Guidance for Developing

Comprehensive Regional Hazardous Materials Emergency Plans

Annotated Template and Attachments for Reference

2015

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Guidance

For Developing

Comprehensive Regional Hazardous Materials Emergency Plans

Annotated Template and Attachments for Reference

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September 16, 2015

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Transmittal Letter

On behalf of Cal OES and many additional agencies and organizations, this *Guidance for Developing Comprehensive Regional Hazardous Materials Emergency Plans* document is offered for your use and reference to assist in the creation of your LEPC Regional Hazardous Materials Emergency Plans. This Guidance document is the result of a collaborative effort between local agencies representing LEPCs, state agencies having jurisdiction in hazardous materials, federal partners working in California, Tribal government representatives, the private sector, and the access and functional needs community. Throughout 2014 and 2015 these parties came together and shared key planning, administrative, operational and jurisdictional information that allowed this document to be created in a way to assist LEPCs in writing their regional plans.

As this Guidance document took shape, both EPCRA compliance and pragmatic coordination realities were kept in mind in order to maximize its beneficial use regionally. This document is intended as a voluntary guidance document that outlines an approach for an LEPC to convene key stakeholders and address critical regional planning coordination and capture key information in a useful, user-friendly approach. It is important to remember that creating a LEPC Regional Hazardous Materials Emergency Plan is a process and the written Plan itself is only one result—the relationships developed during the development process and the information exchanged on an ongoing basis is the most important outcome.

The coalition of agencies and groups that came together to develop this guidance—listed as the "Core Planning Team" membership on the following page—will continue to meet and will address expected updates and new information through revisions. This is a 'living document' that will be changed as needed in order to be most valuable at the local level for regional planning.

We hope this guidance document continues to be useful for interagency collaboration on regional hazardous materials emergency planning.

Signature and Date

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Preface

In the wake of the 1984 industrial disaster in Bhopal, India (resulting from an uncontrolled release of methyl isocyanate) and another release of toxic gases several months later from a facility in West Virginia, California passed emergency planning and community right-to-know laws in 1985. In 1986, Congress adopted similar requirements as a free-standing part of the Superfund Amendment and Reauthorization Act (SARA), as the Emergency Planning and Community Right to Know Act (EPCRA, sometimes known as SARA Title III, now found at United States Code Title 42 Chapter 116 Subchapter I, § 11001 et seq.).

The federal EPCRA program is implemented and administered at the federal level by the U.S. Environmental Protection Agency (USEPA), and in California by the California Governor's Office of Emergency Services (Cal OES), the State Emergency Response Commission (SERC), six local Emergency Planning Committees (LEPCs), and approximately 82 Certified Unified Program Agencies (CUPAs).

A Note about the Definition of Hazardous Materials: The many different laws about hazardous materials use different chemical lists, different definitions, and different reporting thresholds. The definitions often overlap. The types of substances subject to the reporting requirements under EPCRA can be found in 40 CFR part 355, Appendices A and B. Presence of a listed hazardous material above the reporting threshold subjects a facility to reporting and inventory requirements. In this document, a more broad term, "*hazardous materials*," that includes substances subject to EPCRA oil, toxic substances, hazardous substances regulated under the State's requirements for Area Plans and Business Plans, hazardous wastes, biological, and radioactive materials, will be used.

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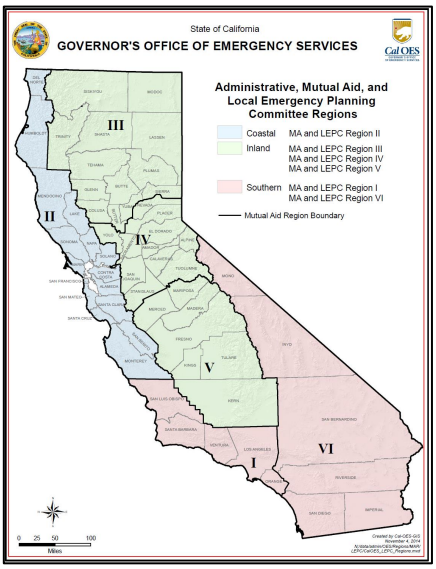
EPCRA overall goal is to provide community and first responders' right-to-know information. EPCRA has three main purposes to serve this goal. First, it requires states to establish a SERC, emergency planning districts, and an LEPC for each district; the LEPC must prepare an emergency plan. Second, it establishes requirements for private facilities to provide information to the State for developing and implementing State and local chemical emergency response plans. Facilities that possess a listed "extremely hazardous substance" (EHS) in an amount equal to or greater than its threshold planning quantity (TPQ), or a facility has been specifically designated for emergency planning purposes by a State, must notify the SERC and LEPCs of possession of the EHS. And third, spills and releases must be reported.

One of the requirements of EPCRA is the formation of Local Emergency Planning Committees or LEPCs. Primarily, the role of LEPCs is to form a partnership between local government and industry and serve as a resource for enhancing hazardous materials preparedness. The LEPC is responsible for developing a local hazardous materials emergency plan for their region (the Regional Hazardous Materials Emergency Plan). The Plan is administrative, not operational, and can be used to understand the hazards, the risks, and the response capabilities in that region.

In California, there are six LEPCs, whose regional boundaries are coincident with the six State mutual aid regions (see larger map in Attachment 10). Cal OES staff are assigned as liaisons to assist LEPCs.



The membership of the LEPCs is specified by EPCRA, and, although it may be expanded, must include:

- Elected State and local officials.
- Police, fire, civil defense, and public health professionals.
- Environment, transportation, and hospital officials.
- Facility representatives.
- Representatives from community groups and the media.

Planning for hazardous materials emergency response in California is complex. Each region in California has a unique hazardous material risk profile and California's regulatory landscape for emergency planning and hazardous materials is complicated with overlapping multijurisdictional requirements. There are a number of emergency plans and procedures regarding hazardous materials that are required of business and government agencies. One of the tasks of the LEPC will be to identify all of the plans that intersect with the LEPC Regional Hazardous Materials Emergency Plan. Attachment 2 contains two Cross Walk Tables showing a list of the plans that should be evaluated, both for ensuring that the LEPC Plan complements and augments existing plans and for obtaining information that is

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needed for development the LEPC Regional Hazardous Materials Emergency Plan. The Cross Walk Tables in Attachment 2 show the required elements in each reviewed plan that may be of use in preparing the LEPC Regional Hazardous Materials Emergency Plan.

This Guidance Document with an Annotated Template and Attachments for Reference provides assistance on the development of the required Regional Hazardous Materials Emergency Plan. This document contains an optional Template that can be used for preparation of the LEPC Regional Hazardous Materials Emergency Plan. The LEPC may use a different format that meets the needs of their region. Although the LEPC Regional Plans will contain some operational information, they are largely administrative – serving as a vehicle to show the connections between plans and to guide response to inter-regional incidents, such as when an incident crosses jurisdictional boundaries or exceeds the resources of the region. Every LEPC region likely will have a different approach to hazardous materials emergency planning. This document offers guidance to the LEPCs in preparing a Regional Hazardous Materials Emergency Plan that both meet the requirements of EPCRA and is appropriate to the hazards that are present in that LEPC region.

How to Use this Document

This document is intended as a critical resource tool for LEPCs to convene regional stakeholders and collectively work through key issues and ultimately write an LEPC Regional Hazardous Materials Emergency Plan as required by EPCRA. This document is organized into two main sections:

1. An *Annotated Template and Guidance Document* section (Part I), which follows the required elements of a Regional Hazardous Materials Emergency Plan in sequence while providing key information and instructions relevant to that section to help the author(s) with their work; and
2. *Attachments for Reference* which provide additional information regarding the various sections being developed for the Plan that may assist an LEPC.

It is important to also stress what this guide is *not* — it is not designed to provide the 'how' of responding to hazardous materials incidents or how to operate a local emergency planning committee. It does, however, in many areas, provide references to additional appropriate resources and to other plans that may provide assistance and resources for both operations and administrative research. At its core, this document helps 'walk through' the development of a Regional Hazardous Materials Emergency Plan and provides ideas, guidance, instructions, and resources to assist with an LEPC's efforts. When completed, the Regional Hazardous Materials Emergency Plan will both accomplish the requirements of EPCRA as well as provide

important information for a region's first responder and planning community for any hazardous materials incident.

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To begin the process of creating or updating the Regional Plan using this Guidance, the "First 5 Steps" listed below are highly encouraged to be undertaken:

1. The LEPC should assign a 'lead Plan developer' who will be the project manager and team coordinator for the effort;
2. A 'core team', or subcommittee, should be formed to identify key people and agencies who will help create and write the Plan;
3. Through one member agency, assign a 'document manager' who will 'own' the evolving Plan on their computer (could be an administrative or professional staff);
4. Identify a timeline for the writing/Plan writing process, so that all participants know it the time-specific requirements; and,
5. Notify the SERC through one of the members of the LEPC that the rewrite process will begin.

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Acronyms and Abbreviations Used in this Document

AA.....Administering Agency
ACPs .....Marine and Inland Area Contingency Plans
AHM .....Acutely Hazardous Material
ALOHA .....Areal Locations of Hazardous Atmospheres
APSA.....Aboveground Petroleum Storage Act
CalARP .....California Accidental Release Prevention
Cal/EPA.....California Environmental Protection Agency
Cal OES .....California Governor's Office of Emergency Services
CAMEO .....Computer Aided Management of Emergency Operations
CCP .....California State University, Sacramento Center for Collaborative Policy
CCR .....California Code of Regulations
CFR .....Code of Federal Regulations
CFS.....Commodity Flow Study
CERS .....California Environmental Reporting System
CFS.....Commodity Flow Study
CHSC.....California Health and Safety Code
CoHWMP.....County Hazardous Waste Management Plan
CPT .....Core Planning Team, a group of stakeholders assembled to work on the regional hazardous material planning project
CSTI.....California Specialized Training Institute
CSWC.....California State Warning Center
CUPA .....Certified Unified Program Agency (there are approximately 82 CUPAs in California)
DOT .....federal Department of Transportation
DTSC.....California Department of Toxic Substances Control
EF.....Emergency Function
EHS .....Extremely Hazardous Substance
EMPG.....Emergency Management Performance Grants
EPCRA.....Emergency Planning and Community Right-to-Know Act, also known as SARA Title III
ERTP .....Environmental Response Training Program
FEMA.....Federal Emergency Management Agency
FIRESCOPE.....Firefighting Resources of California Organized for Potential Emergencies
FOSC.....Federal On-Scene Coordinator
GC.....California Government Code
HazMat..... Hazardous Materials
HAZWOPER.....Hazardous Waste Operations and Emergency Response
HMBP .....Hazardous Materials Business Plan, which is required by Chapter 6.95 Division 20 of the California Health and Safety Code
HMEP Grant .....Hazardous Materials Emergency Preparedness Grant
HMICP .....Hazardous Materials Incident Contingency Plan
HS&C .....California Health and Safety Code
ICS .....Incident Command System

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LEPCs .....Local Emergency Planning Committees (there are six LEPCs in California)
LHMP..... ....Local Hazard Mitigation Plan
MSDS.....Material Safety Data Sheet, which is a compilation of information required under the OSHA Communication Standard on the identity of hazardous chemicals, health, and physical hazards, exposure limits, and precautions.
NASTTPO .....National Association of SARA Title III Program Officials
NIMS.....National Incident Management System
NPP.....California Nuclear Power Plant Plan
NRC .....National Response Center
NRI .....National Radiological Incident Annex
OA .....Operational Area
OAFRC .....Operational Area Fire and Rescue Coordinators
OEHHA .....California Office of Health Hazard Assessment
OSFM .....Office of the State Fire Marshal
OSPR.....Office of Spill Prevention and Response
PA .....Participating Agency
PHMSA .....Pipeline and Hazardous Materials Safety Administration (under the U.S. Dept. of Transportation)
RCP .....Regional Contingency Plan
RCRA.....Resource Conservation and Recovery Act
RMP.....Risk Management Plan
RRT .....Regional Response Team
SARA.....Superfund Amendments and Reauthorization Act
SARA Title III.....This is EPCRA, a free-standing law in SARA
SEMS .....Standardized Emergency Management System
SERC .....State Emergency Response Commission
SOSCP.....California State Oil Spill Contingency Plan
SOP.....Standard Operating Procedure
STDCP .....California State Toxic Disaster Contingency Plan
SWRCB.....State Water Resources Control Board
TEPC .....Tribal Emergency Planning Committees
TERC .....Tribal Emergency Response Commission
TPQ.....Threshold Planning Quantity
TRP .....California Terrorism Response Plan
USC.....United States Code
USEPA.....U.S. Environmental Protection Agency
WMD .....Weapons of Mass Destruction

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Part I. Annotated Template and Guidance Document

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PART 1: Annotated Template and Guidance Document

AT A GLANCE:

This section provides a Template for preparing the EPCRA-required LEPC Regional Hazardous Materials Emergency Plan. This Template has been developed to assist the six California Local Emergency Planning Committees comply with the EPCRA requirements for a Regional Hazardous Materials Emergency Plan.

The format of this section provides explanatory comments with each component of the Regional Hazardous Materials Emergency Plan. Each component of the Template is explained briefly. Additional, more thorough, information about each component is provided in Part 2, The attachment references. The basic Template, unadorned by such notations, can be found in Attachment 1A.

The use of the Template is optional. LEPCs may use a different process or format that meets the needs of their region.

It is important to note that EPCRA does not preempt State or local law. The LEPC planning effort can complement, and borrow from, existing planning efforts already required by State law instead of creating a separate process.

The Elements Required in LEPC Regional Hazardous Materials Emergency Plans

Each LEPC is required to develop a hazardous material emergency plan and review it at least annually thereafter (or more frequently, as required). EPCRA requires that this plan be available for public review. Each LEPC region will need to discuss the best methodology to ensure appropriate public information and access.

This is what EPCRA says about the required plan (Title 42 United States Code Chapter 116, Subchapter I – Emergency Planning and Notification § 11003. Comprehensive Emergency Response Plans):

> *(a) **Plan required:** Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section not later than two years after October 17, 1986. The committee shall review such plan once a year, or more frequently as changed circumstances in the community or at any facility may require.*
> *(b) **Resources:** Each local emergency planning committee shall evaluate the need for resources necessary to develop, implement, and exercise the emergency plan,*

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and shall make recommendations with respect to additional resources that may be required and the means for providing such additional resources.
(c) ***Plan provisions:*** *Each emergency plan shall include (but is not limited to) each of the following:*

(1) Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002 (a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.
(2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
(4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title).
(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.
(6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.
(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
(8) Training programs, including schedules for training of local emergency response and medical personnel.
(9) Methods and schedules for exercising the emergency plan.

<u>It is important to remember that in California the LEPCs and the LEPC Regional Hazardous Materials Emergency Plan are administrative, not operational</u>. The plans will contain some operational information and the hazard information and assessments performed as part of preparing the Regional Hazardous Materials Emergency Plan can be used to inform planning and procedures for operational multi-hazard plans.

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Annotated Template and Guidance Document

Administrative Matters

The title page should include the following information:

Regional Hazardous Materials Emergency Plan

Local Emergency Planning Committee
[insert region number or describe region]

Adopted on [insert date]
Revised on [insert dates]

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The subsequent pages should include information about who was responsible for preparing the Regional Hazardous Materials Emergency Plan and who approved the Plan, and the legal authorities under which the Plan was developed and adopted.

Approval and Implementation:
The Local Emergency Planning Committee for Region [insert Region number or describe Region] has developed this Regional Hazardous Materials Emergency Plan. This Plan meets the requirements of the federal Emergency Planning and Community Right-to-Know Act found in Title 42 United States Code Chapter 116, Subchapter I – Emergency Planning and Notification § 11003.

The Local Emergency Planning Committee for Region [insert Region number or describe Region] reviews this Regional Hazardous Materials Emergency Plan, at a minimum of once per year or more frequently as changed circumstances in the region may require.

This Regional Hazardous Materials Emergency Plan shall be in full force and in effect beginning on the day of its approval.

Approved this insert date day of insert month, insert year.

_____ _____

LEPC Chair, Region [insert Region number] Date

_____ _____

[insert additional officials as desired] Date

_____ _____

SERC Chair Date

The LEPC may wish to include a page giving the name, jurisdiction/representation, and contact information for members of the LEPC.

LEPC Membership for LEPC [insert region number or description]

Date:

Name	Jurisdiction/Representation	Contact Information

Locations (both physical and electronic) where the Regional Hazardous Materials Emergency Plan is available for viewing by the public should be identified in the Plan. The Plan should include an explanation about the process for updating the Plan and who will be responsible for the updates.

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A record of revisions should be included in the front, administrative portion of the Regional Hazardous Materials Emergency Plan. EPCRA requires that the Regional Hazardous Materials Emergency Plan be reviewed, and updated if needed, at least annually. Each time the Regional Hazardous Materials Emergency Plan is updated, a Record of Revisions page should be provided to all of the holders of the Plan to indicate the changes, the date and the posting individual. The SERC must be sent a revised copy of the Regional Hazardous Materials Emergency Plan if substantial changes are made to the document.

For more information about plan maintenance, availability, and review, please see the Attachments.

Regional Hazardous Materials Emergency Plan		Record of Revisions	
Local Emergency Planning Committee: [insert region number or describe region]			
Date of Review	Summary of Revision	Date of Revision	Revisions Completed by
Date of annual review	Summarize revision, including page number. Include significant additions, deletions, and changes.	Date the revision was made	LEPC Chair or Chair of the Review/Revisions Subcommittee

Summary Sheet of Required Elements

Since the federal EPCRA requirement for preparing a Regional Hazardous Materials Emergency Plan does not preempt State or local law (see 42 USC § 11041), the LEPC may complement existing planning efforts already required by State law instead of creating a separate process. Therefore, the LEPC Plans may build on Local Emergency Plans, CUPA Hazardous Materials Area Plans, facility Hazardous Materials Release Response Plans and Inventories (Business Plans), and other pertinent plans within the LEPC region. For the purposes of preparing a Regional Hazardous Materials Emergency Plan this means that an LEPC may use, or refer to, portions of existing plans instead of creating something duplicative. In the interest of completeness and ease of use, LEPCs must at least include a summary of the elements that are appropriated from other plans. The summary should be as detailed as necessary for the needs of the region.

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The Summary Compliance Sheet, provided in Attachment 1B may be placed at the beginning of the Required Elements section of the Plan and can indicate which components of the LEPC Regional Hazardous Materials Emergency Plan are created new for the Plan and which are appropriated from other pertinent plans.

Summary Sheet **Local Emergency Planning Committee #** ***<insert no.***

Comprehensive Emergency Response Plan, as specified in:

42 U.S.C. CHAPTER 116 - EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNO

§11003. Comprehensive emergency response pla

(c) Plan Provisio

Date: _____

Contact: _____

Requirement	**How this Plan Satisfies the Requirement (one box in each section must be checked)**	
(1) Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.		This required information is primarily found in other plans. • This Plan must summarize the key facilities, routes and hazards, and must identify the exact location of the source of the information.
		This required information is included in this plan.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
		Other • This Plan must specify how this requirement is satisfied.
(2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.		This required information is primarily found in other plans. • This Plan must summarize the key methods and procedures, and must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan must specify how this requirement is satisfied.
(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.		This required information is included in this plan.
(4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title).		This required information is primarily found in other plans. • This Plan must summarize the notification procedures, and must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan must specify how this requirement is satisfied.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.		This required information is primarily found in other plans. • This Plan must summarize the key methods for determining the occurrence of a release and the area and population likely to be affected. • This Plan must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan must specify how this requirement is satisfied.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.		This required information is primarily found in other plans. • This Plan must summarize the key emergency equipment and facilities in the community. • This Plan must identify the exact location of the source of the information. • This Plan must identify the persons responsible for such equipment and facilities.
		This required information is included in this plan.
		Other • This Plan must specify how this requirement is satisfied.
(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.		This required information is primarily found in other plans. • This Plan must summarize the key evacuation plans. • This Plan must provide a summary map of the primary and alternate traffic routes. • This Plan must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(8) Training programs, including schedules for training of local emergency response and medical personnel.		This required information is primarily found in other plans. • This Plan must summarize the training programs, including schedules. • This Plan must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.
(9) Methods and schedules for exercising the emergency plan.		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.

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Required Element #1: Identification of Facilities, Routes, and Risk

AT A GLANCE: This section describes specific provisions related to hazard identification and risk analysis that are required in a regional hazardous material emergency plans. Required plan elements are presented. Details, including suggestions on where to find additional, more detailed information on hazards identification, analysis, and commodity flow studies are provided in Attachment 4.

The following questions must be addressed:

- What are the major chemical hazards (fixed and mobile) in the community?
- What are the area, population, and resources likely to be affected by a release?

Answers to these questions can inform both planning efforts and operational decisions. An accurate view of the potential problems in a region will require hazard identification, hazard analysis (vulnerability analysis), and risk assessment. Each of these points should be addressed even if extensive information is not available for each facility or transportation corridor. Local experience and judgment are necessary.

This section describes hazardous material commodity flow studies and where to find information needed to evaluate hazardous materials storage, use, and movement.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(1) *Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002 (a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.*

Hazard Identification

Identifying the hazardous chemicals that pose a serious threat to the region is the first requirement of the Regional Hazardous Materials Emergency Plan. An LEPC Regional Hazardous Materials Emergency Plan is an administrative, not operational, plan, so the hazard and risk analysis steps recommended here will result in broad estimates, which are useful for planning and training but may not be detailed enough for an actual emergency response.

The information to complete the hazards identification portion of this component includes:

- The location of facilities that use, produce, process, or store hazardous materials.

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- The routes (highway, pipeline, rail, and waterways) used to transport hazardous materials.
- The type and design of chemical container or vessel.
- The quantity of material that could be involved in a release.
- The nature of the hazard (such as, airborne toxic vapors or mists, liquids that may contaminate a drinking water source, etc.).
- Other hazards such as fire, explosion, that are likely to accompany hazardous materials spills or releases.
- Identification of additional facilities that either contribute to additional risk or are subject to additional risk due to their locations, such as propane storage facilities, hospitals, schools, emergency response facilities, etc.

Much of this information can be found in existing plans. The Cal OES Hazardous Materials Tool Kit, which serves as the state level hazardous material incident reference document should be used. The Tool Kit can be found online: http://www.caloes.ca.gov/HazardousMaterials/Pages/Hazardous-Materials-Tool-Kit.aspx.

