identified in the county EOP.

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8. Individual Fire Departments/Districts may not have the specialized training or equipment necessary to respond to a hazardous materials incident.
9. Cochise County, the State of Arizona, the Federal Government, and/or private sector agencies may have the resources required to augment local forces in responding to, recovery from, and mitigation of the effects of a hazardous material release.
10. Timely and effective response requires expeditious reporting procedures and the implementation of efficient coordinating mechanisms. Cochise County Government has an Inter Government Agreement (IGA) with Fry Fire District for hazardous materials response in the unincorporated areas of the county. The Cochise County Fire Association has IGA's among all its member departments/districts for Mutual Aid.
11. This Annex is compliant with the National Incident Management System (NIMS), including the mandatory use of the Incident Command System (ICS) by all responding agencies.
12. This Annex meets the suggested planning guidelines and all requirements outlined in the Hazard Mitigation Emergency Operations Plan document issued by the Federal Emergency Management Agency (FEMA) in 2001.
13. All required components of Public Law 99-499 Title III §303 [42 U.S.C. 11003], commonly referred to as SARA III, are addressed in this Annex.

## Concept of Operations

### Assess and Control Hazards

#### Initial Notification

##### The Public

Any person who discovers a hazardous material spill, accident, release or other incident that endangers public health, safety, property or the environment, should immediately notify local law enforcement or the Sheriff via 9-1-1 of the incident.

##### The Private Sector

Fixed facility owners/operators will immediately notify local law enforcement or fire district of hazardous materials incidents that originate at their facility which threaten public health, safety, property or the environment. See Attachment – 8 for the information required in notifications.

Releases above the Reportable Quantity (RQ) of Extremely Hazardous Substances (EHS) and substances requiring emergency notification under Comprehensive Environmental Response Compensation and Liability Act (CERCLA) 103(a) must be reported immediately to (1-800-234-5677) and the National Response Center (NRC) (1-800-424-8802).

A written update including additional information will be sent to the same agencies as soon as practicable after the incident.

Owners/operators of vehicles involved in a hazardous material transportation incident will immediately notify local law enforcement or fire district and (if the incident occurs on a state or federal highway) the Arizona Department of Public Safety (DPS) (1-602-223-2212).

If the incident involves a RQ of a hazardous material as defined under CERCLA 103(a), the owner/operator will also immediately notify the NRC (1-800-424-8802).

A written update including additional information will be sent to the agencies referenced above as soon as practicable after the incident.

See Attachment – 9 for general response procedures relative to transportation incidents.

See Attachment – 10 for procedures relative to a release or threatened release within 62 miles of the international border that presents a threat to Mexico.

#### Incident Assessment

The first priority of responders is the preservation of human life, including their own.

Following established best practices it is assumed that the on scene incident commander will at a minimum:

- Assume command and institute an appropriate incident command structure.

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- Formulate an Incident Action Plan.
- Ensure that measures are taken, within the parameters of their training and available resources.
- Initiate evacuation if necessary. Major evacuation routes are depicted at Attachment – 2. Routes from affected sites/areas should be based on the type of release (air/ground); the chemical(s) involved, the amount of chemical released, and wind direction.
- Prevent the material from entering a body of water;
- Prevent the spread of the material over land and/or streets and its entry into storm and other sewer/drainage systems; Prevent the spilled materials from becoming airborne;
- Identify and notify the responsible party, if possible, to provide cleanup and disposal resources;
- Contain or stabilize the spread of a release through the use of berms, dikes, impoundments, tank plugs, or the use of chemicals or other materials;
- Implement countermeasures such as neutralization or control of water discharge from upstream sources to stop the spread of the hazardous materials;
- Collect and remove the released hazardous substances using skimmers, sorbent, dredging or on scene physical or chemical treatment;
- Ensure proper transportation and disposal of the hazardous materials in compliance with Resource Conservation and Recovery Act of 1976 (RCRA) and other applicable state and federal laws and regulations.
- Provide for personnel decontamination.
- Ensure that victims, involved in the incident, are decontaminated to the extent possible before transporting.
- Ensure that hospitals and/or mortuaries are notified that they will be receiving victims who have been exposed to contaminating materials.

### **Select and Implement Protective Action**

It is assumed that after assessing the incident the first responders implement protective actions, based on training and best practices, as deemed appropriate for the situation.

- From a safe distance, identify and evaluate the hazard against response Capability and determine need for additional assistance and/or evacuation, see Hazardous Materials Incident Report Form at Attachment – 11.
- Notify their Dispatch or the Sheriff's Department of the on-scene situation and what protective action other responders should take; see Hazardous Materials Incident Report Form at Attachment – 12
- Isolate the scene to prevent unauthorized entry.

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- Establish communications among response agencies/ personnel. The recently completed Cochise County Tactical Communications Plan (TICP) provides general guidelines and identifies resources available to assist in establishing communications between responding agencies.
- Request assistance, resources and support services, including police, medical support, etc., as appropriate in accordance with the County Mutual Aid Agreement.
- Relinquish command to higher-level authority upon their arrival on scene.

All response agencies will keep detailed chronological logs and other documentation of activities. **This is an absolute requirement if agencies want to be reimbursed for their response.**

All HAZMAT incidents in the unincorporated areas of the County will be reported to the Sheriff's Department and by the Sheriff's Department to Cochise County Emergency Services. An Arizona Hazardous Materials Incident Report Form, see Attachment – 12, will be filed by the Incident Commander.

Initial reports (by First Responder) should be submitted to the Sheriff's Department Dispatcher as soon as possible after arrival on scene and include as much of the information on the Incident Report Form as feasible. Updated information should be submitted as circumstances allow.

A final report of the incident will be submitted to Cochise County Emergency Services as soon as possible. Cochise County Emergency Services will provide a copy to the LEPC.

### **Private Sector Fixed Facilities**

Initial actions for private facilities include but are not limited to:

- Control releases on-site to extent possible.
- Cooperate with responding agencies and jurisdictions to control releases that breach facility boundaries.
- In cooperation with the established Joint Information System, Communicate pertinent information about on site incident to public, responders and appropriate jurisdictions.

### **Fire Districts**

It is assumed that fire districts will follow established SOG's, training, and best practices. Incorporated Cities/Towns Follow existing department/district standard operating guidelines and observe mutual aid agreements as needed.

## **County of Cochise**

The Board of Supervisors, in coordination with the Incident Commander, Sheriff's Department, Cochise County Emergency Services, Health Department, and Highway and Floodplain Department, initiates emergency measures as required. See Basic Plan for procedures and authorities.

### **Sheriff's Department:**

Performs emergency functions as denoted in the Basic Plan. In addition, performs the following Hazardous Materials related functions:

- First on-scene Deputy secures scene and assumes incident command.
- Coordinates radio communications among the Hazmat Response Network, as required (see Attachment – 7), including:
- Monitors communications of all responders.
- Provides data to the media as requested by the Incident Commander. See sample media releases for hazardous materials at Attachment – 13.
- Activates the Cochise County Emergency Operations Center as needed at the Sheriff's Office located at 205 N. Judd, Bisbee, AZ.

### **Emergency Services Coordinator:**

Performs emergency functions as denoted in the Basic Plan. In addition, performs the following hazardous materials related functions:

- Assists in communications, insuring that DPS, Arizona Department of Environmental Quality (ADEQ) and other required notifications are made pursuant to the Hazmat Response Network, see Attachment – 7.
- Supports on-scene incident command.
- Provides public information to the news media as requested by the Incident Commander, see Attachment – 13 for sample media releases pertaining to hazardous materials.
- Activates the Cochise County Mobile Communications Unit (MCU) as required. See Cochise County TICP for request/activation procedures.
- Activates the Radio Amateur Civil Emergency Service as required to provide alternate communications. See the Cochise County TICP for activation procedures and contact information.
- Coordinates with Emergency Services Directors/Coordinators in adjacent jurisdictions to keep them informed if they are threatened by a hazardous material incident.

## Hazardous Materials Functional Annex

- Collects and evaluates information and reports conditions to the Board of Supervisors, the AERC and others, as appropriate.
- Maintains logs, displays and records of essential information.

If deemed necessary, activates an Emergency Operations Center (EOC) to assist in supporting incident command. The location of the County EOC is 1415 Melody Lane, Building D, Bisbee. However, an EOC satellite location may be selected based on location and/or size of the incident to be managed. The EOC may be established in a fixed location such as the facility at the Sierra Vista Police Department (520 458-3311) or at any one of several local Cochise County-owned facilities throughout the county. A temporary location such as a local school or other facility appropriate for the size of the incident may be used with permission of the owner. The County also has two mobile vans that can also be used as a temporary basis when needed. Other police and fire agencies within the county also have similar mobile vans that can be pressed into service as needed. By agreement with Cochise County, the Cochise Amateur Radio Association (CARA) maintains a facility on Moson Rd in Sierra Vista that is available to use as an alternate county EOC. This is the same location where the County Mobile Communications Unit (MCU) is stationed. It has a full complement of amateur and public safety radios as well as generator support available to be used to support an EOC as needed.

### **Health Services Department:**

Performs emergency functions as denoted in the Basic Plan. In addition, assists Incident Commander at the scene as required.

### **Highway and Floodplain Department:**

Performs emergency functions as denoted in the Basic Plan. In addition, assists Incident Commander at the scene as required.

### **Medical Examiner:**

Performs emergency functions as denoted in the Basic Plan. In addition, insures that deceased victims are decontaminated before removal from the incident scene.

### **State of Arizona**

See State of Arizona Hazardous Materials Response and Recovery Plan.

## **Federal Government**

See National Contingency Plan and the Region IX Contingency Plan.

## **Response Personnel Safety**

All responders to a hazardous material incident will, at a minimum, adhere to personal safety best practices and procedures:

- Approach the incident location from upwind with a predetermined escape route.
- Position vehicle(s) away from and upwind of the incident location.
- Avoid exposure to the hazardous material, including contact with fumes, vapor, spilled material, contaminated containers, wreckage, debris, etc.
- Do not smoke; remove all other possible ignition sources. Do not eat or drink in the immediate area of the incident.
- Do not use radios or flashlights unless they are of intrinsic design (non-sparking) or until the nature of the hazard is identified. The keying of a radio or the turning on of a flashlight could cause an explosion.
- Do not release any product from containers or attempt to ignite or detonate either the product or the containers without expert advice and assistance.
- Do not drag rail cars or other vehicles without expert advice and assistance (sparks or friction may ignite or detonate materials; incompatible chemicals may mix, etc.
- Accidents in tunnels may be more dangerous than accidents in open areas, due to trapped vapors, structural damage to the tunnel, etc.). Self Contained Breathing Apparatus (SCBA) should be used since oxygen supply may be limited.

See Attachment – 9 for general procedures during transportation incidents.

See applicable Sister City Plans for information on response of US personnel into Agua Prieta and Naco, Sonora.