Plans and information sources should be reviewed to obtain information about:

Fixed Hazardous Material Facilities: Using information submitted to the CUPAs, for example, Hazardous Materials Release Response Plans and Inventories (Business Plans) and MSDSs, the LEPC planners should first identify the facilities that use, produce, process, or store hazardous chemicals. A list of the California Accidental Release Prevention (CalARP) and Risk Management Plan (RMP) facilities within the LEPC region should be included and the source of this information referenced in the LEPC Regional Hazardous Materials Emergency Plan. For more information about what these plans contain that may be helpful in this component, see the Attachments and the Cross Walk Tables in Attachment 2.

Proximate and Vulnerable Facilities: The LEPC must identify additional facilities that contribute to or are subjected to additional risk due to their nearness to a hazardous material facility. This includes proximate facilities that are sensitive in nature by exposing vulnerable populations (e.g., schools, prisons, hospitals and nursing homes, etc.) or resources that would be needed for response or recovery (such as, fire and police stations, utilities and treatment plants, broadcast stations, emergency operating centers, airports, etc.). This also includes facilities that could make a hazardous material incident worse, such as propane storage areas, natural gas facilities, oil pipelines, etc. The Region for which the Regional Hazardous Materials Emergency Plan is being developed may be composed of several types of hazardous materials emergency planning areas. For example, in urban areas there may be a high density of proximate facilities. LEPCs will determine how they want to reference this information in the Plan.

Transportation – Highway: Although EPCRA does not require reporting on hazardous substances *in transit*, it does require identification of routes that are likely to be used to transport hazardous materials. One way to determine what types of hazardous materials are being transported on local highways is by conducting a local commodity flow study (CFS). For more information about conducting a CFS, see both Attachment 3 and Attachment 4.

Additionally, useful information may be obtained by reviewing local accident statistics – check with the California Highway Patrol, local police reports, and local hazardous materials response units. For local hazardous materials transportation accidents, contact your Cal OES LEPC representative to obtain information from the California State Warning Center.

Transportation – Rail: For hazardous materials transported by rail, there is limited availability of real-time transport information, although for the purposes of emergency planning this is not as important as information about the types and quantities of hazardous materials that have been transported through the area and the distances that released hazardous materials could travel from rail corridors. The LEPC should consider asking for input from representatives of rail and shipping industries when preparing or updating this part of the Plan. For more information about rail transport of hazardous materials and a reference to a computer application that can provide some real-time information, see the Attachment 3.

For information about the general risks posed by rail transport of hazardous materials the Cal OES website contains an interactive map showing rail routes in California with areas of potential higher vulnerability. For additional information about hazardous materials transport by rail, see Attachment 3.

Transportation – Pipeline: For hazardous materials transported by pipeline, there is no availability of real-time transport information, but for planning purposes this is less important than knowing where significant pipelines are located and what they normally transport. In California, the Office of the State Fire Marshal (OSFM) - Pipeline Safety Division, Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Public Utilities Commission may be contacted for information about intrastate hazardous liquid pipelines. In the event of a spill, the pipeline vendor needs to be contacted to identify the type of product that is being transported.

The California Energy Commission maintains an online map showing the major natural gas pipelines in California. The map can be found at:
http://www.energy.ca.gov/maps/infrastructure/Natural_Gas_Pipelines.pdf.
The U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration maintains the National Pipeline Mapping System, which is a geographic information system containing the locations and attributes of hazardous

liquid and natural gas transmission pipelines, liquefied natural gas facilities, and breakout tanks.

Transportation – Waterways, Coast, Harbors, and Rivers: Dedication to waterways or potential impacts to water, as HazMat (hazardous materials) releases to water could quickly spread affecting both the response, environment, and public health. Maps in Attachment 10 can be used to identify sensitive waterways and areas of potential impacts.

Other Considerations: Beyond facilities and transportation corridors, planners should consider the demographics of the population in the area (particularly with regard to age, special needs, and language use) and the potential for property damage in the zone. Bodies of water, flood plain areas, earthquake zones, the potential for contamination of drinking water supplies, and the potential for other environmental consequences should be noted.

Maps showing transportation routes, population centers, and proximate, sensitive and critical resources and facilities may be useful in identifying hazards and areas that are vulnerable. A series of maps that may be used for this purpose may be found in Attachment 10.

The information gathered in this step should be listed in tables and also displayed on a map of the Region. The degree to which the information is repeated or summarized from other plans vs. referenced in the Regional Hazardous Materials Emergency Plan will vary depending on the complexity and needs of the region.

Facilities					
Fixed Facilities that Handle Hazardous Materials					
Facility Name	Address	Facility Emergency Response Coordinator & Phone Number	Name and Quantity of Hazardous Materials On-Site	HazMat Team On-Site? Specialized Emergency Equipment On-Site?	Potential Impact Area

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Proximate Facilities – May Contribute to Risk or May Be Vulnerable to Risk					
Facility Name & Type	Address	Emergency Contact & Phone Number	Type of Additional Hazard Posed	Potential Impact Area	Type of Special Need or Vulnerability

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Transportation of Hazardous Materials – Highways					
Highway Name & Total Miles in Region	List Jurisdictions Transited	Hazardous Materials Types or Classes on Route	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments
Transportation of Hazardous Materials – Pipelines					
Pipeline Identifier & Total Miles in Region & Intrastate or Interstate?	List Jurisdictions Transited	Hazardous Materials Types or Classes in Pipeline	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments
Transportation of Hazardous Materials – Waterways, Coast, Harbors, and Rivers					
Waterway Name & Total Miles in Region	List Jurisdictions Transited	Hazardous Materials Types or Classes on Waterway	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments

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Map #1 Identification of Hazards

Insert Map of Region showing the sources of hazard identified in this step.

Hazard Analysis

Once the locations of facilities and transportation routes with the potential for hazardous materials incidents have been documented and mapped, the areas that are most at risk can be identified. The probability of incidents and the severity of the potential consequences (i.e., temporary, recoverable, permanent) have to be estimated. This does not have to be a quantitative analysis – a qualitative estimate using a low-medium-high scale is sufficient. The analysis of hazard should consider both the worst-case and the most-probable scenarios. Areas of impact could be represented as circles around a facility and corridors along transportation routes. This is a simplification, but a practical simplification to approximate hazard zones for planning purposes.

There are useful computer models to help with this analysis, including:

- Computer Aided Management of Emergency Operations (CAMEO).
- CAMEO includes a program named Areal Locations of Hazardous Atmospheres (ALOHA), an air-dispersion model used to evaluate hazardous chemical scenarios and determine the likely "footprint" of such spills.
- CAMEO also includes a mapping program (MARPLOT) that allows the user to plot a release on a map.
- EpiCode from the U.S. Department of Energy
- SAFER from the U.S. Department of Transportation, which can be found at: http://safer.fmcsa.dot.gov/.

Additional information about these systems can be found in Attachment 3. Many large industrial facilities use proprietary modelling software and may be willing to assist in mapping hypothetical accidental releases to determine potentially affected areas.

When assessing the probability and severity of risk planners use reliable professional opinion as well as examining:

- The historical record of releases and incidents.
- General transportation accident statistics for roads, waterways, airports, and railways).
- Fault tree analyses, risk analyses, or hazard operability studies shared by facilities.

Map #2 Hazards Analysis

Insert Map of Region showing the potential impacts and extent of those impacts identified in this step.

Vulnerability Assessment

After identifying the chemical hazards in the LEPC region, planners should conduct a vulnerability analysis to estimate what population and what critical facilities or sensitive resources are at risk from a potential chemical incident. In terms of emergency planning, vulnerability has been defined as the reduced capability of an individual or group of individuals to anticipate, cope with, resist, and recover from an emergency.

Many local governments in California (especially counties, cities and special districts) already have hazard mitigation plans. These plans include a vulnerability assessment from which the LEPCs can obtain useful information.

Information about population demographics in the region can be obtained from the U.S. Census Department website, which has interactive query tools to help identify population characteristics (such as population less than 5 years old, less than 18 years old, over 65 years old, etc.). For information about how to access this information and locate other Census tools, refer to Attachment 3.

Local knowledge is needed to identify locations of schools and enrollment, locations of major businesses and number of employees, location, numbers, and timing of significant temporary populations (such as seasonal agricultural workers), and locations of shopping centers, sporting arenas, and other venues of interest. Of note are communities of special interest. The Regional Hazardous Materials Emergency Plan should include collaboration with groups such as: Tribal governments, representatives of the access and functional needs communities, as well as industries and other private sector representatives.

It is important to remember that population is not static – it changes throughout the day and week as people go to school, commute to work, attend special events. There are predictable changes related to weekdays/weekends, major holidays, school days, seasonal weather, and large special events.

Local knowledge and existing hazard mitigation plans can be used to obtain and incorporate information about the locations and vulnerabilities of essential facilities and services, such

water, food, power, and communication sources, as well as facilities such as hospitals, fire, and police stations) that could be damaged.

Map #3 Vulnerability Analysis

Insert Map of Region showing the vulnerable populations and facilities – permanent, temporary, and seasonal – identified in this step.

Required Element #2: Methods and Procedures to Respond to a Release

AT A GLANCE: This section describes specific provisions related to methods and procedures to be followed if a release has occurred. Since this Regional Hazardous Materials Emergency Plan is administrative, it is recommended that the LEPC reference the operational plans in the Region where this information can be found, including the Area Plans and Business Plans.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(2) *Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.*

The information for this element can come directly from other existing plans – Business Plans Area Plans, RMP Plans, local emergency plans, Geographic Area Response Plans, and Office of Spill Prevention and Response (OSPR) oil spill plans. A listing and summary of this information, including the source and the date, should be included in the LEPC Regional Hazardous Materials Emergency Plan, but the degree to which the information is repeated or summarized vs. referenced will vary depending on the complexity and needs of the region. The quality of the data may be uneven across the region. When quality issues are recognized, they should be identified in the Regional Plan.

Out-of-Jurisdiction Use of Resources

In some cases, the resources of a jurisdiction are not sufficient to respond to a hazardous materials incident. The following types of circumstances, for example, can increase the resources needed to respond to a hazardous materials incident:

- An incident is expected to last for an extended period of time.
- A multi-agency response is needed to address a catastrophic release.
- Multiple related, or unrelated, incidents.

- Co-occurence at the same time as another incident, such as a flood, fire, earthquake, major rail or other transport catastrophe.

The LEPC should discuss when out-of-jurisdiction resources might be needed and what is available. Discussions with adjacent regions can provide information about what resources are available. This information should be included in the inventory of resources in Required Element #6.

Out-of-jurisdiction requests must be made by the incident on-scene incident commander (through standard SEMS/ICS and unified command procedure) or through the emergency response agency having jurisdiction to carry out the request. Mutual aid requests for HazMat typed team assistance must be submitted to the Operational Area Fire and Rescue Coordinators (OAFRC). The OAFRC evaluates requests for assistance from local agencies and determines if resources from within the operational area can provide sufficient assistance. If not, the OAFRC determines if sufficient assistance is available from an adjacent operational area and if so, requests assistance from the adjacent OAFRC. When resources are needed from more than one adjacent area, the request must be made to the Regional Fire and Rescue Coordinator. Adjacent OAFRCs and the Regional Fire and Rescue Coordinator may request response by typed HazMat teams.

In order to comply with the EPCRA requirement to provide *the "Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances"* the plan may include a table such as the one provided below to address where this information is already provided by other sources:

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Emergency Methods and Procedures

Fixed Facilities that Handle Hazardous Materials

Facility Name & Address	Facility Emergency Response Coordinator & Phone Number	Name and Quantity of Hazardous Materials On-Site	Emergency Response Procedures Adopted by Facility and Reviewed by the LEPC?	HazMat Team On-Site? Specialized Emergency Equipment On-Site?	Other Comments

Hazardous Materials Transport Modes (include public and private)

Transportation Mode & Transportation Company	Organization Emergency Contact & Phone Number	Type of HazMat Response	Specialized Emergency Equipment Available?	Emergency Response Procedures Adopted by Organization & Reviewed by the LEPC?	Other Comments

Local Emergency and Medical Personnel

Emergency Response Organization & Address	Organization Emergency Contact & Phone Number	Type of HazMat Response	Specialized Emergency Equipment Available?	Emergency Response Procedures Adopted by Organization & Reviewed by the LEPC?	Other Comments

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Map #4 Response Resources

Insert Map of Region showing the facilities, transportation routes, and response organizations that were identified in this step.

Required Element #3: Designation of a Community and Facility Emergency Coordinators

AT A GLANCE: This section describes the requirement to designate a Community Emergency Coordinator and Facility Emergency Coordinators under EPCRA. The Facility Emergency Coordinators are designated in the applicable Businesses Plans. In California, the Community Emergency Coordinator role is 'split' and carried out by two traditional mechanisms. First, the CUPAs receive information about releases and disseminate public notification and information. Second, the Regional Administrators of Cal OES coordinate and manage regional response activities.

EPCRA describes the designation of Community Emergency Coordinator to administer the plan and provide public information. In California, the Community Emergency Coordinator role is 'split' and carried out by two traditional mechanisms. First, the CUPAs receive information about releases and disseminate public notification and information. Second, the Regional Administrator of Cal OES coordinates, supports, and manages regional response activities, including managing and coordinating information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. The CUPAs' Area Plans address how the public is informed of releases. The LEPC chair and members will work in partnership with Cal OES to develop and maintain the Regional Hazardous Materials Emergency Plan.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(3) *Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.*

The identification of the facilities and transportation companies emergency coordinators have been addressed in Element #1 of this Guidance. This information is

available in the appropriate Business Plans, CalARP plans, and RMPs. There is no need to repeat the information – merely ensure that this part of Element #3 is noted on the Summary Compliance Sheet.

Emergency Coordinators

The Region [insert Region number or description] Community Emergency coordinator, for the purposes of this Regional Hazardous Materials Emergency Plan is designated as:

Name: _____

Jurisdiction: _____

Contact Information: _____

Time Period of Service: _____

_____

Facility emergency coordinators are identified in Element #1 of this Plan.

Required Element #4: Notification Procedures

AT A GLANCE: This section describes the requirement to adopt procedures for reliable, timely, and effective notification that a release of hazardous materials.

Since this Regional Hazardous Materials Emergency Plan is not an operational plan, it is suggested that the LEPC reference the notification requirements of existing State and federal law. These requirements should be summarized in the Regional Hazardous Materials Emergency Plan.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(4) *Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred*

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(consistent with the emergency notification requirements of section 11004 of this title).

Based on California Code of Regulations (CCR) Title 19 Section 2703, the facility or an authorized agent of a transportation company is responsible for immediately notifying the CUPA, 911, and the California State Warning Center of any release of hazardous materials on their site or from their vehicle. The facility emergency coordinator, authorized representative, or responsible party must provide reliable, effective and timely notification of a release or threatened release of hazardous materials on behalf of the facility. That person is identified in the Element #1 of this Regional Hazardous Materials Emergency Plan.

In California, the State Warning Center at Cal OES is the central point for release notifications. Upon receipt of a release notification, the State Warning Center forwards the information to the appropriate CUPA(s) and state agencies. The CUPAs are then responsible for notifying impacted local agencies (Government Code Section 8589.7d). This mechanism for release notification and dissemination should be summarized in the Regional Hazardous Materials Emergency Plan.

The LEPC should include brief information about how the local and regional emergency response organizations and other responders will be notified of a release or threatened release of hazardous materials. This information should be summarized in the Regional Hazardous Materials Emergency Plan.

EPCRA requires that the Regional Hazardous Materials Emergency Plan include procedures for notification of the public as well. This information is available in the region's Area Plans and should be summarized. It is important to ensure that notification procedures also include Tribal governments, federal facilities, and other sectors as appropriate in the region. See Attachment 14 for Tribal Reference Materials, including a series of maps showing federally-recognized tribes in each LECP region.

Emergency Notification Procedures

The LEPC Region [insert region number or description] Community Emergency Coordinator will be notified of a release or threatened release of hazardous materials by [insert method].

Response organizations and responders will be notified of a release or threatened release of hazardous materials by [insert method].

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The public will be notified of a release or threatened release of hazardous materials in the following manner: [insert method].

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Required Element #5: Methods for Determining the Occurrence of a Release and the Area or Population Affected

AT A GLANCE: The methods and procedures for determining that a release has occurred need to be described in this section. The population affected by a *potential* release has been described earlier in the "Required Element #1: Identification of Facilities, Routes, and Risk." The method for determining the population affected by an *actual* release or threatened release needs to be described in this element.

The LEPC will not be the recipient of release notifications. This Regional Hazardous Materials Emergency Plan must note and confirm the local response organizations that would receive reports of hazardous materials releases.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

> *(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.*

The methods and procedures for determining that a release of hazardous materials has occurred and the areas that might be affected varies by location, personnel qualifications, and type of hazardous material. Facility emergency coordinators will determine if a release has occurred at their facility. Hazardous materials handlers, facilities, and transport agents are required to report a release or threatened release of hazardous materials to the local emergency response organization, the CUPA, the California State Warning Center, and to the National Response Center (if the release exceeds federal reportable quantities). The degree to which the information about release identification procedures is repeated or summarized vs. referenced in the Regional Hazardous Materials Emergency Plan will vary depending on the complexity and needs of the region.

Community members and first responders may report signs of a release of hazardous materials, such as unusual odors, eye irritation, noxious fumes, liquid spills, or observations on the highway.

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Release Identification Procedures

The methods and procedures that facilities use to determine a release and identify the hazardous material involved are:

Insert synopsis/summary

Required Element #6: Description of Emergency Equipment

AT A GLANCE: In this element, the Regional Hazardous Materials Emergency Plan must identify the hazardous materials response equipment and facilities available in the Region. This information can be largely taken from other plans, such as Business Plans, Area Plans, and local emergency plans. The degree to which the information is repeated or summarized vs. referenced in the Regional Hazardous Materials Emergency Plan will vary depending on the complexity and needs of the region. Specialized, rare, or unique equipment or facilities should be identified and described in more detail.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

> *(6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.*

The LEPC can find information for this required element from other plans, such as Area Plans, local emergency plans, business plans, and from other local knowledgeable sources. This includes emergency equipment and government operated facilities, as well as the emergency equipment at facilities that handle hazardous materials. In the event of a large-scale incident, equipment at both government-operated facilities and at private facilities might be needed for evacuation and response.

For the purposes of the Regional Hazardous Materials Emergency Plan, the LEPC may wish to either list or summarize all of the specialized hazardous materials response equipment in the region or to refer to the applicable operational plan and to focus on identifying specialized, rare, or unique equipment or resources in the community that may be needed in the event of an incident of regional significance.

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In this table, describe key hazardous materials specific response equipment and resources in the community and identify the personnel responsible for such equipment:

Hazardous Materials Response Equipment and Resources			
Equipment Type or Description	Location of Equipment	Organization Responsible for Equipment	Contact Person

Required Element #7: Evacuation Plans

AT A GLANCE: In this element, the Regional Hazardous Materials Emergency Plan must identify evacuation plans, including provisions for precautionary evacuations and secondary routes. As with many other elements, this information can be largely taken from other plans, such as Business Plans, Area Plans, and local emergency plans. The degree to which the information is repeated or summarized vs. referenced in the Regional Hazardous Materials Emergency Plan will vary depending on the complexity and needs of the region. It would be useful to prepare a map showing primary and secondary evacuation routes and shelters. .

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(7) *Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.*

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Generally, the Incident Commander or Unified Command will be responsible to order evacuation or sheltering. The LEPC Regional Hazardous Materials Emergency Plan does not need to address when or whether to order evacuations or sheltering. It should, however, identify the primary and secondary evacuation routes and the locations of facilities that may be used as shelters.

Each facility that is captured by the Hazardous Materials Business Plan or Risk Management Plan programs must prepare an evacuation plan for their business. These plans, submitted to the CUPA, are available to emergency personnel. However, most of the evacuation plans do not include provisions for precautionary evacuation and alternative traffic routes as required by EPCRA. Therefore, this task should be addressed in the Hazards Analysis Section of the LEPC Regional Hazardous Materials Emergency Plan or at the local CUPA level and included by reference in the LEPC plan.

For planning purposes, the Regional Hazardous Materials Emergency Plan should identify:

- Primary and alternate evacuation routes for areas around locations that present a significant risk if a release of hazardous materials were to occur.
- Points where transportation is provided to move evacuees.
- Provisions for moving special needs populations, identified in the hazard and risk assessment element.
- Shelters that may be used in evacuations.

Map #X Shelters

Insert Map of Region showing the shelters that were identified in this step.

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Map #X Primary and Secondary Evacuation Routes

Insert Map of Region showing the primary and secondary evacuation routes that were identified in this step.

Required Element #8: Training

AT A GLANCE: This section describes the requirement to adopt a training program for local emergency response and medical personnel. The LEPC should rely on training provided and documented by the agencies or organization that employs the emergency worker. Instead of creating an on-going task of repeating detailed information maintained by other organizations, the LEPC should include a summary of where the training documentation is maintained. The LEPC will have to ensure that new LEPC members receive training necessary to participate in the LEPC.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(8) *Training programs, including schedules for training of local emergency response and medical personnel.*

Each person assigned a position that is identified in any emergency plan, including the LEPC Regional Hazardous Materials Emergency Plan must have appropriate training and the opportunity to exercise the functions prior to an emergency.

The LEPC must provide appropriate orientation and training materials for new members who are not familiar with the function of the LEPC or with hazardous materials.

Training requirements for hazardous materials responders and medical workers who might respond to a hazardous materials incident are addressed by other State and federal rules. Each emergency services agency or organization is responsible for training its personnel for response to hazardous materials releases. Each emergency services agency also is responsible for maintaining records of training and training updates of emergency personnel. The LEPC Plan may refer to those agencies' training records and documentation. As part of the LEPC Regional Hazardous Materials Emergency Plan, the LEPC is responsible to know where the documentation exists and ensure that it meets the requirements of EPCRA.

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For more information about federal and State training requirements, training curricula, and training sources, please consult Attachment 7.

The Regional Hazardous Materials Emergency Plan should include a listing of scheduled hazardous materials training occurring over the next year that is applicable to the requirements of EPCRA. Consider training not specifically conducted for EPCRA but that fulfills the same requirements.

The LEPC may wish to include some information about the training even if it is maintained elsewhere. This form can be modified to fit the needs of the Regional Hazardous Materials Emergency Plan. A sample table is provided below to assist the LEPC in meeting this requirement.

Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
Insert For example:			
EXAMPLE New LEPC Member		EXAMPLE This position will serve on the LEPC and needs to know background information on hazardous materials and hazardous materials planning in addition to the function of the regional LEPC.	
EXAMPLE New LEPC Chair			
EXAMPLE	EXAMPLE		

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Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
Community Emergency Coordinator	This position is responsible to implement the Regional Hazardous Materials Emergency Plan and to ensure the public is informed of a release of hazardous materials.		
EXAMPLE First Responder – Awareness	EXAMPLE Worker that is likely to witness or discover a hazardous materials release and who have been trained to initiate emergency response sequence by notifying proper authorities, but would take no action beyond notifying the authorities of a release.		
EXAMPLE First Responder – Operational		EXAMPLE At least 24-hours training to first responders operation level and have competence in the listed requirements with the employer certifying this competency. Training required by	

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Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
		29 CFR 1910.120(q)(6)	
EXAMPLE On Scene – Incident Commander			
EXAMPLE On Scene – Medical Responder			
EXAMPLE Hospital – Medical Responder			

Required Element #9: Drills and Exercises

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AT A GLANCE: This section describes the requirement to adopt a method and schedule for exercising the Regional Hazardous Materials Emergency Plan.

Exercises and drills need to be conducted periodically to evaluate the response capability of the agencies that implement emergency plans. They also serve a training function and allow planners to determine whether changes need to be made in plans, procedures, or future training. In administrative emergency plans, such as the Regional Hazardous Materials Emergency Plan, exercises and drills can serve to ensure that the various operational hazardous materials plans are successfully coordinated.

In this component of the Regional Hazardous Materials Emergency Plan, EPCRA requires the following:

(9) Methods and schedules for exercising the emergency plan.

The LEPC, in consultation with Cal OES, should provide for, and organize, an annual exercise of this Regional Hazardous Materials Emergency Plan, at a minimum, to evaluate the effectiveness and feasibility of the Plan in serving as an overlap with the operational emergency plans in the region. The annual exercise may be discussion-based (seminar, workshop, or tabletop) or the LEPC can arrange to exercise this Plan as part of an operation-based (drills, functional, and full-scale) exercise. Exercises should be documented in an after-action report and needed revisions to the Regional Hazardous Materials Emergency Plan should be identified.

The exercise (even if part of an operation-based drill or exercise) should be documented. The schedule for the upcoming annual exercise should be included in the Regional Hazardous Materials Emergency Plan. Include a brief description of the scope and type of exercise. A sample table is provided below to assist the LEPC with documenting the required drills and/or exercises.

For additional information about drills and exercises, see Attachment 8.

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Drills and Exercises – Requirements and Schedule		
Date & Type of Exercise Scheduled	**Date Exercise Conducted**	**Documentation Location**

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Part II. Attachments for Reference

Accompaniment to the annotated template and guidance document for developing regional hazardous materials emergency plans.

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List of Attachments

Attachment 1A	Basic Template for a Regional Hazardous Materials Emergency Plan (no annotations)
Attachment 1B	Compliance Summary Form
Attachment 2A	Cross Walk Table Showing Hazardous Material Plans in California with Relevance to LEPC Regional Planning
Attachment 2B	Descriptions of Hazardous Material Plans in California with Relevance to LEPC Regional Planning
Attachment 3	Hazard Identification and Vulnerability Assessment
Attachment 4	Steps in a Commodity Flow Study
Attachment 5	Background Information on Federal and State Hazardous Material Planning
Attachment 6	Regional Hazardous Materials Emergency Plan Review
Attachment 7	Training
Attachment 8	Drills and Exercises
Attachment 9	Methods, Procedures, and Equipment
Attachment 10	Maps
Attachment 11	California Executive Order Establishing the State Emergency Response Commission
Attachment 12	Examples of Agency Roles Tables
Attachment 13	References and Resources
Attachment 14	Tribal Reference Materials
Attachment 15	Glossary

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Attachment 1A: Basic Template for Regional Hazardous Materials Emergency Plan

AT A GLANCE: This attachment includes the basic template that can be used to prepare a Regional Hazardous Materials Emergency Plan. The template is optional and the LEPC can use whatever format best suits the needs of their regional long as the basic requirements of EPCRA are met. This attachment includes all of the tables, forms, and fill-in elements found in Part 1, Annotated Template and Guidance Document. The LEPC may wish to add other elements, such as listing of all of the hazardous materials plans in the region, the schedule for LEPC meetings, a listing of the CUPAs and contact information for the region. The LEPC may wish to prepare separate elements for each county or administering agency in the region, but it should ensure that the information is integrated so that a regional perspective is clearly available.

Administrative Matters

[Title Page]

Regional Hazardous Materials Emergency Plan

Local Emergency Planning Committee

[insert region number or describe region]

Adopted on [insert date]

Revised on [insert dates]

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Approval and Implementation:

The Local Emergency Planning Committee for Region [insert Region number or describe Region] has developed this Regional Hazardous Materials Emergency Plan. This Plan meets the requirements of the federal Emergency Planning and Community Right-to-Know Act found in Title 42 United States Code Chapter 116, Subchapter I – Emergency Planning and Notification § 11003.

The Local Emergency Planning Committee for Region [insert Region number or describe Region] reviews this Regional Hazardous Materials Emergency Plan, at a minimum of once per year or more frequently as changed circumstances in the region may require.

This Regional Hazardous Materials Emergency Plan shall be in full force and in effect beginning on the day of its approval.

Approved this insert date day of insert month, insert year.

_____	_____
LEPC Chair, Region [insert Region number]	Date
_____	_____
[insert additional officials as desired]	Date
_____	_____
SERC Chair	Date

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LEPC Membership for LEPC [insert region number or description] Date:		
Name	Jurisdiction/Representation	Contact Information

Regional Hazardous Materials Emergency Plan Record of Revisions			
Local Emergency Planning Committee: [insert region number or describe region]			
Date of Review	Summary of Revision	Date of Revision	Revisions Completed by
Date of annual review	Summarize revision, including page number. Include significant additions, deletions, and changes.	Date the revision was made	LEPC Chair or Chair of the Review/Revisions Subcommittee

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Regional Hazardous Materials Emergency Plan Plan Review Schedule			
Local Emergency Planning Committee: [insert region number or describe region]			
Date of Review	Date Review Completed	Did the Review Result in Significant Revisions?	Date the Plan was sent to the SERC if there were significant revisions

Initial Map LEPC Districts in California

Insert Map of State showing LEPC Regions with this region highlighted.

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Required Element #1: Identification of Facilities, Routes, and Risk

Facilities					
Fixed Facilities that Handle Hazardous Materials					
Facility Name	Address	Facility Emergency Response Coordinator & Phone Number	Name and Quantity of Hazardous Materials On-Site	HazMat Team On-Site? Specialized Emergency Equipment On-Site?	Potential Impact Area
Proximate Facilities – May Contribute to Risk or May Be Vulnerable to Risk					
Facility Name & Type	Address	Emergency Contact & Phone Number	Type of Additional Hazard Posed	Potential Impact Area	Type of Special Need or Vulnerability

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Transportation of Hazardous Materials – Highways					
Highway Name & Total Miles in Region	List Jurisdictions Transited	Hazardous Materials Types or Classes on Route	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments
Transportation of Hazardous Materials – Pipelines					
Pipeline Identifier & Total Miles in Region & Intrastate or Interstate?	List Jurisdictions Transited	Hazardous Materials Types or Classes in Pipeline	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments
Transportation of Hazardous Materials – Waterways, Coast, Harbors, and Rivers					
Waterway Name & Total Miles in Region	List Jurisdictions Transited	Hazardous Materials Types or Classes on Waterway	Any Restrictions for Certain Hazardous Materials Classes?	Potential Impact Area	Additional Comments

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Map #1 Identification of Hazards

Insert Map of Region showing the sources of hazard identified in this step.

Map #2 Hazards Analysis

Insert Map of Region showing the potential impacts and extent of those impacts identified in this step.

Map #3 Vulnerability Analysis

Insert Map of Region showing the vulnerable populations and facilities – permanent, temporary, and seasonal – identified in this step.

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Required Element #2: Methods and Procedures to Respond to a Release

Emergency Methods and Procedures					
Fixed Facilities that Handle Hazardous Materials					
Facility Name & Address	Facility Emergency Response Coordinator & Phone Number	Name and Quantity of Hazardous Materials On-Site	Emergency Response Procedures Adopted by Facility and Reviewed by the LEPC?	HazMat Team On-Site? Specialized Emergency Equipment On-Site?	Other Comments
Hazardous Materials Transport Modes (include public and private)					
Transportation Mode & Transportation Company	Organization Emergency Contact & Phone Number	Type of HazMat Response	Specialized Emergency Equipment Available?	Emergency Response Procedures Adopted by Organization & Reviewed by the LEPC?	Other Comments
Local Emergency and Medical Personnel					
Emergency Response Organization & Address	Organization Emergency Contact & Phone Number	Type of HazMat Response	Specialized Emergency Equipment Available?	Emergency Response Procedures Adopted by Organization & Reviewed by the LEPC?	Other Comments

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Map #4 Response Resources

Insert Map of Region showing the facilities, transportation routes, and response organizations that were identified in this step.

Map #5 Overlay

Think about preparing a map showing hazardous material facilities, transportation routes, critical resources, vulnerable areas, and response organizations.

Required Element #3: Designation of a Community and Facility Emergency Coordinators

Emergency Coordinators

The Region [insert Region numbers or description] Community Emergency Coordinator(s), for the purposes of this Regional Hazardous Materials Emergency Plan are designated as:

Names: _____

Jurisdictions: _____

Contact Information: _____

Time Period of Service: _____

_____

Facility emergency coordinators are identified in Element #1 of this Plan.

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Required Element #4: Notification Procedures

Emergency Notification Procedures

The LEPC Region [insert region number or description] Community Emergency Coordinator will be notified of a release or threatened release of hazardous materials by [insert method].

Response organizations and responders will be notified of a release or threatened release of hazardous materials by [insert method].

The public will be notified of a release or threatened release of hazardous materials in the following manner: [insert method].

Required Element #5: Methods for Determining the Occurrence of a Release

Release Identification Procedures

The methods and procedures that facilities use to determine a release and identify the hazardous material involved are:

[Insert synopsis/summary]

Required Element #6: Description of Emergency Equipment

[In this table, describe key hazardous materials specific response equipment and resources in the region and identify the personnel responsible for such equipment.]

Hazardous Materials Response Equipment and Resources			
Equipment Type or Description	Location of Equipment	Organization Responsible for Equipment	Contact Person

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Required Element #7: Evacuation Plans

Map #6 Primary and Secondary Evacuation Routes

Insert Map of Region showing the primary and secondary evacuation routes that were identified in this step.

Map #7 Shelters

Insert Map of Region showing the shelters that were identified in this step.

Required Element #8: Training

Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
Insert For example:			
EXAMPLE New LEPC Member		EXAMPLE This position will serve on the LEPC and needs to know background information on hazardous materials and hazardous materials planning in addition to the function of the regional LEPC.	

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Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
EXAMPLE New LEPC Chair			
EXAMPLE Community Emergency Coordinator	EXAMPLE This position is responsible to implement the Regional Hazardous Materials Emergency Plan and to ensure the public is informed of a release of hazardous materials.		
EXAMPLE First Responder – Awareness	EXAMPLE Worker that is likely to witness or discover a hazardous materials release and who have been trained to initiate emergency response sequence by notifying proper authorities, but would take no action beyond notifying the authorities of a release.		
EXAMPLE First Responder – Operational		EXAMPLE At least 24-hours training to first responders operation level and have competence in	

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Training Program – Requirements and Schedule			
Emergency Responder Type	**Description of Emergency Responder Type**	**Content of Required Training & Hours**	**Training Documentation Maintained by:**
		the listed requirements with the employer certifying this competency. Training required by 29 CFR 1910.120(q)(6)	
EXAMPLE On Scene – Incident Commander			
EXAMPLE On Scene – Medical Responder			
EXAMPLE Hospital – Medical Responder			

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Required Element #9: Drills and Exercises

Drills and Exercises – Requirements and Schedule		
Date & Type of Exercise Scheduled	**Date Exercise Conducted**	**Documentation Location**

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Attachment 1B: Compliance Summary Form for Regional Hazardous Materials Emergency Plan

AT A GLANCE: This attachment consists of a basic form that may be placed at the beginning of the Required Elements section of the Plan and can indicate which components of the LEPC Regional Hazardous Materials Emergency Plan are created new for the Plan and which are appropriated from other pertinent plans. In the interest of completeness and ease of use, LEPCs must at least include a summary (as detailed as needed for the region) of the elements that are appropriated from other plans.

This form may also be used to review a Regional Hazardous Materials Emergency Plan to ensure that the plan is complete.

Compliance Summary Form

Summary Form **Local Emergency Planning Committee #** ***<insert no.***

Comprehensive Emergency Response Plan, as specified in:

42 U.S.C. CHAPTER 116 - EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOV

§11003. Comprehensive emergency response plar

(c) Plan Provisior

Date: _____

Contact: _____

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(1) Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key facilities, routes and hazards, and must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key methods and procedures, and ***must*** identify the location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.		This required information is included in this plan.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title).		This required information is primarily found in other plans. • This Plan ***must*** summarize the notification procedures, and must identify the location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key methods for determining the occurrence of a release and the area and population likely to be affected. • This Plan ***must*** identify the location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key emergency equipment and facilities in the community. • This Plan ***must*** identify the location of the source of the information. • This Plan ***must*** identify the persons responsible for such equipment and facilities.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key evacuation plans. • This Plan ***must*** provide a summary map of the primary and alternate traffic routes. • This Plan ***must*** identify the location of the source of the information.
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.
(8) Training programs, including schedules for training of local emergency response and medical personnel.		This required information is primarily found in other plans. • This Plan ***must*** summarize the training programs, including schedules. • This Plan ***must*** identify the location of the source of the information.

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Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.
(9) Methods and schedules for exercising the emergency plan.		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.

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Attachment 2A: Cross Walk Table and Descriptions Showing Hazardous Material Plans in California with Relevance to LEPC Regional Planning

AT A GLANCE: This attachment includes two 'cross-walk' tables for reference. First a *basic* table template is given as a tool to list and show key locally-important plans to reference; the second, *comprehensive*, chart shows the key hazardous materials plans required under State or federal law with their relevance for the Regional Hazardous Materials Emergency Plan.

Basic Plans to Reference Table for the LEPC

PLAN	KEY PLAN CONTACT PERSON	CONTACT INFORMATION	OVERLAP OR KEY INTERSECTION POINTS WITH OTHER KEY PLANS?
Cal OES regional contact			
OSPR/DFW regional contact			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
Utilities Representative			
Person with Access and Functional Needs Rep			
Tribal Nation ____			
Tribal Nation ____			
Others?			
Others?			

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Private Sector					
Business Plan Program – Business Plans Authority: California Governor's Office of Emergency Services (Cal OES)/Certified Unified Program Agency (CUPA) Author: Facility - Health & Safety Code (HSC) Sections 25500-25519 - 19 Code of California Regulations (CCR) Sections 2729-2732	Any business that handles a hazardous material at any one time during the reporting year that is equal to or greater than 55 gallons of liquid, 500 pounds for solids, or 200 cubic feet for compressed gas must complete a Business Plan.	The business plan program purpose is to prevent or minimize the damage to public health and safety and the environment, from a release or threatened release of hazardous materials. Business Plans (also known as Business Emergency Plans, Hazardous Materials Business Plans, and Disclosure Plans) consist of: owner/operator information, an inventory of hazardous materials (updated annually), a map, a training element, and emergency response plans and procedures. The plans and procedures must address notification, procedures for mitigating releases, and conducting evacuations.	- Identification of facilities and hazardous materials; - Methods & procedures; - Emergency response; - Pre-emergency planning; - Notification & coordination; - Emergency equipment; - Training; - Evacuation plans.	-Site map; Triennial inspection of facilities.	Business Plans provide facility identification information for the CUPA's Area Plans. The Area Plans from the basis for the LEPC Regional HazMat Emergency Plan.
California Accidental Release Prevention Program (CalARP) – Risk Management Plans (RMP) Authority: Cal OES/CUPA Author: Facility - HSC, Sections 25531-25543.3 (et al.) - 19 CCR Sections	Any business with more than a threshold quantity of a regulated substance in a process must develop a RMP.	The purpose of CalARP and RMPs is to prevent accidental releases of substances that can cause serious harm to the public and the environment, to minimize the damage if releases do occur, and to satisfy community right-to-know laws. An RMP is a detailed engineering analysis of the potential accident factors present at a business and the mitigation measures that can be	-Identification of facilities and hazardous materials; -Methods & procedures; -Emergency response; -Pre-emergency planning; -Notification & coordination; -Emergency equipment; -Training; Evacuation plans.	-Triennial Inspections; -Worst-case scenario -5 year accident history -Mechanical integrity.	RMPs provide facility identification information for the CUPA's Area Plans. The Area Plans from the basis for the LEPC Regional HazMat Emergency Plan.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
2735-2785		implemented to reduce this accident potential. The RMP contains: -Safety information; -A hazard review; -Operating procedures; -Training requirements; -Maintenance requirements; -Compliance audits; -Incident investigation procedures.			
Hazardous Material Management Plan (HMMP) & Hazardous Material Inventory Statements (HMIS) Authority: Office of the State Fire Marshal/CUPA Author: Facility - HSC, Sections 13143-13143.9 - 24 Code of Federal Regulations (CFR), Sections 5001.5.1-5001.5.2	Requires facilities that store, handle, or use regulated hazardous materials have a Hazardous Material Inventory Statement and Management Plan.	The purpose is to have minimum requirements for the prevention of fire, and for the protection of life and property against fire and panic, in any building or structure used for storing, handling, and using regulated hazardous materials.	-Identification of Facility & Hazardous Materials; -Methods & Procedures; -Designation of a Facility emergency coordinator; -Emergency Response; -Pre-Emergency planning; -Notification & Coordination; -Facility equipment; -Evacuation plans; -Training; -Methods and schedules.	-Site map; -Triennial inspection of facilities.	The Unified Program implemented by the CUPAs consolidated the HMMP and HMIS requirements into the Business Plan.
Hazardous Waste Facilities Contingency Plans Authority: Department of Toxic	Requires an owner or operator of a hazardous waste facility to have a contingency plan that describes the actions	Hazardous Waste Facilities Contingency Plan requirement implements the federal requirement for such.	-Methods & procedures; -Designation of a facility emergency coordinator; -Emergency response; -Pre-emergency	-Required under RCRA.	The Contingency Plans provide facility identification information for the CUPA's Area Plans.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Substances Control (DTSC)/ Author: Facility - HSC, Sections 25150-25158 - 22 CCR Sections 66264.51 and 66265.51 - Resource Conservation and Recovery Act (RCRA) - 40 CFR, Part 264	the facility must take in response to emergencies and other activities intended to minimize the impacts of a release of hazardous waste.		planning; -Notification & coordination; -Emergency Equipment; -Evacuation.		The Area Plans form the basis for the LEPC Regional HazMat Emergency Plan.
Marine Facility and Vessel Oil Spill Contingency Plan Authority: Department of Fish and Wildlife/Office of Spill Prevention & Response (OSPR) Author: Facility - Government Code (GC) Sections 8670.29, 8670.31 - 14 CCR Sections 815.01 – 817.02	An owner or operator of a facility, small marine fueling facility, or mobile transfer unit, or an owner or operator of a tank vessel, non-tank vessel, or vessel carrying oil as secondary cargo, while operating in the waters of the state or where a spill could impact waters of the state, shall have an oil spill contingency plan that has been submitted to, and approved by OSPR.	The purpose of the plan is to protect the state water recreational and environmentally sensitive areas that would be threatened by an oil spill.	-Identification of tanks; -Methods & Procedures; -Designation of Facility personnel; -Notification and Coordination; -Communication; -Facility equipment; -Training.	-Addresses prevention, containment, and cleanup equipment and operations.	OSPR regulates and is familiar with marine facilities and vessels for oil operation, spills, response, and cleanup.
Spill Prevention Control & Countermeasure	APSA regulates facilities with aggregate aboveground	Regulates aboveground petroleum storage tanks that comply with the HSC definition. Preventing	-Identification of Facility; -Methods & Procedures; -Designation of a Facility	-Conformance procedures.	CUPAs are required to ensure facilities are complying with

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Plan (SPCC) - Aboveground Petroleum Storage Act (APSA) Authority: Office of the State Fire Marshal/CUPA Author: Facility - HSC, Sections 25270-25270.13 - 40 CFR, 112	petroleum storage capacities of 1,320 gallons or more, which include aboveground storage containers or tanks with petroleum storage capacities of 55 gallons or greater. Requires facility to develop a Spill Prevention Control & Countermeasure Plan.	petroleum spills through regulations and a fee process. The purpose of the APSA Program is to protect public health, the environment and groundwater from potential contamination or adverse effects associated with unintended releases from the aboveground storage of petroleum-based hazardous materials and wastes.	emergency coordinator; -Emergency Response; -Pre-Emergency planning; -Notification & Coordination -Facility equipment -Evacuation plans -Training; -Methods and schedules.		APSA to prevent petroleum spills.
Underground Storage Tank Spill, Accident Prevention, or Response Plans Authority: State Water Resources Control Board (SWRCB)/CUPA Author: Facility - HSC, Sections 25280-25299.8 - 23 CCR, Sections 2610-2729	Requires facilities to have a Monitoring and Response Plan for New Underground Storage Tanks Constructed Pursuant to 23 CCR, Section 2631	The purpose of the UST Program is to protect public health, the environment and groundwater from potential contamination or adverse effects associated with unintended releases from the underground storage of hazardous materials.	-Methods & Procedures; -Identification of tanks and monitoring locations; -Designation of Responsible Facility Personnel; -Training; -Methods and Schedules.	-Routine Monitoring; -Annual inspection of USTs; -Oversight of Contamination; -Plan check and inspection for tank installations, modification and removals.	CUPAs are required to ensure facilities are complying with their plan to prevent spills of hazardous materials and to monitor them if released.
Local Government					
County Hazardous Waste Management Plan (CoHWMP) Authority: Unknown	Unknown.	The CoHWMP (also known as County Tanner Plans) address the hazardous waste generation within a county and how the waste will be	Unknown.	Unknown.	Unknown.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Author: Unknown - Law? - Regulation?		minimized, reduced, recycled, treated, stored, or disposed. The CoHWMPs also establish hazardous waste facility siting criteria and should include hazardous waste emergency mitigation, preparedness, and response activities.			
Emergency Medical Services (EMS) Plan Authority: Emergency Medical Services Authority Author: Local EMS - HSC Section 1797.254 - Regulation?	Local EMS agencies shall annually submit an EMS plan for the EMS area to the EMSA.	EMS Plans are developed by jurisdictions that have an EMS agency. They are required to have an EMS plan covering hazardous materials and medical responders should address the aspects of mass casualty incidents caused by hazardous materials.	-Communication; -Response.	-System Organization & Management; -Staffing and Training; -Communication -Response and Transportation; Facilities and Critical Care; -Data Collection and Evaluation; -Public Information and Education; -Disaster Medical response.	Provides EMS information
Hazardous Materials Area Plan Authority: Cal OES/CUPA Author: CUPA - HSC, Sections 25503 (c) - 19 CCR Sections	The CUPAs are required to prepare a plan for their jurisdiction that addresses the emergency response to a release or threatened release of hazardous materials.	Create an Area Plan that: -Identifies the hazardous materials which pose a threat to the community; -Develops procedures and protocols for emergency response; -Provides for notification and coordination of emergency response personnel;	-Identification of Facilities, transportation routes; -Emergency Response Procedures; -Pre-Emergency planning; -Notification & Coordination;	None.	CUPAs identify facilities in their jurisdiction that pose a risk to the community by handling hazardous materials. This facility identification forms the basis for