## **Conduct Public Warning**

See Attachment 13.

## **Implement Short-term Stabilization & Incident Scene Operations**

Incorporated cities/towns, upon receiving a report of a hazardous materials incident within its jurisdiction, will dispatch available responders to the scene and notify the Cochise County Sheriff's Department (520-432-9500 or 1-800-362-0812).

The Sheriff's Department upon receiving notification of a hazardous material incident will:

## Hazardous Materials Functional Annex

- Alert the Cochise County HAZMAT Emergency Response Organization (CCHERO) and activate the Cochise County HAZMAT Response Network, see Attachments 4 and 7 respectively.
- Establish Incident Command if the incident is located in the unincorporated areas of the County.

In addition to the above, any agency receiving a report of a hazardous materials incident will:

Immediately notify at risk facilities (schools, hospitals, nursing homes, etc.) in the threatened area to the possible need for evacuation. Known at risk facilities are listed at Attachment – 3 and in the vulnerability sections of the facility data sheets of this plan. This listing may not be all-inclusive and local area expertise should be solicited.

If State assistance is required, the DPS Duty Officer will be notified at 1-602-223-2212. Requester should use the Request for State Assistance Form, see Attachment 7, and provide as much of the information as possible. DPS will be notified if the incident:

Is on a state or federal highway, or  
Is on state or federal land, or  
Involves a natural gas or petroleum pipeline (El Paso Gas, All American Pipeline, etc.), or  
Involves a railroad (Union Pacific Transportation Corp., Arizona Eastern Railroad, or Ferrocarril Pacifico), or  
Involves an aircraft, or  
Radioactive materials, or  
Waste materials, or  
Military munitions.

The Fort Huachuca Emergency Operations Center will be notified (520-533-2291) if the incident involves a military aircraft or munitions.

If the incident involves shipments between the US and Mexico, or a release threatens Mexico, DEQ will be notified at 1-800-234-5677. In addition, Mexican officials of Agua Prieta (011-526-536-2125 or (011-526-534-3282) and/or Naco, Sonora (011-526-536-2125 or (011-526-534-3282) will be notified, as appropriate.

If the incident occurs in or in the vicinity of Agua Prieta, or Naco, Sonora, and entry of US personnel is requested by Mexican officials, response will be in accordance with established Sister Cities Plans.

### **Implement Recovery**

Federal and State laws fix responsibility and liability for cleanup with the person who caused the release/incident. First responders are primarily responsible for emergency hazmat release

containment and incident stabilization; not final cleanup. However it is most likely in the public's best interest for qualified hazmat technicians and/or first responders having jurisdiction, to remain on-site to provide oversight to the cleanup operations of hazmat cleanup contractors.

Recovery Operations are conducted to:

- Prevent the spread of contamination from contained hazardous materials and residues.
- Return vital systems and facilities affected by an incident to normal or improved operating conditions.
- If the party who caused the incident/release accepts responsibility and takes appropriate action, local and state jurisdictions will monitor cleanup to ensure environmental standards are met.
- If the responsible party is unknown or refuses to accept responsibility, and local funds are not available, and if there is an immediate threat to public safety and health, the state on scene coordinator (SOSC) will initiate action to effect cleanup through use of State or Federal funding sources.
- All responders and participating agencies will keep detailed chronological logs of activities, see paragraph XIII, Administration and Logistics, below.
- Incident Commander conducts recovery operations in accordance with his agencies standing operating procedure (SOP). The Incident Commander coordinates full demobilization of the Hazardous Material Emergency Response Organization.
- All agencies involved in the incident return to normal operations.

## **Organization and Assignment of Responsibilities**

### **General:**

Cities, towns and fire districts may have existing plans and/or standard operating guidelines (SOG) for managing hazardous materials incidents. Each political subdivision should bring their existing plan and procedures into agreement with this comprehensive community plan.

All times, except those during which emergency response or recovery operations are taking place, are considered to be in the Pre-Emergency Phase.

The concept of Communications Operations in the Pre-Emergency Phase is set forth in Appendix 3 to Annex A of the Basic Plan.

### **Cochise County Local Emergency Planning Committee (CCLEPC):**

- In coordination with private facilities, local jurisdictions, fire districts, the County and the State, identifies and analyzes the risks of hazardous materials being manufactured, stored, used and/or transported in the county.
- In conjunction with private facilities, local jurisdictions, fire districts and the County establish clear procedures for emergency notification, public warning, evacuation, and shelter for hazardous material incidents.
- Makes available to the public, upon request, information about hazardous materials being manufactured, stored, used, and/or being transported in the county
- In coordination with, the private sector, local jurisdictions, fire districts, the Sheriff's Department, and Cochise County Office of Emergency Services, identifies areas in the vicinity of facilities that use hazardous materials, which may require evacuation during a hazardous materials incident.
- Makes recommendations to the Cochise County Planning and Zoning Department to prevent the development of hazardous material facilities/sites in residential or otherwise sensitive areas.
- Coordinates hazardous materials training programs for responders.
- Working in coordination with local jurisdictions, fire districts and Cochise County Emergency Services, and ADEM, coordinates an exercise of this plan, at a minimum of every two years. The Purpose of the exercise is to assess resource capability and to help responders maintain preparedness for response to hazardous materials incidents.

### **Cochise County Hazmat Response Organization:**

The Cochise County Hazmat Response Organization (Douglas Fire Department, Fry Fire District and Sierra Vista Fire Department) shall maintain hazardous material response equipment per

Department of Homeland Security guidelines. A list of hazmat response equipment (listed by department/district) is at Attachment – 6.