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
2720-2728		-Provides for public safety including notification and evacuation; -Establishes training for emergency response personnel; Identifies emergency response supplies and equipment; -Provides for the critique and follow-up after a major incident.	-Evacuation plans; -Training & Exercises; -Public Safety and Information; -Supplies & Equipment -Incident Critique and Follow-up.		the Area Plan. In turn, the area plans form the basis for the LEPC Regional HazMat Emergency Plan.
Local Marine Oil Spill Contingency Plan Authority: None Author: Counties around marine waters - Not required - 1990 Lembert-Keene Seastrand Oil Spill Prevention and Response Act - GC Sections 8670.35 and 8670.38-40	Although not required local governments are encouraged to prepare, update, or revise a Local Marine Oil Spill Contingency Plan as part of their existing Hazardous Materials Emergency Response Area Plan (Area Plan), Code.	Local Marine Oil Spill Contingency Plans are developed by local governments that have marine waters within their borders. They may develop or update a local oil spill contingency plan, consistent with state policy, as a supplement to their Area Plan. Although not required, most local governments have undertaken this planning process.	-Methods and procedures for emergency Response; -Designation of roles and responsibilities; -Notification & Coordination; --Identification of equipment and resources; -Evacuation plans; -Training & Exercises.	-Operations; -Organizational Structure & Planning; -Roles & Responsibilities; -Logistics; -Cost Tracking & Recovery.	Provides oil release response information that annexes the CUPAs' Area Plan.
Local Planning Guidance on Terrorism Response Authority: Cal OES Author: Local Government - Law? - Regulation?	Unknown.	A supplement to the Emergency Planning Guidance for Local Government. The purpose of the document is to provide planning guidance for the integration of Federal, State and local government into a cohesive terrorism response organization at the local level; the identification of terrorism response	Unknown.	Unknown.	Unknown.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
		planning requirements and shortfalls; the development of terrorism response plans and procedures; and the identification of training needs and requirements to support terrorism response efforts.			
Memorandum of Understandings (MOUs) Authority: No given authority Author: Whoever enters into an agreement	Whenever a need arises.	MOUs allows the public and private sectors to enter into agreements with key partners to provide more targeted and efficient delivery of personnel and resources for emergency response and recovery.	Depends on agreement.	Depends on agreement.	Depends on agreement.
Operational Area Plan (Local Emergency Plan) Authority: Cal OES Author: County OES - Law? - Regulation?	Unknown.	Local Emergency Plans incorporate a functionally oriented team approach to all hazards emergency planning in a community. Cal OES has developed Emergency Planning Guidance for Local Government to assist local jurisdictions in developing or revising emergency plans. The guidance recommends content in three major categories: 1. Basic information about the planning process, using the plan, promulgation of the plan, plan distribution and updates. It also discusses administrative information relating to authorities and references, the emergency organization, continuity of government, phases of emergency	-Identification of Facilities, transportation routes; -Emergency Response Procedures; -Pre-Emergency planning; -Notification & Coordination; -Evacuation plans; -Training & Exercises; -Public Safety and Information; -Supplies & Equipment -Incident Critique and Follow-up.	None.	The Hazardous Material Area Plan that is an annex to the Operational Plan forms the basis for the LEPC HazMat Emergency Plan.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
		management, and relationships with Federal counterparts. 2. Operational considerations should include: hazards analysis, activation of the plan, roles and responsibilities, the Standardized Emergency Management System (SEMS) organization, agency coordination, mutual aid, emergency operations center function, and use of the California Emergency Operations Center (Cal EOC) which replaced the Response Information Management System (RIMS). 3. Recovery operations information relating to damage assessment, disaster assistance, the recovery organization, and hazards.			
Regional					
Harbor Safety Plans Authority: OSPR Author: Harbor Safety Committees - GC Section 8670.23.1 - 14 CCR Section 802	Each harbor safety committee shall prepare a harbor safety plan, encompassing all vessel traffic within the harbor.	Each harbor safety committee established pursuant to Section 8670.23 is responsible for planning for the safe navigation and operation of tank ships, tank barges, and other vessels within each harbor.	-Communication.	-Tug escorts; -Geographic region of responsibility; -Regional harbor conditions; -Vessel traffic patterns; -Aids to navigation; -Bridge management requirements; -Enforcement;	Harbor safety committees can provide the LEPCs valuable information regarding harbor operations, equipment and personnel

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				-Project funding; -Competitive aspects.	
LEPC Regional HazMat Emergency Plans Authority: SERC Author: LEPCs - SARA Title III - T42, Section 11003	Each LEPC Region is responsible to develop a hazardous materials emergency response plan for a designated planning district.	This plan is intended for the general public, government agencies, and emergency response personnel to prepare for a Regional Hazardous Materials response.	-Identification of facilities and transportation routes; -Identification of additional facilities contributing or subjected to additional risks; -Methods and procedures for emergency Response; -Designation of Community and Facility emergency coordinators; -Notification & Coordination; -Determining a release; -Identification of equipment and facilities; -Evacuation plans; -Training & Exercises	None	This is the required plan.
Marine and Inland Area Contingency Plans (ACPs) Authority: USCG(Marine) USEPA (Inland) Author: Area Committees - Federal Clean Water Act	Area committees comprised of qualified personnel of Federal, State, and local agencies, under the direction of a Federal On-Scene-Coordinator (FOSC), are responsible for preparing ACPs as described in National Contingency Plan (NCP)	The purpose of these plans is to provide for efficient, coordinated, and effective action to minimize adverse impacts from oil discharges and hazardous substances releases.	-Identification of equipment; -Methods and procedures for emergency response; -Training.	-Designation of the area covered by plan; -Responsibilities of owner or operator and of federal, state, and local agencies; -Integration into other plans; -Protection,	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Section 311(j) - National Contingency Plan (NCP) Section 300.210 (c)	Section § 300.210(c). Although Area Plans are "owned" by their Area Committees, the lead Federal agency for marine area plans is the United States Coast Guard (USCG) and for inland area plans it is the United States Environmental Protection Agency (US EPA).			rescue, and rehabilitation of, and minimization of risk or injury to fish and wildlife resources and habitat.	
Region IX Mainland Regional Contingency Plan (RCP) Authority: USEPA Author: Regional Response Teams (RRTs) - National Contingency Plan	The National Contingency Plan requires each RRT develop a Regional Contingency Plan.	Region IX Mainland Regional Contingency Plan (RCP) is designed to coordinate timely and effective responses by various Federal and State agencies and other organizations to discharges of oil and releases of hazardous substances, pollutants, and contaminants to protect public health, welfare, and the environment.	- Pre-emergency planning; - Methods and procedures for emergency response.	-Federal, state, local and other responders Roles and Responsibilities are clearly defined; - Describes the RRT organization and its relationship to other contingency plans; - Response operations and removal & remedial actions of hazardous substance; - use of chemical	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				countermeasures.	
Statewide					
California State Emergency Plan Authority: Governor Author: Cal OES - GC Sections 8560, 8568, 8569	The Governor shall coordinate the State Emergency Plan and those programs necessary for the mitigation of the effects of an emergency in this state.	The State Emergency Plan establishes a system for coordinating all phases of emergency management in California.	-Pre-emergency planning; -Methods and procedures for emergency response.	-A description of the California Emergency Organization; -A description of mutual aid; -general policies to guide emergency management activities; -guidance on interagency coordination to deliver assistance; -specific responsibilities of State agencies & emergency organizations; - potential assignments for State agencies; - interagency and intergovernmental shared responsibilities and support capabilities; and - supporting plans and procedures.	Provides the bigger picture of coordinating HazMat emergency response at a higher level
California State	As a supporting	Designates a lead agency to direct	-Pre-emergency planning	-Agency Roles and	Provides the bigger

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Toxic Disaster Contingency Plan (STDCP) or Hazardous Materials Incident Contingency Plan (HMICP) Authority: Governor Author: Cal OES - GC Section 8574.16	document of the SEP, the state toxic disaster contingency plan is to provide for an integrated and effective state procedure to respond to the occurrence of toxic disasters within the state.	strategy to ameliorate the effects of a toxic disaster, for specified state agencies to implement the plan, for interagency coordination of the training conducted by state agencies pursuant to the plan, and for on-scene coordination of response actions.	Emergency; - Methods and procedures for emergency response.	responsibilities; -Command; -Operations; -Logistics; -Planning; -Finance; -Training Standards and Personal Protective Equipment; -Incident Command System; -Notifications Contacts and Numbers.	picture of coordinating HazMat emergency response at a higher level
California Nuclear Power Plant (NPP) Plan Authority: Governor Author: Cal OES, CDPH - Radiation Protection Act	NPP is a component of the California Radiological Emergency Preparedness (CalREP) plan which supports the State Emergency Plan.	The NPP Plan identifies supplemental actions and positions to the state's emergency organization and its support to state agencies and local jurisdictions in the event of a radiological emergency at a nuclear power plant.	Unknown	Unknown	Unknown
California Terrorism Response Plan (TRP) Authority: Unknown Author: Unknown - Law? - Reg?	Unknown	California Terrorism Response Plan (TRP) is a component of the State Emergency Plan and is a critical document for guiding and directing the management of emergency and disaster operations related to terrorism incidents. This document describes not only the State	-Emergency Response; -Training & Exercises.	-Threat Analysis; -Concept of Operations.	Provides the bigger picture of coordinating resources for emergency response to terrorism at a higher level

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
		government's response to terrorism incidents, but also the response of all levels of government.			
Hazardous Materials Tool Kit (Tool Kit) Authority: Indirectly Cal OES for the HMICP Author: Cal OES - No law or reg	No requirement	The Tool Kit describes the State's hazardous materials emergency response organization and emergency management system; the roles and responsibilities of local, State, and Federal agencies; the relationship of government agencies, industry, volunteers, and private organizations; and the relationship of the Tool Kit with other plans relating to the release, or threatened release, of hazardous materials, including chemical, oil, radiological, and biological materials. The Tool Kit is intended to be used as a guidance document as a supplement to the STDCP/HMICP.	-Methods and procedures for emergency Response; -Notification & Coordination; -Determining a release; -Identification of equipment and facilities.	-Emergency Response Organization; -Emergency Management System; -Roles and responsibilities; - Relationship with other HazMat plans.	Provides the bigger picture of coordinating HazMat emergency response at a higher level.
California Oil Spill Contingency Plan (SOSCP) Authority: Governor Author: OSPR - GC Sections 8574.1, 8574.8 - Regs?	A plan for an integrated and effective state procedure to combat the results of major oil spills within the state.	The OSPR Administrator must prepare the SOSCP to address oil spills in both marine and inland environments. Covers all state surface waters at risk of oil spills from any source, including pipelines, production facilities, and the increasing shipments of oil transported by railroads.	-Method and procedures for emergency response; -Notification and Coordination; -Identification of equipment and facilities; -Evacuation plans; -Training & Exercises.	-A state marine response element ; -A regional and local planning element; -A coastal protection element; -an environmentally and ecologically sensitive areas	OSPR will focus upon creating inland geographic response plans that have the depth and breadth of the marine Area Contingency Plans with its local, state and federal partners.

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				element.	
California Radiological Emergency Response Plan Authority: Unknown Author: Unknown - Law? - Reg ?	Unknown.	California Radiological Emergency Response Plan is the State's plan for responding to radiological incidents.	-Emergency Response; -Roles & Responsibilities; -Notification & Coordination.	-Identifies participating government agencies; -Delineates responsibilities; -General concept of operation; -Basis for the development of detailed response plans, procedures, and capabilities by state and local agencies.	Provides the bigger picture of coordinating radiological emergency response at a higher level.
California Response to Foreign Animal Disease Authority: Cal OES Author: CDFA - Law? - Reg?	Unknown.	California Response to Foreign Animal Disease the purpose of this document is to outline considerations related to Foreign Animal Disease (FAD) response for executive managers, EOC personnel and responders.	Unknown.	This document emphasizes support for a California Department of Food and Agriculture (CDFA) and United States Department of Agriculture (USDA) response beyond their current capabilities.	Unknown
Federal					
National Response	Superseded the	The Framework is a guide that	-Emergency Response.	-Identifies key	Provides the bigger

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Framework Authority: Secretary Homeland Security Author: Homeland Security - Homeland Security Presidential Directive 5 (HSPD-5)	National Response Plan. Integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.	details how the Nation conducts all-hazards response– from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response.		response principles; -Identifies roles and structures that organize national response; -Unified national response.	picture of coordinating HazMat emergency response at a higher level.
National Incident Management System (NIMS) Authority: Secretary Homeland Security Author: Homeland Security - Homeland Security Presidential Directive 5 (HSPD-5)	Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents,* directed the development and administration of the National Incident Management System (NIMS).	The purpose of NIMS is to provide a common approach for managing incidents. The concepts contained within provide for a flexible but standardized set of incident management practices with emphasis on common principles, a consistent approach to operational structures and supporting mechanisms, and an integrated approach to resource management.	-Emergency Response.	-Standard command and management structures; -Consistent, nationwide template.	Provides the bigger picture of coordinating HazMat emergency response at a higher level.
National Oil, Hazardous Substances, Pollutants, and Contaminates Contingency Plan (NCP) Authority: President Author: US EPA	The NCP is required to provide for efficient, coordinated, and effective action to minimize adverse impact from oil discharges and hazardous substance releases.	The purpose of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) is to provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, and contaminants.	-Emergency Response; -Designation of responsibilities; -Notification & Coordination.	-National response strategy; -Framework for notification, communication, logistics, and responsibility for response to discharges of oil.	Provides the bigger picture of coordinating HazMat emergency response at a higher level

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
- 42 USC Section 9605 - 40 CFR, Part 300				The NCP is supported by the Region IX Regional Contingency Plan (RCP) and Marine and Inland Area Contingency Plans.	
Region IX Mainland Regional Contingency Plan (RCP) Authority: USEPA Author: Regional Response Teams (RRT) - National Contingency Plan	The National Contingency Plan requires each RRT develop a Regional Contingency Plan.	Region IX Mainland Regional Contingency Plan (RCP) is designed to coordinate timely and effective responses by various Federal and State agencies and other organizations to discharges of oil and releases of hazardous substances, pollutants, and contaminants to protect public health, welfare, and the environment.	- Pre-emergency planning; - Methods and procedures for emergency response.	-Federal, state, local and other responders Roles and Responsibilities are clearly defined; - Describes RRT organization and its relationship to other contingency plans; - Response operations and removal & remedial actions of hazardous substance; - use of chemical countermeasures.	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.
Nuclear/Radiological Incident Annex (NRI)	Describes the policies, situations, concepts of operations, and responsibilities of the Federal departments and agencies governing	-Define roles and responsibilities of Federal agencies in responding nuclear/radiological incidents; -Discuss the specific authorities, capabilities, & assets the Federal Government has for responding to	- Emergency Response; - Designation of responsibilities; - Notification & Coordination.	-Federal government's concept of operations based on specific authorities for	Provides the bigger picture of Federal coordination of incidents involving radiological materials.

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Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
	the immediate response and short-term recovery activities for incidents involving release of radioactive materials to address the consequences of the event.	nuclear/radiological incidents; -Discuss integration of the concept of operations with other elements of the NRF, including the unique organization, notification, & activation processes & specialized incident-related actions; -Provide guidelines for notification, coordination, & leadership of Federal activities.		responding to radiological emergencies; -Outlines Federal policies and planning assumptions that underlie the concept of operations.	

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Attachment 2B: Additional Information about Hazardous Material Plans in California with Relevance to LEPC Regional Planning

AT A GLANCE: This section describes the overlap between federal and state law regarding EPCRA. EPCRA does not preempt state or local law. Since there are similar State requirements for hazardous materials emergency planning, LEPCs may use applicable portions of other, already existing emergency plans to meet the EPCRA requirements as a way to maximize planning resources if the resultant Regional Hazardous Materials Emergency Plan fully meets the requirements of EPCRA and serves the needs of the community and region.

Federal and State Overlap

LEPC Regional Hazardous Materials Emergency Plans are required pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA, which is a free-standing law within the Superfund Amendments and Reauthorization Act of 1986). EPCRA does not preempt any State or local law but serves as a minimum requirement. Therefore, if existing State or local laws are at least as stringent as the federal law, compliance with the applicable State or local laws can be sufficient to comply with EPCRA. The LEPC planning effort can complement existing planning efforts already required by State law instead of creating a separate process.

The LEPC Regional Hazardous Materials Emergency Plans may build on Local Emergency Plans, CUPA Hazardous Materials Area Plans, facility Hazardous Materials Release Response Plans, Geographic Area Response Plans, and other pertinent plans within the LEPC region. In practical terms, for the purposes of preparing a Regional Hazardous Materials Emergency Plan this means that an LEPC may use portions of existing plans instead of duplicating something that already exists in a different format. As described below, in the interest of completeness and ease of use, LEPCs must at least include a detailed summary of the elements that are appropriated from other plans.

A major function of the LEPC Regional Hazardous Materials Emergency Plan is to outline the authorities, responsibilities and capabilities of federal, Tribal, State, and local governmental agencies, as well as private organizations, to facilitate a coordinated response to hazardous materials incidents that cross jurisdictional boundaries or exceed the resources of the region, and to assist local governments in carrying out emergency planning related to hazardous materials. When the information required by EPCRA for an LEPC Regional Hazardous Materials Emergency Plan is primarily found in another plan(s), the LEPC Regional Hazardous Materials Emergency Plan must reference and summarize that plan(s) or otherwise specify how the requirement is satisfied. Refer to the "Compliance Summary Sheet" in the Template found in Attachment 1B for the minimum requirements of an LEPC Plan, as specified by EPCRA. This

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form can also be used as a review check sheet for identifying how the requirements have been met in the LEPC Regional Hazardous Materials Emergency Plan.

California Area Plans

Area Plans within the LEPC region must be examined as part of developing an LEPC Regional Hazardous Materials Emergency Plan. Under State law pursuant to California Health and Safety Code (HS&C) §25503(c), CUPAs are required to establish Hazardous Materials Area Plans for emergency response to a release or threatened release of hazardous materials in its jurisdiction. (The specific requirements for Area Plans are found in the California Code of Regulations – CCR Title 19 §2720 et seq.). Area Plans are required to provide:

1. Procedures and protocols for emergency response personnel.
2. Pre-emergency planning.
3. Notification and coordination of onsite activities with State, local, and federal agencies, responsible parties, and special districts.
4. Training of appropriate employees.
5. Onsite public safety and information.
6. Required supplies and equipment.
7. Access to emergency response contractors and hazardous waste disposal sites.
8. Incident critique and follow-up.
9. Requirements for notification to Cal OES of reports releases or threatened releases of hazardous material (HSC § 25510 reports).

LEPCs must ensure that the LEPC planning effort addresses the hazards identified by the Area Plans and does not conflict with the Area Plans. Additionally, Area Plans may be important sources of information, if not whole elements, that could meet some of the EPCRA planning requirements.

California Hazardous Materials Release Response Plans and Inventories (Business Plans)

In order to protect emergency responders, public safety, and the environment from a release or threatened release of hazardous materials, California law requires business that handle hazardous materials in excess of threshold planning quantities to submit Hazardous Materials Release Response Plans and Inventories (Business Plans). The Business Plan requirement also serves a community-right-to-know function.

The hazardous material threshold amounts that trigger a requirement for a Business Plan are in quantities equal to or greater than 55 gallons of a liquid, 500 pounds of a solid, or 200 cubic feet of compressed gas, or extremely hazardous substances above the threshold planning quantity (40 CFR, Part 355, Appendix A). Businesses that handle hazardous materials at or above threshold quantities must:

- Inventory their hazardous materials.
- Develop site map.
- Develop an emergency plan.
- Implement a training program for employees.
- Submit this information electronically to the CUPA.

Business Plans contain the following elements:

- A Business Activities identification.
- An inventory of the hazardous materials stored and the quantities.
- An Annotated Site Map if required by the CUPA.
- Emergency Response Plans and Procedures, including:
  (1) Immediate notification of: 1) local emergency response personnel; 2) the CUPA and the Cal OES; 3) persons within the facility who are necessary to respond to an incident.
  (2) Identification of local emergency medical assistance appropriate for potential accident scenarios.
  (3) Mitigation, prevention, or abatement of hazards to persons, property, or the environment.
  (4) Immediate notification and evacuation of the facility.
  (5) Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.
- A Training Program, including
  (1) Training for methods for safe handling of hazardous materials.
  (2) Training on the procedures for coordination with local emergency response organizations.
  (3) Training on the use of emergency response equipment and supplies under the control of the business.
  (4) Training on all of the emergency procedures listed above.
  (5) Recordkeeping to ensure that appropriate personnel receive initial and refresher training.