### **The News Media:**

- Receives and reports information about hazardous materials from the public, private sector, and government.
- In cooperation with local and state emergency planning and response agencies, trains its personnel in the Emergency Public Information (EPI) system and emergency reporting, and participates in periodic exercises of the Emergency Alert System (EAS).

### **Private Sector Fixed Facilities:**

- Report site-specific hazardous materials conditions (type(s), amount(s), on-site location(s), storage method(s), etc.) and the name of the facility emergency coordinator to the LEPC, AERC and appropriate fire department/district, in accordance with requirements of EPCRA and Arizona Revised Statutes (ARS) §26. This reporting is accomplished by filing annual electronic Tier II reports through the AzSERC Tier II Chemical Reporting website (<https://tier2.azserc.org/>).
- Train their personnel in emergency communications techniques and procedures.

If required to do so by EPCRA or ARS §26 or if requested to do so by the LEPC, AERC, or local fire department/district, prepare and submit a site-specific facility emergency response. The plan will include the following information:

- Names, addresses and emergency telephone numbers of facility emergency coordinator and alternate.
- A description of the emergency warning systems and a list of emergency units, emergency personnel and health professionals in close proximity to the facility who might reasonably be expected to respond to a hazardous material incident at the facility.
- A description of employee emergency response training and emergency preparedness programs.
- A description of appropriate emergency equipment necessary to respond to a release of hazardous material in an amount equal to or greater than a Reportable Quantity (RQ).
- A description of emergency response procedures including notification and warning procedures and evacuation plans in the event of a disaster.
- Identification of transport routes and a description of handling/shipping methods used to transport extremely hazardous substances and significant quantities of other hazardous materials to and from the facility.

## Hazardous Materials Functional Annex

- Provisions for at least annual review and exercise of the plan in order to demonstrate the facility's capability of executing its plan.
- A facility that is required to prepare a contingency plan under the Resource Conservation and Recovery Act of 1976, as amended, may submit the contingency plan in lieu of the emergency response plan required above, if all the information requested above is included.
- In coordination with the Sheriff's Department, the Cochise County Health Department, Cochise County Emergency Services, Salvation Army, and the American Red Cross, identify people and the at risk population who reside in the vulnerability zone around the facility who will need special consideration if evacuated.
- Cooperate with the Sheriff's Department, Cochise County Emergency Services, local jurisdictions, school districts and the American Red Cross to identify transportation resources (including vehicles, operators and fuel) for transporting evacuees.

### **Private Sector Transportation Companies:**

- Notify the LEPC of the kinds and amounts of hazardous materials they carry; the routes they use and the frequency.
- Train their personnel in emergency communications techniques and procedures.
- Comply with all applicable regulations of the Arizona Department of Transportation (ADOT), Arizona Corporations Commission (ACC), U.S. Department of Transportation (DOT), U.S. Environmental Protection Agency (EPA) and the U.S. Customs Service.
- Cooperate with the Sheriff's Department, Cochise County Emergency Services, local jurisdictions, and school districts, to identify transportation resources (including vehicles, operators and fuel) that could be used to transport evacuees and supplies.

### **Fire Districts:**

- Receive and maintain reports and Material Safety Data Sheets (MSDS) from hazardous materials facilities and use them in the development of SOPs and Pre Plans for hazardous material emergencies. A suggested alternative to receiving and maintaining onsite Tier II reports is for the fire agency to apply for access to the AzSERC online Tier II reporting website.
- Receive and maintain site-specific facility emergency response plans from facilities required to submit under EPCRA and ARS 26, and those facilities requested to submit by the district, the LEPC, or the AERC.
- In conjunction with the LEPC, the Sheriff, Cochise County office of Emergency Services and the private sector, identifies vulnerability zones which may be subject to evacuation in the vicinity of hazardous material sites.

## Hazardous Materials Functional Annex

- In conjunction with the LEPC, Cochise County Office of Emergency Services and incorporated cities/towns makes recommendations to the Cochise County Department of Planning and Zoning to prevent the development of hazardous material facilities/sites in residential or otherwise sensitive areas.
- In conjunction with the Sheriff's Department, the Cochise County Health Department and Cochise County Office of Emergency Services, the American Red Cross (ARC) and the private sector identifies people requiring special consideration during evacuation and shelter operations.
- Conduct regular inspections of hazardous materials facilities within the district and promptly notify the LEPC of any changes in quantity or handling procedures of hazardous materials at a facility.
- Send updated maps and other information about hazardous material sites in the district to the LEPC in a timely fashion.
- Maintain a hazardous material response-training program for personnel consistent with the District's response capability and state and federal standards.
- Maintain emergency preparedness in accordance with the district's SOP.

### **Incorporated Cities/Towns:**

- Develop emergency plans for hazardous material incidents consistent with this Plan.
- Maintain hazardous materials training programs for emergency responders.
- Develop and implement programs for preventing hazardous material incidents.
- Cooperate with the LEPC, the American Red Cross and Cochise County Office of Emergency Services to identify vulnerable zones in the vicinity of hazardous material sites that may be subject to evacuation.
- Cooperate with the LEPC and other jurisdictions to prevent the development of hazardous material facilities/sites in residential or otherwise sensitive areas.
- Cooperate with the Cochise County Health Department, Cochise County Office of Emergency Services, the American Red Cross, and the private sector to identify people needing special consideration during evacuation and sheltering operations.
- Cooperate with the Cochise County Health Department, Cochise County Office of Emergency Services, the private sector and the American Red Cross to identify shelter facilities or safe areas where evacuees can be sent.
- Cooperate with school districts, Cochise County Office of Emergency Services, the private sector and the American Red Cross to identify transportation resources (including vehicles, operators and fuel) for transporting evacuees and supplies.
- Work with the Sheriff's Department and the Arizona Department of Public Safety to identify traffic access and control points for evacuation around each hazardous material facility.

**County of Cochise:**

Responsibilities are set forth in the Basic Plan and Annexes; in addition the following hazard specific responsibilities are added:

***Office of Emergency Services:***

The Emergency Services Coordinator is authorized under this plan to investigate and/or access reported hazardous materials spills, leaks, releases and/or incidents that present a potential danger to life and property within the County. Additionally:

- Supports on-scene Incident Command.
- Coordinates hazardous materials training for the LEPC.
- In conjunction with the LEPC, maintains updated listings of hazardous materials facilities.
- Provides the public, facilities, incorporated cities/fire districts, and other departments and agencies with hazardous material data and updates of this plan as they are issued by the LEPC.
- Provides administrative support to the LEPC.
- In conjunction with the LEPC, the Sheriff's Department, fire districts, local jurisdictions, the public and the private sector identifies vulnerable zones around hazardous materials sites, which may be subject to evacuation.

***Sheriff's Department:***

- If first on scene assumes Incident Commander (IC) for hazardous materials incidents that occur in the unincorporated areas of the County.
- Maintains and operates a 24-hour Dispatch Center which is the point of contact for receiving reports of hazardous material incidents and for notifying appropriate response personnel as outlined in the Cochise County Hazmat Notification System, (see Attachment – 7).
- In conjunction with the LEPC, fire districts, incorporated cities/towns, Cochise County Office of Emergency Services, the public and the private sector identifies sites of potential hazardous material incidents and identifies vulnerable zones, which may be subject to evacuation.
- In coordination with the Arizona Department of Public Safety (AZDPS) and incorporated cities/towns, identifies traffic access and control points for evacuation around each hazardous material facility/site.
- In coordination with Cochise County Office of Emergency Services and the media, prepares radio and television public announcements to be used in time of hazardous material emergencies.

- Maintains a hazardous materials training program for personnel.

***Health Department:***

- Prepares policies and procedures for response to bio-terrorism incidents.
- Cooperates with Cochise County Office of Emergency Services, the American Red Cross, and the private sector to identify people needing special consideration and at risk populations during evacuation and sheltering operations.
- Maintains a hazardous materials training program for personnel.

***Highway and Floodplain Department:***

- Maintains a hazardous materials training program for personnel.
- Cooperates with the Cochise County Department of Planning and Zoning, the LEPC, incorporated cities/towns, fire districts and the private sector to prevent development of hazardous material facilities/sites in residential or otherwise sensitive areas.

**State of Arizona**

See State of Arizona Hazardous Materials Response and Recovery Plan.

**Federal Government**

See National Contingency Plan and the Region IX Contingency Plan.

**Incident Command**

The Cochise County Emergency Services supports the on-scene incident commander during hazardous materials incidents. The use of ICS will meet National Incident Management System (NIMS) and OSHA standards, including the designation of a safety officer, provision of first aid personnel, development of site-safety plans, and other appropriate considerations. Within the scalable ICS structure, specific details relating to administrative, finance, and logistic concerns will be resolved as needed. Typically the response agencies will submit expense reports to agency causing the response. Any additional or unrecoverable expenses will be submitted through the Cochise County Office of Emergency Services Office for submission to state or federal agencies as appropriate.

## Hazardous Materials Functional Annex

### *RESPONSIBILITIES MATRIX*

Department/Division P= Primary Agency S= Support Agency	Initial Notification of Response Agencies	Direction and Control	Comms between Responders	Warning Systems	Public Information	Resource Management	Health and Medical	Response Personnel safety	Personal Protection of Citizens	Fire and Rescue	Law Enforcement	Ongoing Incident Assessment	Human Services	Public Works
Facility Owner/Operator	P													
Fire Agencies		P	P		S	S	S	P		P	P	P		
Hospitals / Clinics							P							
Public Health							P							
Public Works														P
Environmental Services								S	P					
Risk Management/Safety								S	P					
Law Enforcement				P				S			P			
School Districts									S					
Utility Companies												S		
Military										P	P			
Poison Control Center	S			P	P		S	S	S			S	S	
EMS/ Ambulance Service							S							
Local EOC	S	S	S	S	S	S	S	S	S	S	S	S	S	S
LEPC		S		S	S							S		
Local Emerg. Mgmt.		S		S	S							S		
SERC		S										S		
State Emerg. Mgmt.		S										S		
EPA												S		
Federal OSC												S		

## **Communications**

### **Public Information/Community Relations**

In order “to provide citizens and governments with information concerning potential chemical hazards present in their communities” (EPA, Fed Reg. 29 March 1989), the LEPC will make available (subject to County & AzSERC policy):

- This plan
- TIER TWO – Emergency and Hazardous Chemical Inventory (General Information)
- Reports by facilities of chemical releases.
- Post-incident reports. If requested information is not available, the LEPC will make a written request to the pertinent facility asking that the requested information be furnished.

Any person wishing to access this data shall be referred to the Cochise County Office of Emergency Services (520-432-9220). The Emergency Services Coordinator will document the request using the Public Request for Tier II Information (Attachment 14) and then refer the request to the AzSERC Branch Manager (602-464-6345). The AzSERC Branch Manager will fulfill the request per the State’s Tier II / FOIA policy. Requests are to be site specific.