The Business Plans were formerly submitted directly to CUPAs but are now required to be filed electronically using the statewide information management system known as California Environmental Reporting System or CERS. Cal/EPA is responsible under the California Health and Safety Code Chapter 6.11 to develop and implement a statewide electronic reporting system to collect information from facilities about the hazardous materials they handle. That system includes some local CUPA reporting portals and the CERS portal. Local CUPA portals send information to CERS automatically. Most business information is available in CERS to government officials and current projects will make information available to the public via the

internet in 2016. In the interim, the public may make requests for information to the CUPA that regulates the individual facilities. All Business Plans are required to be revised annually or plan holders must submit a statement certifying the continued accuracy of the Business Plan.

Local Emergency Plans

Local Emergency Plans provide a functionally-oriented approach to all-hazards emergency planning in a community. Many local jurisdictions have incorporated the hazardous materials Area Plan requirements into the Local Emergency Plans so that these should also be examined to provide information for the LEPC Regional Hazardous Materials Emergency Plans. The Local Emergency Plans should also be compared to the LEPC plans to ensure that both plans are coordinated and complementary.

Geographic Area Response Plans

Hazardous materials response agencies in some areas of the State have prepared Geographic Area Response Plans that address the needs of a specific region, drainage basin, or other cohesive area. These plans not only should be cited, but can be rich sources of information when developing an LEPC Regional Hazardous Materials Emergency Plan. In order to identify and access these plans, contact the Cal OES regional representative. Examples of Geographic Area Response Plans include:

- Truckee River Geographic Response Plan
- Lake Tahoe Geographic Response Plan
- Upper Sacramento River Geographic Response Plan
- Cajon Pass – Responders Organized for Pass Emergencies
- San Francisco Regional Emergency Coordination Plan
- Feather River Geographic Response Plan (under development)
- USEPA Region 9 Regional Contingency Plan

Federal Requirements for the LEPC Regional Hazardous Materials Emergency Plan

Each LEPC is to develop an emergency response plan and review it at least annually thereafter (or more frequently, as required). This is what EPCRA says about the required plan (taken from Title 42 USC Title 42 U.S. Code Chapter 116, Subchapter I – Emergency Planning and Notification § 11003. Comprehensive emergency response plans):

> *(a)* ***Plan required:*** *Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section not later than two years after October 17, 1986. The committee shall review such plan once a*

year, or more frequently as changed circumstances in the community or at any facility may require.

(b) ***Resources:*** *Each local emergency planning committee shall evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and shall make recommendations with respect to additional resources that may be required and the means for providing such additional resources.*

(c) ***Plan provisions:*** *Each emergency plan shall include (but is not limited to) each of the following:*

(1) Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002 (a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.

(2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.

(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.

(4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title).

(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

(6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.

(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.

(8) Training programs, including schedules for training of local emergency response and medical personnel.

(9) Methods and schedules for exercising the emergency plan.

It is clear that there is overlap between the requirements of federal EPCRA and the Area Plans that are required under State law, so Area Plans that are created based on the

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risks identified in Business Plans in addition to other identified risks factors, can serve as the basis for the EPCRA-required Regional Hazardous Materials Emergency Plans.

Tribal Emergency Response Plans

To be provided by Denise Shemenski/Cal OES re-- TERCs, US EPA to be consulted.

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Attachment 3: Hazard Identification and Vulnerability Assessment

AT A GLANCE: This attachment describes specific provisions related to hazard identification and risk analysis that are required in a Regional Hazardous Materials Emergency Plan. Required plan elements are discussed. Details on hazards analysis and vulnerability assessment are provided, including suggestions on where to find additional, more detailed information. The topic of commodity flow studies is introduced as related to hazards identification, but information on conducting a commodity flow study is found in Attachment 4.

The following questions must be addressed:

- What are the major chemical hazards (fixed and mobile) in the community?
- What are the area, population, and resources likely to be affected by a release?

Answers to these questions can inform both planning efforts and operational decisions. An accurate view of the potential problems in a region will require hazard identification, hazard analysis (vulnerability analysis), and risk assessment. Each of these points should be addressed even if extensive information is not available for each facility or transportation corridor. Local experience and judgment are necessary.

Identifying the hazardous chemicals that pose a serious threat to the community is the first requirement of the Regional Hazardous Materials Emergency Plan and the first step in a hazard analysis. An LEPC Regional Hazardous Materials Emergency Plan is an administrative (not operational) document, so the hazard and risk analysis steps recommended here will result in broad estimates, which are useful for planning and training but not for an actual emergency response.

What EPCRA requires in this provision is:

> *(1) Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002 (a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.*

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This part of the process can also be used to answer the second part of the following requirement:

> *(5) Methods for determining the occurrence of a release, <u>and the area or population likely to be affected by such release</u>.*

Collection of Information

Collection of information to identify hazards provides specific information on situations that have the potential for causing injury to life or damage to property. Hazard identification generally requires specific information about situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release. A hazards identification includes information about:

- Chemical identities;
- The location of facilities that use, produce, process, or store hazardous materials;
- The type and design of chemical container or vessel;
- The quantity of material that could be involved in an airborne release;
- The nature of the hazard (such as, airborne toxic vapors or mists);
- Other hazards such as fire, explosion, that are likely to accompany hazardous materials spills or releases.

Modeling the results of a hazard analysis and vulnerability assessment is useful, but not necessarily the best option. Sources of threats, locations of sensitive areas, vulnerable populations, response resources, and other important features can be displayed and easily used on a map.

Fixed Hazardous Material Facilities

The first requirement for the Regional Hazardous Materials Emergency Plan is the identification of facilities that are subject to EPCRA. Using information submitted to the CUPAs (for example, the inventories, MSDSs, and Business Plans), the LEPC planners should first identify the facilities that use, produce, process, or store hazardous chemicals. The Business Plans reports sent to CUPAs describe the type of chemicals present at local fixed facilities. A list of the CalARP and Risk Management Plan (RMP) facilities within the LEPC region should be included and the source of this information referenced in the LEPC Regional Hazardous Materials Emergency Plan. If the number of facilities is large, the LEPC may decide to list only the most significant facilities, including those that are likely to affect a neighboring region or require out-of-jurisdictional resources for a response.

Additional Facilities

EPCRA also requires that the LEPC identify additional facilities (i.e., facilities that are not required to report under EPCRA because they do not handle a hazardous material in excess of its reporting threshold) that contribute to or are subjected to additional risk due to their

nearness to a hazardous material facility. This includes proximate facilities that are sensitive in nature by exposing vulnerable populations or populations with special evacuation needs (e.g., schools, prisons, hospitals and nursing homes, etc.) or resources that would be needed for response or recovery (such as, fire and police stations, utilities and treatment plants, broadcast stations, emergency operating centers etc.). This also includes facilities that could make a hazardous material incident worse, such as propane storage areas, natural gas facilities, oil pipelines, etc.

Transportation – Highway

Although EPCRA does not require reporting on hazardous substances *in transit*, it does require identification of routes that are likely to be used to transport extremely hazardous substances. For many communities, especially those transected by major transportation routes, an analysis of the hazardous materials risk environment is not complete without this critical information. There is no easy way to determine what types of hazardous materials are being transported on local highways without conducting a local commodity flow study (CFS). HMEP grants are available for LEPCs to conduct this type of study. Additionally, some information may be obtained by reviewing local accident statistics.

In 2011, the Transportation Research Board through the National Academy of Sciences has prepared a guidebook intended for local government users on conducting commodity flow studies. The 2011 Transportation Research Board guidebook states that it:

- Provides guidance for planning, conducting, and implementing a local-level hazardous material commodity flow studies;
- Covers road, rail, pipeline, water, and air modes of transportation;
- Specifically focuses on the objectives, resources, data, analysis, and applications that are commonly found or actionable at local levels across the United States;
- Does not cover every possible type of commodity flow data source or analysis method, but rather provides a "toolbox" of different data sources and ways of evaluating information; and
- Was developed based on a comprehensive review of the literature, local practice, and available data resources.

The complexity, and costs, of conducting a hazardous material CFS project generally depends on:

- The size of community (larger communities result in more diverse goods consumption).
- The proximity to major hazardous material producers, processors, and consumers.
- Complexity of the local and regional economy, which can result in seasonal variations in hazardous materials transport for different sectors.
- The number of different transportation modes included in the CFS increases.
- The number of major roadway transport corridors or segments included in the CFS.

- The availability of existing locally-relevant existing data (less existing data increases the requirement for the collection of new data).
- The data quality objectives set by the LEPC CFS Project Team (as study rigor increases, the need for locally relevant, specific hazardous material transport data increases).

The Cal OES website provides information on CFS in California, including:

- Information on where CFS have been completed and where they are needed.
- How to share CFS with local emergency responders and planners.
- How to assist local jurisdictions in determining the hazardous material risks within their communities.
- How to assist local jurisdictions in improving their hazardous material emergency response capabilities.
- How to obtain HMEP Grants for eligible agencies to conduct a CFS.

The Cal OES website also contains a map of California showing the locations where CFS were conducted by jurisdictions throughout the State, and brief summaries, including abstract and contact information, where CFS have been conducted. The websites include a link to a U.S. Department of Transportation website with information on commodity flow studies. The LEPC should consider asking for input from representatives of trucking, rail, air freight, and shipping industries when preparing or updating this part of the Plan.

Detailed information about conducting a hazardous materials CFS is found in Attachment 4.

Transportation – Rail

For hazardous materials transported by rail, there is limited availability of real-time transport information. However, for the purposes of emergency planning this is not as important as information about the types and quantities of hazardous materials that have been transported through the area and the distances that released hazardous materials could travel from rail corridors. The rail companies, BNSF and UP, have developed a computer application, AskRail, that provides real-time information for first-responders on a limited, invitation-only basis. The AskRail app is a safety tool that provides first responders immediate access to accurate, timely data about what type of hazardous materials a railcar is carrying so they can make an informed decision about how to respond to a rail emergency. For further information on this computer application go to http://www.askrail.us/. The LEPC should consider asking for input from representatives of rail and shipping industries when preparing or updating this part of the Regional Hazardous Materials Emergency Plan.

For information about the general risks posed by rail transport of hazardous materials the Cal OES website contains an interactive map showing rail routes in California with potential higher vulnerability. It also shows nearby emergency response capacity. Users can select the major rail lines in California, hazardous liquid pipelines, refineries, existing and proposed

terminals, earthquake faults near rail lines, natural resource vulnerabilities (water crossings and sensitive ecosystems), population vulnerabilities (populated areas, schools and hospitals), and rail segments that have an historically higher than normal frequency of derailments (high hazard areas). Local hazardous materials teams are also shown on the interactive map.

In June 2014, the Governor's Office Rail Safety Working Group released a report about the safety concerns and recommend actions the State and others should take in response to the risks of oil transport by rail. The report describes recent oil-rail accidents and discusses the possible causes, including track failures, inadequate rail car equipment, and human error (such as leaving cars unattended without proper braking systems). The report states that some experts believe many recent rail car failures are due to unique risks posed by transporting oil from the Bakken shale formation, including the rupture of tank cars containing a pressurized liquid above its boiling point. The report cites National Transportation Safety Board findings of deficiencies in oil safety regulatory compliance, including improper characterization and labeling, inadequate level of protection, poor route planning, inadequate response plans, outdated tank cars, insufficient placarding, and "a lack of critical information about the characteristics of crude oil being transported." The report stated that there is a need to update federal environmental and emergency response plans. Importantly, for understanding the risk environment in California, the report describes the routes that rail cars of crude oil take in California and the sensitive areas through which they transit, including mountainous areas, densely populated areas, sensitive ecological areas and waterways. This document can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx

Transportation – Pipeline

For hazardous materials transported by pipeline, there is no availability of real-time transport information, but for planning purposes this is less important than knowing where significant pipelines are located and what they normally transport. In California, the Office of the State Fire Marshal (OSFM), Pipeline Safety Division exercises safety, regulatory, and enforcement authority over intrastate hazardous liquid pipelines. They currently regulate 4,500 miles of hazardous liquid transportation pipelines within California. In addition, the Pipeline and Hazardous Materials Safety Administration (PHMSA) and the Public Utilities Commission may be contacted for information about intrastate hazardous liquid pipelines. In the event of a spill, pipeline vendor need to be contacted to identify the type of product that is being transported.

The California Energy Commission maintains an online map showing the major natural gas pipelines in California. The map can be found at: http://www.energy.ca.gov/maps/infrastructure/Natural_Gas_Pipelines.pdf. Pipeline companies are required by the Federal Energy Regulatory Commission to post and maintain pipeline system maps on company websites, and to implement a quarterly deadline for updating pipeline maps.

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The U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration maintains a National Pipeline Mapping System, which is a geographic information system that contains the locations and attributes of hazardous liquid and natural gas transmission pipelines, liquefied natural gas facilities, and breakout tanks in interstate pipelines. This should provide some information that can be used to prepare a regional hazards analysis.

Transportation – Waterways, Coast, Harbors, and Rivers

Additional information is needed.

Other Considerations

Beyond facilities and transportation corridors, planners should consider the demographics of the population in the area (particularly with regard to age, special needs, and language use) and the potential for property damage in the zone. Bodies of water, flood plain areas, earthquake zones, the potential for contamination of drinking water supplies, and the potential for other environmental consequences should be noted.

Maps may be useful in both identifying features and in displaying the results of a hazards/vulnerability analysis. Maps that may be used to identify transportation routes, communications features, highway systems, vulnerable waterways, agencies and organizations that need to be included in both planning and incident notifications can be found in Attachment 10.

Analyzing the Information that was Collected

The information that was collected about hazardous materials within and moving through the LEPC Region must be analyzed. The goal of this step is to understand which hazardous materials situations have the potential to cause injury or damage to life, property, or resources. How likely it is that such an event would occur. And, who would likely be most at risk from such an event.

Hazard Assessment

Once the locations of facilities and transportation routes with the potential for hazardous materials incidents have been documented and mapped, the areas that are most at risk can be identified. In general, the broadest area of risk would be one that is impacted by an airborne release of hazardous material. These could be represented as circles around a facility and corridors along transportation routes. This is a useful simplification – the real area of impact is influenced by meteorological patterns, terrain and topography, and the chemical and physical properties of the hazardous material.

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Remember that the purpose of this document is to assist LEPCs in creating a regional planning document. It is not to create an operational plan. The LEPC regional plan is largely administrative and it will identify and link applicable operational plans. Therefore, the use of simplifications such as concentric circles to represent areas of risk is an appropriate level of analysis for this document, although more detailed analysis is acceptable if it would be useful to the LEPC.

The analysis of hazard should consider both the worst case scenario and the most probable scenario. There are useful computer models to help with this analysis. Computer Aided Management of Emergency Operations (CAMEO) is a computer program supported by the USEPA and is available to assist local emergency planners in preparing for and responding to an airborne release of a hazardous chemical. CAMEO includes a program named Areal Locations of Hazardous Atmospheres (ALOHA), developed by the Environmental Protection Agency and the National Oceanic and Atmospheric Administration. ALOHA is an air-dispersion model used to evaluate hazardous chemical scenarios and determine the likely "footprint" of such spills. ALOHA, helps planners make comparisons, develop optional spill scenarios, and help them visualize what might happen. CAMEO also includes a mapping program (MARPLOT) that allows the user to plot a release on a map. Information about CAMEO can be found at: http://www2.epa.gov/cameo/what-cameo-software-suite.

Several other systems are also available, including EpiCode from the U.S. Department of Energy, which can be found at: http://energy.gov/ehss/epicode, and SAFER from the U.S. Department of Transportation, which can be found at: http://safer.fmcsa.dot.gov/. U.S EPA Region IX or Cal OES can provide you with details on the applicability of these systems. Many large industrial facilities use other, private modelling software and may be willing to assist in mapping hypothetical accidental releases to determine potentially affected areas.

Planners should review hazard assessments completed by the facilities themselves for information to assist in this step. Given the presence of operational emergency plans that deal with chemical emergencies, remember that the function of the LEPC Regional Hazardous Materials Emergency Plan is administrative and the information developed in this portion is used to approximate hazard zones for planning purposes.

In order to focus limited planning, preparedness, and prevention resources on the most important risks, the probability of incidents and the severity of the potential consequences (temporary, recoverable, permanent) have to be estimated. This does not have to be a quantitative analysis – a qualitative estimate using a low-medium-high scale is sufficient. When

assessing the probability and severity of risk planners use reliable professional opinion as well as examining:

- The historical record of releases and incidents.
- General transportation accident statistics for roads (and for airports and railways).
- Fault tree analyses, risk analyses, or hazard operability studies shared by facilities.

Hazard assessment or analysis is an on-going task performed at the local level by CUPAs when evaluating facilities' Risk Management Plans and other accident release data. LEPCs could use the information in the CUPA plans to form the basis of a hazards assessment. This task would also be useful to perform on a regional level to evaluate any cross-boundary risks. A detailed hazard analysis likely would be most feasible if one of the local jurisdictions takes the project lead.

Useful sources of information for conducting a regional hazardous materials hazard analysis include:

Facility Risk Management Plans: Facilities that exceed threshold amounts of extremely hazardous substances (those chemicals on the federal list at 40 CFR 68.130 or the State list at 19 CCR 2770.1, et. seq.) are required to prepare a RMP. The California Accidental Release Program (CalARP) merges the federal and State programs for the prevention of accidental releases of regulated toxic and flammable substances and is administered locally by the CUPAs.

The RMPs describe the accidental release prevention and emergency response policies and procedures at each facility. The RMPs contain a hazards analysis and an off-site consequence analysis of an accidental release from facilities. These off-site analyses consider sensitive populations including schools, hospitals, long term health care and child care facilities, park and recreation areas and major commercial, office and industrial businesses.

The RMPs also contain emergency response plans with procedures for notifying and interacting with the public and emergency response agencies. Facilities are categorized into "responding" facilities and "non-responding" facilities based on the capability to respond to an accidental release at their facility. If "non-responding," they must have a mechanism in place to notify local responders and the facility must make other arrangements for appropriate response (for example, by establishing a mutual aid agreement with an industry or private response team).

The LEPC Regional Hazardous Materials Emergency Plan should contain a list of facilities subject to the CalARP program in that LEPC Region. The list should identify the facility

coordinator, whether the facility is a responding or non-responding facility, and if the facility controls and maintains specialized emergency response equipment.

Business Plans: As described previously, the Hazardous Materials Release Response Plans and Inventories (Business Plans) are a source of information about the identity, quantity, and location of hazardous materials in the community. In brief, the Business Plan consists of general business contact information, an inventory of hazardous materials, a map showing the location of the materials and evacuation routes, an emergency response plan and a training plan for employees. Business Plan inventories and chemical information are needed for hazard assessment.

The Hazardous Materials Tool Kit: The Cal OES HazMat section prepared a four-part reference document, known as the Hazardous Materials Tool Kit (or, simply, the Tool Kit). The Tool Kit serves as the state level hazardous material incident reference document. The Tool Kit provides information that will be useful to LEPCs when preparing a Regional Hazardous Materials Emergency Plan. The Tool Kit can be found online: http://www.caloes.ca.gov/HazardousMaterials/Pages/Hazardous-Materials-Tool-Kit.aspx

Vulnerability Assessment

A vulnerability analysis identifies property and individuals in the community that may be affected by a hazardous materials incident. Each region has unique attributes and vulnerabilities. In terms of emergency planning, vulnerability has been defined as the reduced capability of an individual or group of individuals to anticipate, cope with, resist, and recover from an emergency. After identifying the chemical hazards in the LEPC region, planners should conduct a vulnerability analysis to estimate what population and what critical facilities are at risk from a potential chemical incident.

It is important to identify and plan for populations that need special consideration due to their location, abilities, lack of resources, or other constraints that make it difficult to evacuate or that make the population more susceptible to chemical exposures. Assessing vulnerability will allow operational decisions about response methods that decrease the consequences of an adverse event.

Many local governments in California (especially counties, cities and special districts) already have hazard mitigation plans. The Cal OES Website provides a list of FEMA approved County Local Hazardous Materials Plans and the links to these plans. These plans should be available online and include a vulnerability assessment from which the LEPCs can obtain useful information.

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Much information about population locations can be found by accessing U.S. Census data. The U.S. Census Department website has interactive query tools to help identify population characteristics (such as population less than 5 years old, less than 18 years old, over 65 years old, etc.) at: http://quickfacts.census.gov/qfd/. Other census tools are available at: http://www.census.gov/data/data-tools.html.

Local knowledge is needed to identify locations of schools and enrollment, locations of major businesses and number of employees, location, numbers, and timing of significant temporary populations (such as seasonal agricultural workers or attendees at large events), and locations of shopping centers, sporting arenas, and other venues of interest.

It is important to remember that population is not static – it changes throughout the day and week as people go to school, commute to work, attend special events. There are predictable changes related to weekdays/weekends, major holidays, school days, seasonal weather, and large special events. The U.S. Census office also collects information about place-of-work and journey-to-work for workers over 16 years old. This could be useful for regions where much of the working population commutes to jobs outside of that region.

Local knowledge and existing hazard mitigation plans can be used to obtain and incorporate information about the locations and vulnerabilities of essential facilities and services, such water, food, power, and communication sources, as well as facilities such as hospitals, fire, and police stations that could be damaged.

Risk Analysis and Comparison

Risk analysis or comparison is an assessment of the likelihood of an accidental release of a hazardous material and the potential consequences, and the comparison of this risk to other hazards that have been identified.

Once the chemical hazards in the region and the potential areas of impact for their release have been identified, EPCRA requires that the LEPC provide the methods for determining the occurrence of a release, and the area or population likely to be affected by such release. The LEPC will have to make judgments based on the information gathered to qualitatively estimate:

- The likelihood of an accidental release, based on factors such as the history of releases at fixed facilities in the region and during transport, the conditions and controls at facilities that handle hazardous materials, common and uncommon environmental conditions, and the possibility of concurrent emergency incidents (such as, fires, floods, earthquakes, train derailment) that could result in the release of hazardous materials.
- The severity of consequences based on information about and an assessment of the population, resources, and sensitive areas, critical facilities, and transportation corridors

located in the areas that could be affected by a release of hazardous materials. This does not need to be a qualitative consequence analysis, but can be derived from local knowledge, experience, the lessons learned from previous incidents, and the insight gained from the hazards identification and assessment stages of this process.