The AzSERC Tier II database will contain secure files of documents for which a facility has requested trade secret status as provided in Section 322 of EPCRA.

### **Communications between Responders**

Cochise County maintains a County Mutual Aid Frequency that is available to all Emergency Responders in the county. Additionally, the county prepared and has disseminated a Tactical Interoperable Communications Plan (TICP) to aid emergency responders when responding to incidents within the confines of Cochise County. Copies of this document are available in printed or softcopy by contacting the County Emergency Services Coordinator. This document is reviewed and updated on an annual basis.

## **Administration, Finance and Logistics**

### **Resource Management**

Within the scalable ICS structure, specific details relating to administrative, finance, and logistic concerns will be resolved as needed. Typically the response agencies will submit expense reports to agency causing the response. Any additional or unrecoverable expenses will be submitted through the Cochise County Emergency Services Office for submission to state or federal agencies as appropriate. Additionally, The Cochise County Emergency Services Office maintains a listing of Cochise County emergency resources.

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## **Plan Development and Maintenance**

### **Test the Plan**

A simulated hazardous materials incident exercise will be conducted at least once every two years. The exercise will involve the CCHERO and will be coordinated through the Arizona Emergency Response Commission and Cochise County Office of Emergency Services. Exercises will be designed to meet the response needs for various types of hazardous materials that manufactured, stored or flow through our County. Training plans will identify what must be done, by whom, and when. The training staff will be drawn from the professional fire, police, emergency medical services, and emergency operations staffs.

### **Update the Plan**

Section 303(a) of the EPCRA requires that the LEPC shall review this plan “once a year; or more frequently as changed circumstances in the community or at any facility may require.”

There will be at least an annual review and update of the data and procedures contained in this plan. Should information of significance come to the attention of the LEPC at any time, a special update or corrections will be issued.

Recommended changes to the plan should be forwarded to the LEPC via Cochise County Office of Emergency Services at 1415 Melody Lane, Building G, Bisbee, Arizona 85603, (520-432-9220). As revisions are made, revised and updated, changed pages will be provided to all individuals and agencies listed as holding copies. It is the responsibility of the copyholder to keep individual copies current. Each change should be recorded on the Record of Changes sheet at the front of the plan.

### **Training programs for Local Emergency Response and Medical Personnel**

Each incorporated area, fire district and the Sheriff's Department is responsible for determining what level of training and resources are necessary for HAZMAT operations within its jurisdiction. The Cochise County Office of Emergency Services Coordinator maintains a listing of Cochise County emergency resources.

SARA and pursuant OSHA regulations (20 Code of Federal Regulations (CFR) 1910. -120) requires that any worker who may be exposed to hazardous materials during response to an incident must be properly trained. The Arizona Division of Emergency Management manages training programs that meet or exceed national for personnel responding to hazardous materials incidents. This program is designed as a “tiered response” course in which student's progress

## Hazardous Materials Functional Annex

from one level to the next to meet their needs. Incorporated cities/towns, fire districts, private sector facilities, and other organizations should identify the level of training that best serves their purposes and requirements. Further assistance can be obtained from the AzSERC Emergency Response Commission Branch Manager, 5636 East McDowell Road, Phoenix, AZ 86008, telephone: (602) 464-6345.

## References

The following are samples of references and sources that may be utilized in a hazardous materials response: NIOSH Pocket Guide to Chemical Hazards, U.S.DOT Emergency Response Guidebook, CAMEO ALOHA Air Modeling, Material Safety Data Sheets, and Facility Emergency Response Plan. 20 21

## Definitions

**Arizona State Emergency Response Commission:** State of Arizona Commission established by the Thirty-eighth Arizona Legislature pursuant to requirements of SARA, Title III. It includes representation from the Arizona Departments of Environmental Quality, Health Services, Public Safety and Transportation, and is chaired by the Director of the Arizona Division of Emergency Management. The Commission deals with issues that include: technical support and training, development of appropriate legislation, review of local plans, and establishment of community right-to-know information systems.

**Arizona Division of Emergency Management:** This state office coordinates statewide preparedness and response to all natural and technological disasters, to include HAZMAT releases.

**Comprehensive Environmental Response, Compensation and Liability Act of 1980, PL 96-510:** Provides federal authority to respond to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health, welfare or the environment (commonly known as the "Superfund").

**Chemical Transportation Emergency Center:** A facility of the Chemical Manufacturer's Association (CMA) based in Washington, D.C., which provides information and assistance in dealing with transportation accidents, 24-hours a day.

**Emergency and Hazardous Chemical Inventory (Tier Two) Reports:** Chemical specific reports required to be submitted under Section 312 of SARA, Title III. Reports are due by March 1st each year for the previous calendar year. All facilities with EHS and hazardous chemicals above established thresholds must submit these reports.

**Emergency Operations Center:** A central facility from which key officials can gather information and make decisions, to support and coordinate response and recovery efforts.

**Emergency Operations Plan:** Multi-hazard, functional plan that treats emergency management activities generally, with the unique aspects of individual disasters contained in hazard-specific annexes. It describes the emergency organization and the means of coordination with other entities. It

## Hazardous Materials Functional Annex

assigns functional responsibilities and details tasks to be carried out as accurately as permitted by the situation.

**Evacuation:** Government recommended or ordered movement of persons and property from a hazard area to an area of safety. 23

**Exclusion Area:** That area within a hazard area, which, as determined by the Incident Commander or the Director, has or may have a high degree of danger or which must be heavily controlled for other reasons.

**Extremely Hazardous Substance:** A substance on the list described in Section 302(a) (2) of SARA, Title III and published in 40 CFR Part 355, Appendices A & B. This list currently contains more than 300 chemicals. Because of their extremely toxic properties, these chemicals were chosen to provide an initial focus for chemical emergency planning. If these chemicals are released in certain amounts, they may be of immediate concern to the community. Releases must be reported immediately.

**Facility:** All buildings, structures and other stationary items which are located on a single site, or contiguous or adjacent sites, and which are owned or operated by the same person. For purpose of emergency planning, the term also includes motor vehicles, rolling stock and aircraft.

**Facility Emergency Coordinator:** A designated representative from each facility with an EHS in a quantity exceeding its Threshold Planning Quantity who participates in the emergency planning process.

**Hazard Analysis:** The procedure for identifying potential sources of a HAZMAT release, determining the vulnerability of an area to such a release and comparing hazards to determine the overall risk to a community.

**Hazard Identification:** Provides information as to which facilities have extremely hazardous substances (EHS), what they are, how much there is and how it is stored at each facility. Mandatory facility reporting under SARA, Title III provides most of the information needed.

**Hazardous Chemicals:** These chemicals are not on a list, but defined by Occupational Safety and Health Administration (OSHA) regulations as chemicals that represent a physical or health hazard. Under this definition many thousands of chemicals can be subject to reporting requirements. Inventories of these chemicals and material safety data sheets for each of them must be submitted if they are present in the facility in certain amounts.

**Hazardous Materials:** Substances or materials, which, because of their chemical, physical, or biological nature, pose a potential risk of life, health, or property if they are released. Explosive substances, flammable or combustible substances, poisons and radioactive materials are all classified as hazardous materials.

## Hazardous Materials Functional Annex

**Hazardous Material:** Any substance as determined by the US Department of Transportation under Title 49 CFR to be capable of posing an unreasonable risk to health, safety and property if transported in commerce.

**Hazardous Substances:** Substances listed under previous Superfund hazardous waste cleanup regulations (Section 103(a) of the Comprehensive Environmental Resources and Conservation Liability Act -- Superfund). Releases of these chemicals above certain amounts must be reported immediately because they may represent an immediate hazard to the community. 24

**Incident Commander:** The individual who is responsible for management of the tactical field operations of all involved departments and supporting agencies/organizations at or near the scene of an emergency. Functions from the Command Post reports directly to the EOC staff.

**Incident Command System:** A nationally recognized system of managing small to large-scale events through the systematic development of a complete, functional organization. The system uses common terminology; is modular in nature; and has a unified command structure, manageable span of control, consolidated action plans, comprehensive resource management and integrated communications.

**Joint Information Center:** A facility organized to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System:** Is a process where all responding agencies, political jurisdictions, and elected officials collaborate on the messaging to be shared with the public. Joint press releases will be issued through this system and when necessary, the JIS will be the mechanism used to deliver joint press conferences.

**Local Emergency:** The existence of conditions of disaster or of extreme peril to the safety of persons or property which are beyond the capability of the town to handle and will require the assistance of other political entities.

**Local Emergency Planning Committee:** A committee formed under provisions of Section 301, SARA, Title III to implement local government compliance with the act. Maricopa County Local Emergency Planning Committee (MCLEPC) is responsible for the development and maintenance of this annex and providing community right-to-know information.

**Material Safety Data Sheets:** Technical information required under the OSHA Hazard Communications Standard describing toxicity, physical hazards and method of safe handling for hazardous chemicals.

## Hazardous Materials Functional Annex

**National Response Center:** A communications center for activities related to response actions. It is located at Coast Guard headquarters in Washington, D.C., and receives and disseminates notices of discharges and/or releases to the appropriate On-Scene Coordinator (OSC); disseminates OSC and Regional Response Team (RRT) reports to the National Response Team (NRT) when appropriate, and provides facilities for the NRT to use in coordinating national response efforts. The toll-free number, 1-800-424-8802, can be reached 24 hours a day for reporting actual or potential pollution accidents

**Occupational Safety and Health Administration:** Federal agency that regulates occupational exposure to hazardous chemicals.

**OSHA Hazard Communications Standard:** The OSHA (q.v.) standard cited is 29 CFR 1910.1200, which requires communication of risks from hazardous substances to workers in regulated facilities.

**Person:** Any individual, trust, firm, joint stock company, corporation, partnership, association, State, municipality, commission, political subdivision of a State, or interstate body.

**Plume:** Effluent cloud resulting from a continuous source release.

**Radioactive Material:** Material which emits radiation (subatomic particles or pure energy) in the process of stabilization.

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

**Reportable Quantity:** The quantity of a hazardous substance that triggers reporting under CERCLA or the Emergency Planning and Community Right-to-Know Act (EPCRA). If a substance is released in a quantity equal to or exceeding its RQ, the release must be immediately reported in accordance with EPCRA Section 304, ARS Section 26-348 and CERCLA Section 103(a).

**Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

**Standard Industrial Classification Code:** A system of classifying similar businesses and industries into general categories or divisions which are further broken down into more specific categories and to which each is assigned a four-digit identification number.

**Standard Operating Procedure:** A checklist or set of instructions, having the force of a directive, which spells out in detail the steps that need to be taken to accomplish a task.

**Superfund:** The trust fund established under CERCLA and extended under SARA to provide money for cleanup operations.

**Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know:** An act of the US Congress that requires the development of local plans for hazardous materials response.