Once the LEPC has finished evaluating the hazard in the region, the hazard assessment and risk information can be used to support other local chemical emergency preparedness and chemical accident prevention efforts. The realistic and worst case hazardous materials accident scenarios, can be communicated to the community to help improve awareness of chemical hazards. The local operational response plans (including training and exercises) can then be designed to address specific incidents described in these scenarios.

FOR MORE INFORMATION:

- For further information about oil transport by rail, see the Cal OES webpage at: http://www.calema.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx
- The June 2014 oil by rail safety report can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx
- For information about hazards analysis for fixed facilities see: *Technical Guidance for Hazards Analysis Emergency Planning for Extremely Hazardous Substances* by the USEPA, FEMA, and U.S. DOT. December 1987. At: http://www2.epa.gov/sites/production/files/2013-08/documents/technical_guidance_for_hazard_analysis.pdf.
- The Calif. Department of Conservation offers maps, spreadsheets, and search tools, providing the locations of oil, gas, and geothermal fields and wells in California at: http://www.conservation.ca.gov/dog/Pages/Index.aspx
- Questions regarding pipeline systems can be answered by contacting the Office of the State Fire Marshal Pipeline Safety Division at 916-445-8200.
- A crude oil pipeline map of California can be found at: http://osfm.fire.ca.gov/pipeline/pdf/Crude20130110.pdf
- Information about the chemical, physical, and toxicological properties of hazardous materials can be found in many sources, including: **good general reference needed**

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Attachment 4: Steps in a Commodity Flow Study

All LEPC regions and all communities, are the origin, destination, or through-route for hazardous materials. In order to plan and prepare for incidents related to hazardous materials transportation, LEPCs need information on the types and quantities of hazardous materials transported through the jurisdiction. A commodity flow study identifies the commodities, including hazardous materials that are being transported through a particular area.

Detailed guidance on conducting a local-level Hazardous Material Commodity Flow Study is offered in the 2011 report issued by the Transportation Research Board through the National Academy of Sciences:

> Transportation Research Board. 2011. *Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies*. HMCRP Report 3. National Academy of Sciences. The document can be found online at: http://onlinepubs.trb.org/onlinepubs/hmcrp/hmcrp_rpt_003.pdf.

The guidebook is intended for local-level users that are conducting a commodity flow study. The guidebook states that it:

- Provides guidance for planning, conducting, and implementing a local-level hazardous material commodity flow studies;
- Covers road, rail, pipeline, water, and air modes of transportation;
- Specifically focuses on the objectives, resources, data, analysis, and applications that are commonly found or actionable at local levels across the United States;
- Does not cover every possible type of commodity flow data source or analysis method, but rather provides a "toolbox" of different data sources and ways of evaluating information; and
- Was developed based on a comprehensive review of the literature, local practice, and available data resources.

Seven case studies are included in the Transportation Research Board guidebook to illustrate how hazardous materials CFS have been conducted in local jurisdictions. These case studies represent a range of U.S. regions, geographic coverage, community population sizes, community types (rural and urban), transportation modes, transportation network components, traffic levels, data sources, project participants, and practices used.

The general steps in performing a CFS described here are modified from the Transportation Research Board guidance and other sources. Refer to additional guidance for more complete information.

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Steps in a Hazardous Material Commodity Flow Study

1. Create project team: Involve all necessary stakeholders to form a CFS project team. Include, for example, representatives from fire, EMS, law enforcement, planning officials, and industry members. The project team should set leadership roles, goals and objectives, and requirements for collecting data.

2. Collect and review baseline information to scope the CFS project: Review "baseline" information about hazardous materials transport in the area to identify data needs and guide further data collection efforts. Focus on current local knowledge including:
   - Modes by which hazardous materials is transported through the region and the relevant transportation network for each mode.
   - Locate and review prior CFS developed for the jurisdiction or adjacent jurisdictions on connecting corridors.
   - Review information about fixed facilities, shippers, receivers, and carriers that produce, store, use, or transport hazardous materials.
   - Review information about population centers, critical infrastructures, and future developments relative to HazMat transport corridors.
   - Collect information from local and state agencies about the transportation network, commodity movements, traffic levels, incidents, etc.
   - Population demographics.
   - Planning documents.

   In this and the following data collection steps, contact the following sources to see if they can provide pertinent data:
   - Local emergency response organizations
   - Caltrans
   - Cal OES
   - Cal/EPA
   - OSPR
   - California Dept. of Conservation
   - U.S. Coast Guard
   - California Ports Authority
   - California Public Safety Motor Carrier Compliance Division
   - Weigh stations
   - Rail companies
   - Pipeline companies

   Based on this review, the CFS project team assesses their current state of knowledge about hazardous materials transport and identifies any information gaps. The preliminary inventory of hazardous materials flows, resulting from the baseline review, allows the project team to scope additional efforts for collection of data from all relevant external existing and new data sources, and focus on routes where there is reason to believe risks are high; where knowledge is limited or undocumented; or where potential exposures are extreme.

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3. Collect, review, and validate existing hazardous material commodity flow data: After reviewing the baseline information and scoping the data collection effort, the project team collects and reviews relevant existing data from all applicable sources, which is information that has already been collected and assembled.

   This involves obtaining and evaluating the data, as well as determining whether the data are sufficient to meet the CFS project objectives. Existing data represent a considerable resource saving supply of information. However, the disadvantage of existing data is that they were not collected directly for the purpose of this CFS, and therefore may have limited applicability. Review of existing data includes a more in-depth evaluation of information covered in the baseline assessment. These data include:
   - Transportation networks.
   - Commodity movements.
   - System performance (traffic levels).
   - Population, environmentally sensitive areas, and critical facility locations.
   - Historical incident and accident occurrences and locations (past spill information).
   - Contact information.

   During and after collecting existing data, the project team compiles and reviews the data to confirm whether new data collection efforts are needed and to appropriately focus the new data collection efforts to address gaps in the existing data.

4. Collect and validate new CFS data: The project team may collect new data specifically for the CFS, including materials imported, exported, mode of transportation, location of transportation, and volume. This step requires more effort and resources to collect than using existing data sources, but new data are directly applicable and require less interpretation. You may want to consider hiring a contractor for this portion. New data collection includes:
   - Interviews with key sources (HazMat shippers, receivers, and carriers, and emergency responders).
   - Traffic surveys.
   - Examining shipping manifests to identify local patterns.

   Traffic survey information can include the number of vehicles, type of vehicles, and—sometimes—the packages in a shipment. The content of the shipment can be observed for the presence of hazardous material, the class or division of hazardous material, the UN/NA placard ID, or the specific material. Origin–destination data are among the most comprehensive information about hazardous material transport and can be obtained with a review of shipping manifest information. Unfortunately, these are also the most labor-

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intensive data to collect and evaluate. The validation of new data is an important step in the data collection process. Quality data allow for appropriate interpretation and implementation of the CFS results.

5. Analyze and document the CFS data: The project team uses all compiled baseline, existing, and new CFS data to describe hazardous materials flows. The Transportation Research Board guidance document states that analysis of information for railways, pipelines, and waterways is generally straightforward because the existing flow information is based on a census of all hazardous material transport or generally represents the extent of available information. Analysis of commodity flow data for trucks and roadways (including roadways serving airport terminals) can range from simple to potentially complex. There are many ways you can organize the data, including: vehicle count by time (hour) of the day; a count by placard ID on vehicles; and, top commodities by count or by weight.

   The data should be summarized using lists, tables, charts, maps, and narrative description. The simplest analyses of commodity flow data involve reviewing existing estimates for commodity flows and applying those estimates to hazardous material flows in a community. The most complex analyses use locally-relevant data to identify differences in commodity flows spatially, temporally, or both. Increasing knowledge of risks involves quantifying the frequency and magnitude of risk along a given route segment, route, or corridor. Procedures for conducting the risk assessment calculations are well-established and can depend on specific characteristics of the local setting, commodities that are transported, modes of transport, and information about the likelihood of incidents and accidents.

6. Implement hazardous material CFS information: The LEPCs must work with other local, regional, and State partners and decision-makers to implement desired emergency planning outcomes. This step of the process is critical to making the effort meaningful. It is important to understand the limitations of the CFS when determining how to make decisions about using the data.

   As part of the implementation process, the project team must decide who is responsible for disseminating and communicating the CFS results. Communicating the results of the CFS involves two-way communication of the study results through discussion and interpretation of results and receiving feedback that draws on collective experience and expertise, as well as direct observations.

   A CFS is a static picture of an ongoing process. Hence, there is a need to consider when it should be revised or updated. Communities with complex flows may find it necessary to revise the CFS frequently, while those with less complex flows may find that a well-done CFS can last for years.

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Costs of a Hazardous Material Commodity Flow Study

The costs of a hazardous materials CFS depends on the scale of activity. Contractors can range from $6,000 for a small study to $30,000+ for a large-scale study. However, basic windshield studies can be done using volunteers. That information can then be added to online research and information provided by the state and industry partners to create a simple, but useful, CFS. An example of data used for a simple windshield CFS is shown below.

Example of Data Collected in a Windshield CFS Study				
#	Time	Vehicle Type	Placard Class	UN or NA ID#
1	10:30	20 Container	3	3257
2	11:25	Tanker	3	1073
3	13:20	Tractor Trailer	2	3082
4	14:35	Cargo Van	8	1263
Location: Westbound Exit 22 on Interstate 1				

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Attachment 5: Background Information on Federal and State Hazardous Material Planning

AT A GLANCE: This attachment describes the adoption of the federal Emergency Planning and Community Right-to-Know Act and the requirements for the formation of a State Emergency Response Commission and Local Emergency Planning Committees. EPCRA specifies the responsibilities of the Local Emergency Planning Committees, including the preparation of Regional Hazardous Materials Emergency Plans, which are discussed in detail elsewhere in this document.

In California, Local Emergency Planning Committee Regional Hazardous Materials Emergency Plans are largely administrative, although they do contain some operational information. Local jurisdictions can use information from the Regional Hazardous Materials Emergency Plans to incorporate applicable EPCRA planning information into their operational multi-hazards plans.

The overlapping jurisdictional legal authorities and roles of the multiple agencies concerning hazardous materials emergency planning is discussed.

Basis of Hazardous Materials Emergency Planning Requirements

In the wake of the 1984 industrial disaster in Bhopal, India (resulting from an uncontrolled release of methyl isocyanate) and another release of toxic gases, including aldicarb oxime, from a facility in Institute, West Virginia several months later, California passed emergency planning and community right-to-know laws in 1985. In 1986, Congress adopted similar requirements as a free-standing part of the Superfund Amendment and Reauthorization Act (SARA), under the Emergency Planning and Community Right to Know Act (EPCRA, sometimes known as SARA Title III).

Incidents that demonstrate the need for chemical emergency planning did not stop with the Bhopal and Institute incidents. Releases, some tragic, from facilities or transport vehicles continue and validate the importance of disclosure, preparedness, and planning.

- On April 17, 2013, an ammonium nitrate explosion occurred at the West Fertilizer Company storage and distribution facility in West, TX while emergency services personnel were responding to a fire at the facility. At least 15 people were killed, more than 160 were injured and more than 150 buildings were damaged or destroyed.
- On July 6, 2013, a freight train carrying Bakken formation crude oil derailed, resulting in the fire and explosion of multiple tank cars. Forty-two people were confirmed dead, with five more missing and presumed dead. More than 30 buildings in the town, roughly half of the downtown area, were destroyed and all but three of the thirty-nine remaining downtown buildings are to be demolished due to petroleum contamination.

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The federal EPCRA program is implemented and administered at the federal level by the U.S. Environmental Protection Agency (USEPA), and in California by the California Governor's Office of Emergency Services (Cal OES), the State Emergency Response Commission (SERC), six local Emergency Planning Committees (LEPCs), and approximately 82 Certified Unified Program Agencies (CUPAs). For a list of CUPAs and contact information, please refer to the Cal EPA Unified Program http://cersapps.calepa.ca.gov/Public/Directory/.

A Note about the Definition of Hazardous Materials: The many different laws about hazardous materials use different chemical lists, different definitions, and different reporting thresholds. The definitions often overlap. The types of substances subject to the reporting requirements under EPCRA are "*extremely hazardous substances*" at or above specified reporting thresholds. The list and the reporting thresholds can be found in 40 CFR part 355, Appendices A and B. Presence of a listed extremely hazardous substance above the reporting threshold subjects a facility to reporting and inventory requirements. In this document, a more broad term, "*hazardous materials*," that includes EPCRA's extremely hazardous substances oil, toxic substances, hazardous substances, hazardous wastes, biological, and radioactive materials, will be used.

Planning for hazardous materials emergency response in California is complex. There are a number of emergency plans and procedures regarding hazardous materials that are required of business and government agencies. One of the tasks of the LEPC will be to identify all of the plans that intersect with the LEPC Regional Hazardous Materials Emergency Plan. Attachment 2 contains a list of the plans that should be evaluated, both for ensuring that the LEPC Plan complements and augments existing plans and for obtaining information that is needed for development the LEPC Plan.

Each region in California has a unique hazardous material risk profile and California's regulatory landscape for emergency planning and hazardous materials is complicated with overlapping multijurisdictional requirements, depending on various factors, including the type or quantity of hazardous material, the location of a facility or storage vessel, the type of transport vehicle, etc. These complexities highlight the need for a comprehensive, transparent, stakeholder-driven, community-involved planning process when LEPCs develop Regional Hazardous Materials Emergency Plans.

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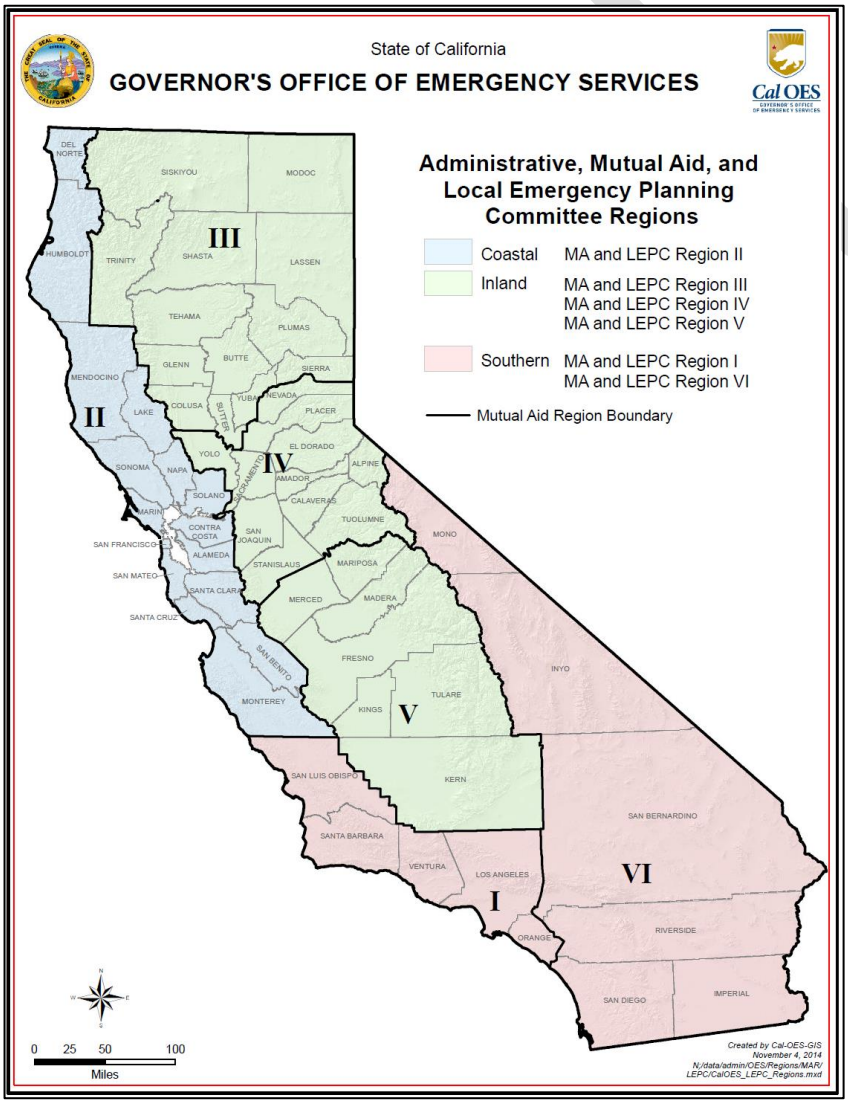
Local Emergency Planning Committees in California

One of the requirements of EPCRA is the formation of Local Emergency Planning Districts and Local Emergency Planning Committees or LEPCs. Primarily, the role of LEPCs is to form a partnership between local government and industry and serve as a resource for enhancing hazardous materials preparedness. The LEPC is responsible for developing a local emergency plan for their district and for the collection of information submitted by industry, which is made available to the public. They provide a forum for emergency management agencies, responders, industry and the public to work together to evaluate, understand, train about, coordinate and communicate chemical hazards in the community and develop Regional Hazardous Materials Emergency Plans. The LEPC also provides guidance to the public on where information regarding hazardous materials handled in and transported through the community is available.

In California, there are six LEPCs, whose regional boundaries are coincident with the six State mutual aid regions Cal OES staff are assigned to assist LEPCs as liaisons.



The membership of the LEPCs is specified by EPCRA, and must, at a minimum, include:

- Elected State and local officials.
- Police, fire, civil defense, and public health professionals.
- Environment, transportation, and hospital officials.
- Facility representatives.
- Representatives from community groups and the media.

The expertise of LEPC members is essential to providing a complete understanding of the hazardous materials risk environment in a LEPC region. LEPCs also can serve as a focal point to provide information to the public about hazardous materials and emergency response in the community.

With stakeholder participation, LEPCs must develop a Regional Hazardous Materials Emergency Plan, review the plan at least annually, and provide information about chemicals in the community to the public. In addition to the required functions, LEPCs can serve as an important platform for communication, raining, and coordination between local government, industry, and the public for enhancing hazardous materials preparedness.

The required elements of a comprehensive hazardous materials emergency response plan are:

- Identification of facilities and likely transportation routes of extremely hazardous substances, and identification of facilities contributing or subjected to additional risk due to their proximity to such extremely hazardous substance facilities, such as hospitals or natural gas facilities.
- Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of extremely hazardous substances.
- Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the comprehensive regional hazardous materials emergency response plan.
- Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.
- Methods for determining the occurrence of a release and the area or population likely to be affected by such release.

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- A description of emergency equipment and facilities in the community and at each facility, and an identification of the persons responsible for such equipment and facilities.
- Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- Training programs, including schedules for training of local emergency response and medical personnel.
- Methods and schedules for exercising the emergency plan.

If prepared and maintained properly, the comprehensive hazardous materials emergency response plan can provide community protection by supplying information about chemicals in the community to citizens, government agencies and emergency responders. The Plan can serve the community by:

- Providing citizens, State and local governments with information about hazardous chemicals and accidental releases of chemicals in their communities.
- Assisting emergency responders and communities to better prepare for emergencies, to proactively improve chemical safety, and to improve protection of public health and the environment.

LEPC Responsibilities

Specific LEPC responsibilities required by EPCRA include:

- *Appoint a chairperson and executive members, including an Information Coordinator.*
- *Notify the SERC of nominations for changes in the makeup of the committee and notify the SERC of address changes for LEPC Chairpersons.*
- *Establish a regular meeting schedule to fulfill its obligations.*
- *Establish rules by which the committee shall function, (EPCRA, Section 301(c)). Rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments, and distribution of the emergency plan*
- *Establish procedures for receiving, processing and providing information to the public on hazardous materials*
- *Establish procedures for receiving and processing requests from the public for information*
- *Develop and maintain the regional hazardous material emergency 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*

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    - *Facilitating agreements or systems to mitigate or reduce shortfalls in response capabilities*
    - *Evaluate the need for resources necessary to develop, implement, and exercise the regional hazardous materials emergency management plan. Recommendations shall be made with respect to additional resources that may be required and the means for providing such additional resources (Section 303 (a))*.*
- *Promote hazardous material emergency response planning, training, education and community awareness*
- *Enhance public safety and environmental protection through efficient implementation of hazardous material emergency planning and community right-to-know laws*
- *Provide an open forum for the consideration of ideas and concerns of public and private stakeholders in the implementation of hazardous material emergency planning and accident prevention programs*
- *Promote, assist, and guide local and regional government activities to integrate and refine hazardous materials emergency planning and accident prevention programs in order to prevent unnecessary overlaps resulting in duplication of service*
- *Clearing house for Hazardous Materials Emergency Preparedness (HMEP) Grant funding*
- *Facilitate local government emergency planning and training activities to enhance hazardous material emergency preparedness*
- *Maintain a dedicated website, and*
- *Coordinate with the Certified Unified Program Agencies to ensure their responsibilities partially consolidated into the Unified Program, developed under Chapter 6.11 of the Health and Safety Code, are implemented.*

LEPC Membership

As prescribed by Section 301 of EPCRA, the LEPC membership must include (at a minimum):

- Elected state and local officials
- Police, fire, civil defense, and public health professionals
- Environment, transportation, and hospital officials
- Facility representatives
- Representatives from community groups and the media.

A single member may represent more than one of the above groups or organizations. Likewise, a group may be represented by more than one member. Ideally, LEPC members should be true volunteers who are interested in emergency programs and community right-to-know activities. Members who do not have a background in hazardous materials should be encouraged to attend a hazardous materials awareness course. Cal OES Regional staff are assigned to assist LEPCs as liaisons.

Bylaws

Rules or bylaws for the LEPC should be established as set forth in EPCRA, Section 301. The bylaws should include the following minimum provisions:

- Public notification of committee activities.

- Public meetings to discuss the emergency plan
- Public comment and response to these comments
- Distribution of the emergency plan
- Election of officers

A sample of LEPC bylaws is provided for your information in Appendix (is this going to be included?).

Meetings

The frequency of LEPC meetings is not mandated. However, in order to keep the LEPC functioning effectively, regularly scheduled meetings, which address diverse issues and work toward progress on key concerns, are essential. Circumstances may change frequently, along with key phone numbers and contacts. Regular meetings also offer the opportunity for the LEPC to broaden its role in the community. A meeting of an LEPC is subject to public scrutiny through the California Open Meetings Act. **Provide reference**

Response to Public Inquiries

Public inquiries about hazardous chemicals in the community must be responded to in a reasonable amount of time – not longer than 45 days. Public inquiries regarding emergency and hazardous chemical inventory forms, Material Safety Data Sheets, business inventories, and initial and follow-up hazardous chemical spill release reports should be referred to the appropriate CUPA who are responsible for maintaining this information or knowing where to obtain it, as mentioned above.

Maintenance of Records

At a minimum, LEPCs should maintain the following records:

- Copy of local emergency management plans and pertinent annexes that form the basis for the regional emergency plan.
- Administering Agency/CUPA Contact Information
- Records of LEPC and committee meetings
- LEPC bylaws
- LEPC membership list

It is also recommended that the LEPC develop and maintain:

- A Regional HMEP Distribution List
- Record of Revisions for the LEPC HMEP

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Role of Local Governments and Certified Unified Program Agencies

California law requires the California Environmental Protection Agency (Cal/EPA) to establish a "unified hazardous waste and hazardous materials management" regulatory program (commonly called the Unified Program), in partnership with other State agencies, including Cal OES. Local governments, through the State's Unified Program, are responsible for the integration of hazardous materials planning and response within their jurisdiction. This includes ensuring the local hazard analysis adequately addresses local risks; incorporating planning for hazardous material incidents into local emergency plans and procedures; assessing capabilities and developing hazardous material response capability using local resources, mutual aid and contractors; training responders; and exercising the plan.

There are approximately 82 Certified Unified Program Agencies (CUPAs) certified by Cal/EPA in California. The Unified Program consolidates, coordinates, and makes consistent the following six programs:

- Hazardous Materials Release Response Plans and Inventories (Business Plans).
- California Accidental Release Prevention (CalARP) Program.
- Underground Storage Tank Program.
- Aboveground Petroleum Storage Act.
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment (tiered permitting) Programs.
- California Uniform Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements.
- Supporting and tasking hazardous material response resources in strategic locations statewide.

The CUPAs implement the Business Plan program, which are required by a California law that preceded EPCRA and is more stringent than the federal requirements (California Health and Safety Code Chapter 6.95 and California Code of Regulations Title 19). Emergency and hazardous chemical inventory forms and chemical information are submitted to the CUPAs. The CUPAs respond to public inquiries regarding hazardous materials inventories. Immediate notice and follow-up reports (Section 304 reports) regarding hazardous material releases are submitted to both the CUPAs and Cal OES, and are available to the public upon request. CUPAs prepare local Area Plans (a California right-to-know requirement that precedes EPCRA) for hazardous materials emergencies based on the inventories and chemical information submitted by facilities that handle hazardous materials. CUPAs are represented on the SERC and on the LEPCs.

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NOTE: In EPCRA, the term "release(s)" means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, radioactive material, or toxic chemicals. 42 USC § 11049

The California State Emergency Response Commission

EPCRA also mandated the formation of State Emergency Response Commissions (SERC). The Governor's Executive Order No. W-40-93 in 1993 established California's SERC (see Attachment 11 for a copy of the Executive Order). The SERC has oversight responsibility for the implementation of EPCRA in California. The SERC mission is to coordinate and supervise implementation of EPCRA within California, including the federal programs to prevent, mitigate, and enhance response to hazardous material emergencies and ensure public availability of appropriate chemical information. The SERC Chair is the Director of Cal OES.

In California the SERC oversees implementation of EPCRA in California through the following responsibilities:

- By establishing the emergency planning districts, which are the same area as the Cal OES Mutual Aid Regions.
- Appointing six LEPCs one for each planning district and supervising and coordinating their activities.
- Establishing procedures for receiving and processing requests from the public for hazardous materials information, as administered by Cal/EPA and CUPAs.
- Receiving disclosure notification from facilities handling hazardous materials when they are subject to EPCRA requirements, as administered by Cal/EPA and CUPAs.
- Notifying the USEPA Administrator of facilities subject to EPCRA requirements.
- Reviewing emergency response plans and make recommendations to the LEPC to ensure coordination with emergency response plans of other emergency planning jurisdictions and state and federal agencies. (In California the intent is to have an active partnership between the LEPC and the SERC to ensure fluid and effective coordination across all plan development and review steps).

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Role of the California Office of Emergency Services

In addition to contributing the Chair of the SERC, Cal OES serves other hazardous materials emergency planning roles (as outlined in California Health and Safety Code 25503 and 25505 and 19 California Code of Regulations 2424, 2725 and 2732) that directly impact the development of LEPC comprehensive hazardous materials emergency response plans, including:

- Administering the federal Hazardous Materials Emergency Preparedness grant program in California.
- Serving as the repository for hazardous material spill reporting and other hazardous material right-to-know information.
- Providing staff resources and administrative support to the LEPCs.
- Developing, maintaining, and delivering hazardous materials training through the California Specialized Training Institute.
- Ensure that the regional plan is written and kept updated annually, in close partnership with LEPC chair and membership, other local CUPAs, and Hazardous Materials entities.

Objectives of Comprehensive Hazardous Materials Emergency Response Planning in California

Recent high-profile accidents have focused attention on the need for California to revive and improve regional hazardous materials emergency planning. Some of the notable incidents include: the San Bruno, California Gas Explosion; the West, Texas fertilizer explosion; and, the Richmond, California Refinery explosion and fire. The substantial increase in the quantity and frequency of a particularly hazardous form of crude oil being shipped by rail throughout the continent also has led to several serious accidents. Crude oil and other hazardous materials are routinely transported through California by highway, rail, air, water, and pipeline, leading some to say that it is not a matter of *if* a major hazardous material event will happen in California, but rather *when* and *where* one will occur.

As a result of the recent incidents, the California SERC recently has renewed its commitment to encourage and assist with emergency preparedness and planning throughout the State.

The objectives of the LEPC Regional Hazardous Materials Emergency Plans include:

- Meeting the requirements of EPCRA.
- Serving as a reference for agencies planning for hazardous materials emergencies that are multijurisdictional or require mutual aid.
- Informing the public about hazardous materials used, produced, processed, stored, or being transported through, the community and about response plans and capabilities.

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For a list of the minimum plan requirements refer to the "Compliance Summary Sheet – Regional Hazardous Materials Emergency Plan" found in Attachment 1. The Compliance Summary Sheet can also serve as a means for determining if and how a Regional Hazardous Materials Emergency Plan complies with the requirements under EPCRA.

Funding the Activities of the Local Emergency Planning Committees

When Congress adopted EPCRA, it did not provide funding for LEPC activities. To differing degrees, the State and local governments have found ways to fund LEPC programs. Some of the funding mechanisms have included:

- HMEP grants, which can be used to cover LEPC travel to attend SERC meetings and related projects and by CUPAs to update Area Plans and to conduct commodity flow studies, perform exercises, analyze hazards and capabilities, and participate in training. All HMEP grant activities must involve hazardous materials transportation. Cal OES HazMat section administers the HMEP grant for California, while LEPCs review and prioritize the applicants. Cal OES sub-administers the planning portion while the California Specialized Training Institute (CSTI) manages the training portion.
- Emergency Management Performance Grants (EMPG)
- Homeland Security and Urban Area Security Initiative grants.
- California general fund monies, which is limited to specific programs and Cal OES activities that support LEPCs and the SERC.

EPCRA and Public Awareness

EPCRA mandates that each LEPC make certain information available. What this information is and where to find it must be addressed in the Regional Hazardous Materials Emergency Plan. Unless specific information is withheld from disclosure using a process that substantiates the claim, each emergency response plan, material safety data sheet (and the list of chemicals for which the MSDS is required), inventory form, toxic chemical release form, and follow-up emergency notice must be made available to the general public, during normal working hours at locations designated in the Plan. Each LEPC must annually publish a notice in local newspapers that the emergency response plan, material safety data sheets, and inventory forms have been submitted pursuant to EPCRA. The notice must state that follow-up emergency notices may subsequently be issued. The notice must let people know that they can review any such plan, sheet, form, or follow-up notice at the designated location. Additionally, a hazardous materials facility must provide information that will assist in emergency or first-aid diagnosis or treatment for a patient exposed to a hazardous materials at a facility, if such physician or nurse determines that a medical emergency exists.

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One of the goals of both EPCRA and California's community-right-to-know laws is to ensure that the public and governmental agencies have timely access to information regarding hazardous materials and hazardous material releases in their communities. Cal/EPA is responsible under the HSC Chapter 6.11 to develop and implement a statewide electronic reporting system to collect information from facilities about the hazardous materials they handle. That system includes some local CUPA reporting portals and the California Environmental Reporting System (CERS) portal. Local CUPA portals send information to CERS automatically. Most business information is available in CERS to government officials and current projects will make information available to the public via the internet in 2016. In the interim, the public makes requests to the CUPA that regulates the individual facilities.

FOR MORE INFORMATION:

- The EPCRA law can be found at Title 42 U.S. Code Chapter 116, Subchapter I – Emergency Planning and Notification at: http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap116.htm
  1. § 11001. Establishment of State commissions, planning districts, and local committees
  2. § 11002. Substances and facilities covered and notification
  3. § 11003. Comprehensive emergency response plans
  4. § 11004. Emergency notification
  5. § 11005. Emergency training and review of emergency systems
- See Attachment A for a map showing the California LEPC regional boundaries.
- California SERC web site: http://www.caloes.ca.gov/HazardousMaterials/Pages/State-Emergency-Response-Commission-(SERC).aspx
- California LEPC web site: http://www.caloes.ca.gov/HazardousMaterials/Pages/Local-Emergency-Planning-Committee-(LEPC).aspx
- The SERC directives and membership are specified in Executive Order W-40-93, which can be found in Attachment C.
- For information on the jurisdictional authorities concerning hazardous materials response and planning in California, see: the Cross Walk Table in Attachment **X** and see the Cal OES Hazardous Materials Tool Kit at: http://www.calema.ca.gov/hazardousmaterials/pages/hazardous-materials-tool-kit.aspx

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Attachment 6: Regional Hazardous Materials Emergency Plan Review

Prior to being finalized, the draft LEPC Regional Hazardous Materials Emergency Plan should be distributed to all of the members of the LEPC and other appropriate agencies for review and comment. Any local hazardous material emergency response teams should also be provided a copy for their review and comment. The Regional Hazardous Materials Emergency Plan should be made available to the public for review and comment, with a website posting and a public meeting.

After completion of the Regional Hazardous Materials Emergency Plan, the LEPC must submit a copy of the plan to the SERC for review. The SERC will review the plan and make recommendations to the LEPC on revisions of the plan that may be necessary to ensure coordination with emergency response plans of other emergency planning districts. The SERC could use the "Compliance Summary Sheet – Regional Hazardous Materials Emergency Plan" review table (found in Attachment B) to verify minimum compliance with State and federal laws and regulations. This is what EPCRA says about the SERC review (taken directly from Title 42 USC Title 42 U.S. Code Chapter 116, Subchapter I – Emergency Planning and Notification § 11003. Comprehensive emergency response plans):

> *(e) Review by State emergency response commission*
> *After completion of an emergency plan under subsection (a) of this section for an emergency planning district, the local emergency planning committee shall submit a copy of the plan to the State emergency response commission of each State in which such district is located. The commission shall review the plan and make recommendations to the committee on revisions of the plan that may be necessary to ensure coordination of such plan with emergency response plans of other emergency planning districts. To the maximum extent practicable, such review shall not delay implementation of such plan.*

Plan Availability and Maintenance

Locations (both physical and electronic) where the Regional Hazardous Materials Emergency Plan is available for viewing by the public should be identified in the Plan. The Plan should include an explanation about the process for updating the Plan and who will be responsible for the updates. This is something that each LEPC will have to decide how to accomplish, perhaps in the LEPC bylaws. Many planners agree that the best way to review a plan is to test it using exercises or drills and, since drills and exercises can be funded by HMEP grants, linking the review with a drill or exercise could take advantage of grant funding.

A date should be specified by which the Regional hazardous Materials Emergency Plan review and update will be completed each year. The review should be placed on the agenda of an LEPC meeting with adequate time for the necessary changes be made in time to complete the required annual review. Each time the Regional Hazardous Materials Emergency Plan is

updated, a Record of Revisions page should be provided to all of the holders of the Plan to indicate the changes, the date and the posting individual. This could be included as an attachment to the plan. The SERC must be sent a revised copy of the Regional Hazardous Materials Emergency Plan if substantial changes are made to the document.

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Attachment 7: Training

AT A GLANCE: This attachment describes specific provisions related to training, including schedules for training local emergency response and medical personnel.

As described elsewhere, the LEPC Regional Hazardous Materials Emergency Plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. That may be the case with regard to training of local response and medical personnel.

This section provides information about available training and makes recommendations about documenting that training in order to meet the EPCRA provisions.

Why Train?

Training courses and exercises can help with emergency planning by allowing response personnel to learn and practice their skills. Training can also update ideas and techniques.

Each person assigned a position that is identified in any emergency plan, including the LEPC Regional Hazardous Materials Emergency Plan must have appropriate training and the opportunity to exercise the functions prior to an emergency. The LEPC must provide appropriate orientation and training materials for new members who are not familiar with the function of the LEPC or with hazardous materials.

EPCRA Training Requirements

What EPCRA requires in this provision is:

> *(8) Training programs, including schedules for training of local emergency response and medical personnel.*

Training requirements for hazardous materials responders and hazardous materials site workers are addressed by other State and federal rules. Each emergency services agency is responsible for training its personnel for response to hazardous materials releases. Each emergency services agency also is responsible for maintaining records of training and training updates of emergency personnel. The LEPC Plan may refer to those agencies' training records and documentation.

Federal Requirements

Federal worker safety standards are contained in 29 CFR § 1910.120. The standard, entitled *Hazardous Waste Operations and Emergency Response* (also referred to as HAZWOPER) have two parts; requirements for workers at hazardous waste sites and requirements for responders to hazardous materials releases regardless of where they may occur.

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California Requirements

Based on the level of response capability, HAZWOPER dictates the level of training and competencies for hazardous materials workers. First Responder Awareness and Operations level typically are trained to defensive posture (contain) while Hazardous Materials Technicians and Specialists respond in an offensive posture (control). Those who might be responsible for managing the incident must be trained to competencies at the Hazardous Materials Incident Commander Level.

Under California law, Cal OSHA hazardous material training requirements apply to the following operations (emphasis added):

(A) Clean-up operations or hazardous substance removal work required by a governmental body.
(B) Corrective actions involving hazardous waste clean-up operations.
(C) Voluntary clean-up operations at sites recognized by federal, State, local or other governmental bodies as uncontrolled hazardous waste sites.
(D) Operations involving hazardous wastes that are conducted at hazardous waste treatment, storage, and disposal facilities.
(E) *Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard*.

The training curriculum for personnel involved in hazardous materials response must include, at a minimum: recognition of hazards; selection, care and use of personal protective equipment; and, safe operating procedures to be used at the incident scene. The training should be appropriate for the individual's job responsibilities and the situations that may be encountered as part of the worker's employment. Minimum training provisions for local governments and businesses that handle hazardous materials are contained in HSC §25503 and §25505, and 19 CCR §2428, §2725, and § 2732, respectively.

Business Plans, described earlier, must include a training program for workers at business that handle hazardous materials that include:

1. Methods for safe handling of hazardous materials.
2. Procedures for coordinating with local emergency response organizations.
3. Use of emergency response equipment and supplies under the control of the handler.
4. Procedures identified in the emergency response plan.

Training Sources

There are a variety of organizations that provide training to meet federal and State standards.

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Federal Training Sources: The USEPA Emergency Response Division of the Office of Emergency and Remedial Response has developed the Environmental Response Training Program (ERTP). The courses in this program are designed for personnel who respond to emergencies or who investigate and clean-up abandoned hazardous waste sites. Training is provided in safety and health as well as in the various technical operations needed to identify, evaluate, and control hazardous substances that have been released. The courses are generally technical; student slots are limited and allocated by the USEPA and the State. Examples of courses are: Air Monitoring for Hazardous Materials; Sampling for Hazardous Materials; and, Chemical Safety Audits. The courses, developed by the USEPA Environmental Response Team and presented by contract personnel, last from one to five days. Some of the classes are offered online. These courses emphasize the practical application of lecture material through problem solving sessions, case studies, demonstrations, and exercises using field instruments.

As described below, information about federal hazardous materials courses can be obtained through the Cal OES CSTI website.

State Training Sources: Cal OES provides information on required training and also provides training via the California Specialized Training Institute (CSTI), which is the training branch of Cal OES. CSTI provides certified training for hazardous materials response, including the Standardized Emergency Management System (SEMS), First Responder Awareness and Operations, Hazardous Materials Specialist and Technician, Incident Command, Safety Officer, Train-the-Trainer, and Executive Management courses. Specialized courses in radiological response, decontamination, rail cars and cargo tank, clandestine drug labs, response to terrorist incidents involving nuclear, biological and chemical weapons, and criminal investigation of environmental crimes are also provided. Through the Cal OES Website under the CSTI link, individuals can find information about CSTI courses and other federal courses coordinated through the State.

The California Specialized Training Institute (CSTI) offers a full spectrum of training classes for all levels of government in the area of Emergency Management, Criminal Justice/Terrorism and Hazardous Materials. The course catalog and schedule can be viewed at http://www.caloes.ca.gov/csti/pages/csti.aspx. Specific to Hazardous Materials Emergency Response, CSTI is responsible for developing standardized emergency response training courses, developing state regulations for those courses, providing hazardous materials training, and certifying instructors to offer the curriculum. CSTI authority falls under California Government Code Section 8574.19-21 and California Code of Regulations Title 19 Section 2510-2560. Courses are scheduled contingent upon the availability of funding. CSTI prepares and disseminates a training schedule to local emergency management agencies, local law enforcement agencies, and local fire departments. CSTI works with the LEPC Regions to identify needed training and seeks funds to offer that

training. Agencies within the LEPC Region area recruit participants for these courses from local emergency response agencies and organizations. Training methods include classroom lecture, online courses, field exercises, and incident critiques.

Other Training Sources: Other sources for hazardous materials training include public institutions such as California State Universities, Community Colleges, and University of California systems. There are also hazardous materials extension classes offered at University of California at Davis as well as other colleges and universities. The web site for UC Davis Extension is http://extension.ucdavis.edu.

The Continuing Challenge Hazardous Materials Emergency Response Workshop is held in Sacramento on an annual basis. This workshop for hazardous materials emergency response personnel is another forum for training and hands-on learning opportunities. It is sponsored by local, State and federal government, as well as private organizations. Tuition grants are available. The website is: http://www.hazmat.org/.

The National Association of SARA Title Three Program Officials (NASTTPO) offers workshops and training sessions for LEPC members twice a year. Their program usually includes presenters from Federal, State and Local entities involved in hazardous materials planning. See http://www.nasttpo.com for more information.

Private companies also provide training on all aspects of hazardous materials response, incident command, SEMS, and NIMS. The Cal OES Training Section can provide information about these courses.

Training Documentation

Each local government agency is responsible to assure that local emergency response personnel receive adequate hazardous materials training annually. The county or local agency maintains records of training completed by their personnel. These records must be updated to reflect when refresher training has been taken, if needed.

As part of the LEPC Regional Hazardous Materials Emergency Plan, the LEPC is responsible to know where the documentation exists and ensure that it meets the requirements of EPCRA.

Cal OES/CSTI maintains information on individuals it has trained, industry courses and training dates, and makes it available to LEPCs and employers. Employers may base their certifications of employee training on information provided by Cal OES/CSTI regarding programs that are successfully completed by an individual, or the employer may make the certification based upon independent evidence or a combination of the two. The Cal OES database of trained

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individuals is not a certification pursuant to federal regulation of employee training. Certification is the responsibility of the employer.

Training Funding and Needs Assessment

Every year CSTI surveys the LEPCs on what training is needed. Then the LEPC Chairs and CSTI discuss the results and develop the training plans. In order to prioritize training resources (such as HMEP grants) should be distributed, the LEPC should conduct a survey of hazardous materials equipment, teams and training of personnel for each CUPA agency and corresponding HazMat response team in the region. The LEPC should consider the level of hazard, past incident statistics, and the preparedness of first responders. This information along with incident statistics can then be used to allocate determine raining needs.

The U.S. Department of Transportation (the Pipeline and Hazardous Materials Safety Administration – PHMSA) provides assistance to public sector employees through training and planning grants – the HMEP grant program. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of EPCRA; and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. In California, the Cal OES HazMat Section administers the grant program, while the LEPCs review and prioritize the applicants.

Because each region in California has unique risks associated with them, Cal OES directs local agencies to submit applications to the LEPCs for review and prioritizing, taking into consideration that larger sums may be necessary in specific areas with the greatest need. There are certain geographical areas that are of particular concern, especially considering transportation-related risks.

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FOR MORE INFORMATION:

- For further information about hazardous materials training, see the CSTI webpage at: http://www.caloes.ca.gov/csti/Pages/Landing%20Page.aspx
- For more information about HazMat training at Cal OES go to: http://www.caloes.ca.gov/HazardousMaterials/Pages/Training.aspx
- Information about Continuing Challenge can be found at: : http://www.hazmat.org/
- Cal OSHA hazardous material training requirements are found in Title 8 CCR Subchapter 7 § 5192
- Information about DOT's PHMSA hazardous material training resources and requirements can be found at: http://www.phmsa.dot.gov/hazmat/training/requirements
- PHMSA has a guide to preparing a hazardous materials training program at: http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_50CCED5D41F804080C1FEAEABD994DBAFF090900/filename/Developing_HMT_Program_Guide.pdf

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Attachment 8: Drills and Exercises

AT A GLANCE: This attachment describes specific provisions related to exercises and drills for the LEPC Regional Hazardous Materials Emergency Plan.

As described earlier, the LEPC comprehensive regional hazardous material emergency plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. The LEPC will have to exercise the LEPC plan, but that can be combined with other operational plan exercises, as long as that method of exercising is described, scheduled, documented, and actually tests the Regional Hazardous Materials Emergency Plan.

It is recommended that an annual drill or exercise be used as an opportunity for the required annual review and update of the Plan.

Why Conduct Drills and Exercises?

In general, exercises and drills need to be conducted periodically to evaluate the response capability of the agencies that implement emergency plans. They also serve a training function and allow planners to determine whether changes need to be made in plans, procedures, or future training. In administrative emergency plans, exercises and drills can serve to ensure that the various operational hazardous materials plans are successfully coordinated.

EPCRA Drills and Exercise Requirements

What EPCRA requires in this provision is:

(9) Methods and schedules for exercising the emergency plan.