**Threshold Planning Quantity:** A quantity designated for each chemical on the EHS list. Any facility having EHS on hand at or in excess of the TPQ is required to notify the AZSERC, the MCLEPC and the fire department/district having jurisdiction over the area in which the facility is located that such facility is subject to the emergency planning requirements of SARA, Title III and ARS, Title 26, Chapter 2, Article 3.

**Toxic Release Inventory Report (Form R):** Submitted by certain facilities as required by Section 313 of SARA, Title III. Reports are due by July 1st of each year for the previous calendar year and list routine toxic chemical emissions.

**Toxicity:** The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness or death when ingested, inhaled or absorbed through the skin. 26

**Vulnerable Zone:** An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern (LOC).

**Vulnerability Analysis:** Assessment of elements in the community that are subject to damage should a HAZMAT release occur. The analysis includes gathering information about the extent of the vulnerable zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged, and the environment that might be affected.

**WMD:** Weapons of Mass Destruction are characterized in five major areas, which include chemical, biological, radiological, nuclear, and explosive weapons (CBRNE). WMD is defined as any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of – (A) toxic or poisonous chemicals or their precursors; (B) a disease organism; or (C) radiation or radioactivity.

**Cochise County Local Emergency Planning District:** The political subdivision of the state which includes all of Cochise County and its incorporated cities and towns, so designated as the planning district to facilitate preparation and implementation of HAZMAT emergency plans.

## Abbreviations

### A

ACC	Arizona Corporation Commission
ADEM	Arizona Department of Emergency Management
ADEQ	Arizona Department of Environmental Quality
ADHS	Arizona Department of Health Services
ADOT	Arizona Department of Transportation
AERC	Arizona Emergency Response Commission
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARRA	Arizona Radiation Regulatory Agency
A.R.S.	Arizona Revised Statutes
AZDPS	Arizona Department of Public Safety

### B

BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management

### C

CAP	Civil Air Patrol
CC	Cochise County
CCHERO	Cochise County Hazmat Emergency Response Organization
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CMA	Chemical Manufacturers Association
CPG	Civil Preparedness Guide
CRC	Chemical Referral Center
CWA	Clean Water Act

### D

DAC	Disaster Application Center
DPS	Department of Public Safety
DEQ	Department of Environmental Quality
DFO	Disaster Field Office
DOT	Department of Transportation

## Hazardous Materials Functional Annex

### **E**

EAS	Emergency Activation System (formerly EBS – Emergency Broadcast System)
EHS	Extremely Hazardous Substance
EIS	Emergency Information System
EMP	Electromagnetic Pulse
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act of 1986
EPI	Emergency Public Information

### **F**

FAA	Federal Aviation Administration
FAX	Facsimile
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FWPCA	Federal Water Pollution Control Act
FSA	Facility Survey Analyst

### **H**

HACS	Hazard Assessment Computer System
HAZMAT	Hazardous Materials
HF	High Frequency
HICA	Hazard Identification - Capability Assessment
HITS	Hazard Identification Transmission

### **I**

IA	Individual Assistance
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IGA	Inter Governmental Agreement

### **L**

LEPC	Local Emergency Planning Committee
LPG	Liquefied Petroleum Gas

## Hazardous Materials Functional Annex

### M

MSDS	Material Safety Data Sheet
MSIS	Marine Safety Information System
MVD	Motor Vehicle Department

### N

NAWAS	National Warning System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NPC	National Contingency Plan
NRT	National Response Team
NWS	National Weather Service

### O

OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Act/Administration

### P

PA	Public Assistance
PIO	Public Information Officer
PSP	Pipeline Safety Personnel
PSTFS	Pollution Spill Trajectory Forecast System

### R

R	Roentgen
RACES	Radio Amateur Civil Emergency Service
RCRA	Resource Conservation and Recovery Act of 1976
RQ	Reportable Quantity
RRT	Regional Response Team

### S

SARA	Superfund Amendments and Reauthorization Act of 1986
SAR	Search and Rescue
SCBA	Self Contained Breathing Apparatus
SCO	State Coordinating Officer
SOG	Standard Operation Guideline
SOP	Standard Operating Procedure

SOSC	State On-Scene Coordinator
<b><u>T</u></b>	
TICP	Tactical Interoperable Communications Plan
TPQ	Threshold Planning Quantity
<b><u>U</u></b>	
USDOT	United States Department of Transportation
USEPA	United States Environmental Protection Agency

## **Attachment Index**

The following documents are included as attachments, to this Annex and provide further reference and insight into the planning process. Many of these attachments may also be useful to other elements of the Emergency Operations Plan.

***Attachment 1: Major Hazardous Materials Transportation Route***

***Attachment 2: Evacuation Routes for Hazardous Materials***

***Attachment 3: At Risk Facilities***

***Attachment 4: Hazardous Materials Emergency Response Organization***

***Attachment 5: Emergency Response Agencies in Cochise County***

***Attachment 6: Hazardous Materials Response Equipment***

***Attachment 7: HazMat Notification Matrix***

***Attachment 8: Owner/Operator Release Notification Form***

***Attachment 9: General Procedures for Response to Transportation Incidents***

***Attachment 10: Incident Summary for NRC International Release Notification***

***Attachment 11: Request for State Assistance Form***

***Attachment 12: Hazardous Materials Incident Report Form***

***Attachment 13: Emergency Public Information Material***

***Attachment 14: Public Request for Tier II Information***