In the LEPC Regional Hazardous Materials Emergency Plan, exercises and drills can ensure that the various operational hazardous materials plans applicable in the region work together. As described earlier, the LEPC Regional Hazardous Materials Emergency Plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. LEPC exercises will be combined with other operational plan exercises and drills as long as that method of exercising is described, scheduled, and documented.

All agencies with defined roles, or jurisdictional or legal responsibilities should participate in drills and exercises. Other local partners should be invited to participate. Any participant in the exercise should be involved in the after-exercise critique. The LEPC should compile the critique information and determine if changes are needed to the Regional Hazardous Materials Emergency Plan and if additional training is needed. The Regional Hazardous Materials

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Emergency Plan should be revised as a result of lessons learned from drills, exercises, or actual incidents. The LEPC is responsible for revising the plan as needed.

There are several sources for exercise and drill scenarios, including FEMA's July 2006 document, *Hazardous Materials Tabletop Exercises Manual*, which can be found at: https://training.fema.gov/emiweb/pub/hazmat%20tabletop%20manual.pdf.

HMEP grant money is available through the Cal OES to conduct training and tabletop exercises.

Exercise and Drill Documentation

The LEPC should maintain documentation of the schedule for and performance of drills and exercises in the LEPC Regional Hazardous Materials Emergency Plan. If the LEPC plan was exercised as part of the exercise or drill of another emergency response agency, include that information in the documentation.

FOR MORE INFORMATION:

- For further information about exercising a hazardous materials emergency plan, see the

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Attachment 9: Methods, Procedures, and Equipment

AT A GLANCE: This attachment describes a means of complying with EPCRA required requirements 2 through 7. Most of the information needed to comply with these requirements is provided in other existing plans within the LEPC region (i.e., Business Plans, Area Plans, RMP Plans, local emergency plans). However, it is recommended that the LEPC Regional Hazardous Materials Emergency Plan reference the provisions of these other pertinent administrative and operational plans and provide a summary of these provisions as they exist within the applicable LEPC region.

General information consistent with hazardous materials incident management in California is provided in this Attachment, along with some suggestions for complying with the specific EPCRA requirements listed below to ensure that adequate methods, procedures, and equipment exist within the LEPC region to effectively respond to any hazardous materials release.

Methods and Procedures to Respond to Hazardous Material Incidents

What EPCRA requires in this provision is:

> *(2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.*

In general, the California LEPCs are recognized as being administrative not operational and local government organizations are operational. Local jurisdictions incorporate EPCRA planning information into their operational multi-hazards plans. Local government multi-hazards plans address more specifically the hazards within their jurisdiction and how operationally they will use their resources to protect their citizens, environment, and property during hazardous materials major emergencies and disasters. However, in order for the LEPC Regional Hazardous Materials Emergency Plan to comply with EPCRA it must contain some general operational information, including the organization and structure of an appropriate response. As a regional emergency plan, it should also address operational relationships between local governments, state and federal agencies for events that go beyond the capabilities of the first responders and/or cross jurisdictional boundaries. At a minimum, the LEPC Regional Hazardous Material Plan should address the required elements of a coordinated response in California that are listed below. For more details refer to the Cal OES *Hazardous Materials Took Kit, Part Two: Concept of Operations* at the following website: http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OpenBranchContent/2E4692EB75C696C888257433007EBC9E?OpenDocument.

- National Incident Management System (NIMS)
- Standardized Emergency Management System (SEMS), including the use of the:

- Incident Command System (ICS)
- Operational Area Concept
- Multiagency and Interagency Coordination
- Mutual Aid and other Assistance Agreements

Hazardous Materials Group

The FIRESCOPE (Firefighting Resources of California Organized for Potential Emergencies) Hazardous Materials Module to the Incident Command System provides an organizational structure for responding to hazardous materials incidents. The Hazardous Materials Group Supervisor directs the primary functions. Reporting to the Hazardous Materials Group Supervisor are six positions including Site Access Control Leader, Decontamination Leader, Safe Refuge Area Manager, Entry Leader, Assistant Safety Officer-Hazardous Materials and Technical Specialist– Hazardous Materials Reference. The ICS HazMat Position manuals can be found on the FIRESCOPE web site at: http://www.firescope.org/ics-hazmat-pos-manuals.htm.

State Assistance in Hazardous Substance Spills

Lead Agencies: The California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR) is the State's lead agency for oil spill response on water or land. In 2014, the OSPR program was expanded to cover all state surface waters at risk of oil spills from any source, including pipelines, production facilities, and the increasing shipments of oil transported by railroads.

The Cal/EPA Department of Toxic Substances Control (DTSC) is the State's lead agency in spill response for all other hazardous substance spills. The California State Warning Center is the 24/7/365 spill reporting center (800-852-7550).

Designation of a Community and Facility Emergency Coordinators

What EPCRA requires in this provision is:

> *(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.*

The designation of the community emergency coordinator will need to be created for the LEPC plan, but, because of the existing reporting and notification system in California, this will not be one person. There are two functions of the Community Emergency Coordinator mentioned in the EPCRA plan requirements – to implement the Plan and to ensure that the public is informed of a release of hazardous materials. In California, these functions are split between the CUPA and the Cal OES Regional Administrator. The LEPC Regional Hazardous Materials Emergency Plan should identify the individuals responsible for these functions in the region.

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Someone has to be able to make the decision as to whether there is sufficient threat to implement the LEPC Regional Hazardous Materials Emergency Plan. Usually, implementation of the plan is done through the on-scene Incident Commander who, through the SEMS/NIMS, will determine which emergency plans and procedures must be implemented and determine if there is a need for additional resources to effectively respond to the incident.

Facility emergency coordinators can be taken from the business plans, and may be summarized or listed in an easily accessible format within the LEPC plan.

Notification Procedures

What EPCRA requires in this provision is:

> (4) *Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title).*

This required information can be taken from applicable business plans and area plans, but should be summarized. General requirements and guidance for notification, dispatch and reporting are provided below.

Notification and Dispatch

EPCRA spill notification procedures are found in CCR Title 19 Sections 2703 (verbal notification) and 2705 (written follow-up) and in HSC Section 25510. The Cal OES HazMat Tool Kit - Part Two Section 3 also covers Notification requirements.

Pursuant to EPCRA 304, facilities are required to provide immediate notification to the National Reporting Center, SERCs, TERCs, LEPCs, Tribal Emergency Planning Committees (TEPCs) of any release of hazardous substances and extremely hazardous substances listed under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Soon after a release, facilities are required to provide a written follow-up to the SERC, TERCs, LEPCs, and TEPCs with additional information regarding the release. The immediate notification and follow-up reports must include:

- The name and quantity of the chemical released.
- The media to which the chemical was released.
- Known or anticipated acute or chronic health risks.
- Proper precautions to take (e.g. evacuation or shelter-in-place).
- Actions taken to respond to and contain the release.
- Advice regarding medical attention necessary for exposed individuals.

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Timely, reliable, and effective notification of a release or threatened release of hazardous materials provides emergency responders necessary information to tactically respond to while protecting lives, property, and the environment.

The notification procedures in the LEPC Regional Hazardous Materials Emergency Plan must specify the information what must be reported, including:

- Who is making the notification and who is the responsible party?
- Where did the release occur? (exact location, address and county)
- What was the material involved in the release/threatened release?
- What was the quantity released?
- What are the potential hazards presented by this release, if known?
- How did the release happen?
- Whether or not a body of water is affected.
- Local agencies that are on-scene and/or notified
- What containment and/or cleanup actions have been taken?

The Regional Hazardous Materials Emergency Plan must also specify where the information needs to be reported. At a minimum, this information needs to be reported to:

- 911 or the local emergency response agency; and
- CUPA/AA/Participating Agency (PA) if different from the 911 agency; and
- California State Warning Center (800) 852-7550

When the 911 report is received, the emergency dispatch agency notifies the appropriate law enforcement, fire agencies and environmental agencies. The public agency first on the scene may request needed resources through dispatch. The California State Warning Center must also be notified. The Incident Commander may notify other agencies as needed such as the State Department of Fish and Wildlife, Public Utility Districts, or the Federal National Response Center, depending on the nature of the incident.

The CAL OES Notification guide can be found at:

http://w3.calema.ca.gov/WebPage/oeswebsite.nsf/PDF/How%20to%20handle%20Hazardous%20Spills/$file/EmergencyPreparednessHotTopic.pdf

The California State Warning Center web page is:

http://www.calema.ca.gov/ThreatandResponse/Pages/Warning-Center.aspx

If a significant number of casualties, potential casualties, or contaminated casualties are involved, the Emergency Dispatch Agency must notify the appropriate Emergency Medical Services personnel and hospitals.

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Each agency should have a comprehensive list and telephone numbers of agencies, resources and emergency contractors to be contacted in an emergency. For each Mutual Aid Region (which coincide with the LEPC Regions), CAL OES has compiled a Regional Phone Directory of emergency managers, administrators and police and fire chiefs. These Regional Phone Directories are updated annually by Cal OES. These directories could be a valuable resource in a regional emergency. Therefore, it is recommended that these Regional Phone Directories be included as an attachment to the LEPC Regional Hazardous Materials Emergency Plan. Contact the Cal OES LEPC Liaison for your Region for this information.

Business Notification Requirements

Verbal Notification

In accordance with California Code of Regulations, Title 19, Section 2703, any handler (any business that handles hazardous materials), employee, authorized representative, agent or designee of a handler who has knowledge of an actual or potential release of hazardous materials must *immediately* verbally notify the following agencies:

- 911 or the local emergency response agency; and
- CUPA/AA/PA if different from the 911 agency and
- California State Warning Center (800) 852-7550 or (916) 845-8911

Additional Agencies

National Response Center at (800) 424-8802 if the spill equals or exceeds federal Reportable Quantities, or *any amount* of oil reaching or having the potential of reaching navigable waters of California. Federal reporting requirements are summarized at: http://www.epa.gov/superfund/policy/release/rq/

California Code of Regulations, Title 19, Section 2703 details the criteria to determine if a release of hazardous materials is reportable under California law. Verbal notification must be made if the release or potential release:

- Poses a hazard to human health and safety, property or the environment (notification should be made even if the impacts are potential or delayed), or
- Is equal to or exceeds the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Federal Reporting Quantity (RQ) of an extremely hazardous material – listed in 40 CFR, Part 355, Appendix A. (This list can be found at the web site shown below), or

  The release is equal to or exceeds the EPCRA Federal Reporting Quantity (RQ) of a hazardous substance – listed in 40 CFR, Chapter 1, Subchapter J, Section 302.4. These lists can be found at: http://www.epa.gov/oem/content/reporting/rqover.htm

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Written Notification

A business is required to prepare a written follow-up notice (within 30 days of the release) if a release of an extremely hazardous substance (40 CFR, Part 355, Appendix A) or hazardous substance (40 CFR, Chapter 1, Subchapter J, Section 302.4) exceeds the federal Reporting Quantity. Section 2705 of Title 19, California Code of Regulations details the format for the notice and where the notice should be sent. The blank follow-up notice can be obtained at:

> http://www.calema.ca.gov/HazardousMaterials/Documents/Summary%20of%20Spi ll-Release%20Statute%20and%20Regulations.pdf

The completed notice should be submitted to Cal OES, acting on behalf of the SERC/LEPC at the following address:Attn: Section 304 Reports, 3650 Schriever Ave., Mather, CA 95655.

A transporter must fill out a U.S. Department of Transportation Hazardous Materials Incident Report System (HMIS) form for all incidents reported to the National Response Center or when there is an unintentional release of hazardous materials during transportation. Additional information on US DOT incident reporting requirements can be found at:

> http://www.phmsa.dot.gov/hazmat/incident-report

Response Agency Notification Requirements

Although the bulk of the responsibility for notification lies with the private sector, responding agencies must also make the appropriate notifications, as follows:

- State agencies and department that become aware of significant situations must notify the California State Warning Center.
- Any local or state agency responding to an oil spill must also notify the California State Warning Center (GC section 8670.26) at (800) 852-7550.
- Any emergency rescue personnel responding to a hazardous substances spill within one-half mile of a school must notify the superintendent of the affected school district (HSC section 25510.3).
- Any designated government employee (defined in GC section 82019) must report any hazardous waste discharge which is likely to cause substantial injury to the public health or safety that they become aware of within their jurisdictional boundary within seventy-two hours to the local health department or board of supervisors (HSC section 25180.7).
- The IC is responsible for ensuring that the required notifications are made. The IC directs the Dispatch agency to contact the required agencies. Fire and Law agencies are required to report incidents on electronic forms such as the National Fire Incident Response System.

California State Warning Center

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The California State Warning Center is a single point of notification for all state agencies, as well as federal and local agencies. When adequate spill information is received, the California State Warning Center issues a spill control number to the incident that can be used to track various activities associated with the incident.

Notifying the California State Warning Center satisfies the requirements to notify the State Emergency Response Commission and the LEPCs as required under Section 304 of SARA Title III and California Code of Regulations Title 19 Section 2703(e).

The following diagrams illustrate the decision-making process for notification, and the list of agencies that are contacted by the California State Warning Center. In the event of a hazardous materials incident, the California State Warning Center can also assist responding agencies in contacting other response agencies during business hours and after-hours.

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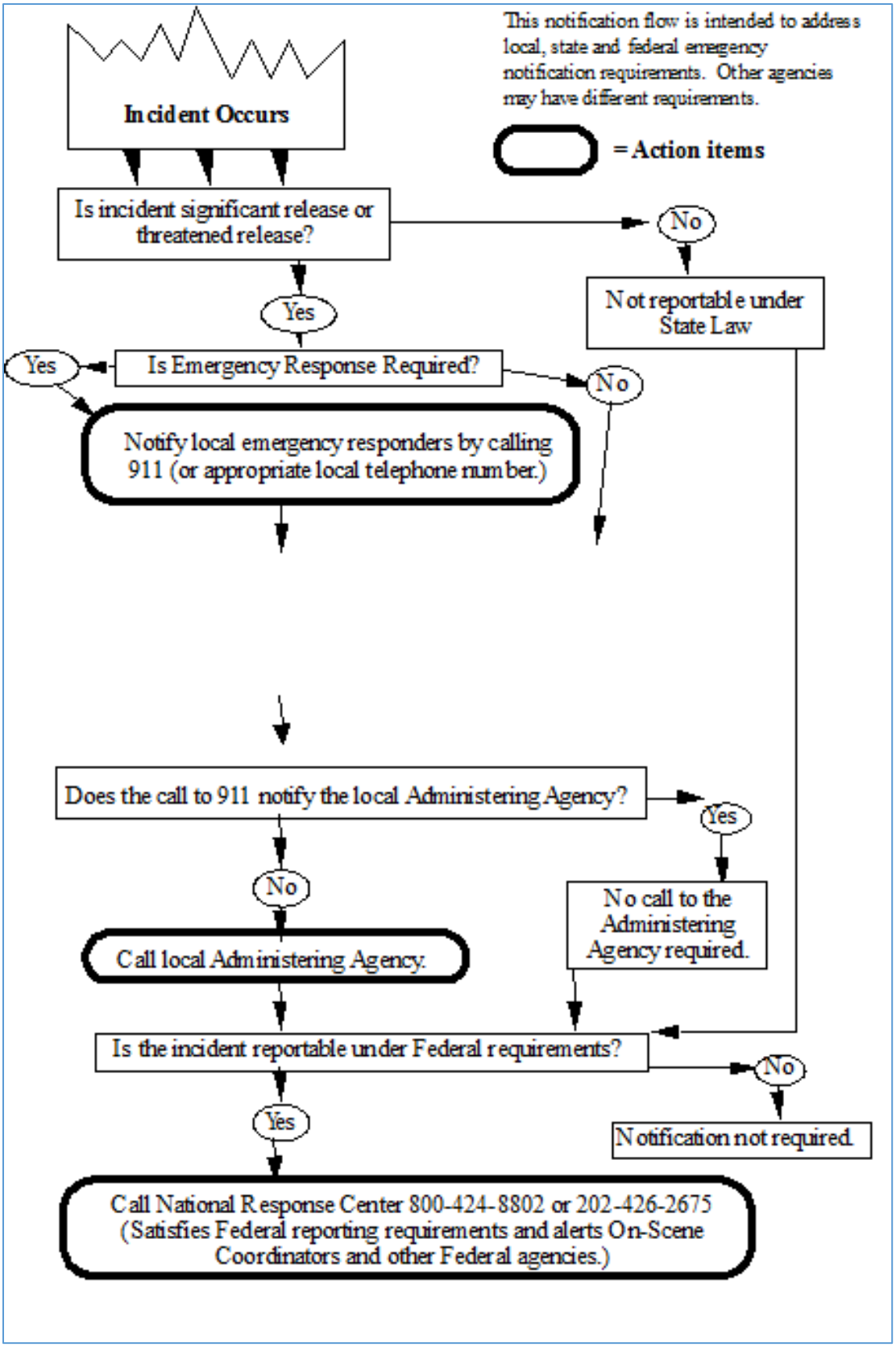
This notification flow is intended to address local, state and federal emergency notification requirements. Other agencies may have different requirements.
Incident Occurs
= Action items
Is incident significant release or threatened release?
No
Not reportable under State Law
Yes
Is Emergency Response Required?
Yes
No
Notify local emergency responders by calling 911 (or appropriate local telephone number.)
Does the call to 911 notify the local Administering Agency?
Yes
No
No call to the Administering Agency required.
Call local Administering Agency.
Is the incident reportable under Federal requirements?
No
Yes
Notification not required.
Call National Response Center 800-424-8802 or 202-426-2675 (Satisfies Federal reporting requirements and alerts On-Scene Coordinators and other Federal agencies.)

Notification Flow Decision Tree

Spill notification to OES from industry or response agencies → **California State Warning Center**

1. Receive report and copy info to a *"Spill Report Form"*
2. Notification within OES → OES Region(s), Hazardous Materials Unit, Fire & Rescue Branch, & Executive Duty Officer
3. Notify via RIMS, fax, phone, and/or page the following agencies:

Local Agencies

- CUPA/AA/PAs
- County OES
- East Bay Regional Park
- UC Santa Barbara

State Agencies

- Air Resources Board
- California Highway Patrol
- Cal/OSHA
- California Department of Transportation
- CA Coastal Commission
- California National Guard
- Emergency Medical Services Authority
- Department of Fish and Game - Office of Spill Prevention & Response
- Department of Fire & Forestry
- Department of Food & Agriculture
- Department of Health Services - District Office
- Department of Parks & Recreation
- Department of Pesticide Regulation
- Department of Toxic Substances Control
- Department of Water Resources
- Division of Oil, Gas, & Geothermal Resources
- Public Utilities Commission
- Regional Water Quality Control Board
- State Water Resources Control Board
- San Francisco Bay Conservation & Development Commission
- State Lands Commission
- Nevada State Emergency Operations Center

Federal Agencies

- National Response Center
- U. S. Coast Guard
- U. S. Environmental Protection Agency
- U. S. Fish and Wildlife Services
- U. S. Minerals Management Services
- Federal Emergency Management Agency
- U.S. Department of Health & Human Services
- U.S. Airforce
- U.S. Army
- U.S. Marines
- U.S. Navy

NOTE: *Agency notifications are made according to Warning Controller Procedures, which are based on current laws and regulations, pre-determined criterion, and agreements made between OES and the agencies that want to be notified.*

***** Not intended to be all inclusive or applicable for all incidents *****

Cal OES Notifications

Pursuant to Government Code Section 8589.7, Cal OES is the only state agency required to make notifications to the following agencies upon receipt of a report concerning a spill, unauthorized release, or other accidental release involving hazardous materials, as defined in HSC Section 25501, or concerning a rupture of, or an explosion or fire involving, a pipeline reportable pursuant to Government Code Section 51018:

1. For an oil spill reportable pursuant to GC Section 8670.25.5, the administrator for oil spill response, the State Lands Commission, the California Coastal Commission, and the California regional water quality control board having jurisdiction over the location of the discharged oil.

2. For a rupture, explosion, or fire involving a pipeline reportable pursuant to GC Section 51018, the State Fire Marshal.

3. For a discharge in or on any waters of the state of a hazardous substance or sewage reportable pursuant to GC Section 13271, the appropriate California Regional Water Quality Control Board.

4. For a spill or other release of petroleum reportable pursuant to HSC Section 25270.8, the local administering agency that has jurisdiction over the spill or release.

5. For a crude oil spill reportable pursuant to Public Resources Code Section 3233, the Division of Oil, Gas, and Geothermal Resources and the appropriate California Regional Water Quality Control Board.

Per Government Code Section 8598.7(c), any notifications made by Cal OES and the California State Warning Center shall not relieve a person who is responsible for an incident from the duty to make an emergency notification to a local agency, or the 911 emergency system, under any other law. The Cal OES HazMat Section Release Reporting Matrix (February 2014), summarizes pertinent emergency notification requirements.

Methods for Determining a Release and the Population Affected

What EPCRA requires in this provision is:

> *(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.*

The majority of this information can be taken from applicable business plans and area plans, but should be summarized and linked with the information about populations and sensitive areas that has been developed for the LEPC Regional Hazardous Materials

Emergency Plan through the Identification and Analysis of Hazards process outlined in Attachment 3 of this Guidance.

Description of Equipment and Facilities

What EPCRA requires in this provision is:

> *(6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.*

This can be taken from applicable business plans and area plans, but a good summary of this information will likely be needed in the LEPC Regional Hazardous Materials Emergency Plan to meet the EPCRA requirement and to be useful for planning multi-agency responses. This includes emergency equipment and government operated facilities as well as the emergency equipment at facilities with EHS chemicals. In the event of a large-scale incident, for example, Self-Contained Breathing Apparatus at both government-operated facilities and at private facilities might be needed for an evacuation and response.

The response and recovery resources available to the LEPC may come from federal, State and local partners, public and private stakeholders, and nongovernmental organizations. During response operations, acquisition of resources outside of the jurisdiction of the responding agency can be by preexisting agreements, such as memoranda of understanding, memoranda of agreement, intergovernmental agreements, and interagency agreements.

Available Supplies and Equipment

Each CUPA's Hazardous Materials Area Plan must describe the hazardous materials supplies and equipment in their jurisdiction. Typically CUPA Area Plans refer the reader to specific agencies standard operating procedures for a list of equipment and supplies. Equipment lists are useful in planning for large-scale events requiring mutual aid. Therefore, the LEPC Regional Hazardous Materials Emergency Plans must include information on which agency or organization has what equipment and supplies and what it is used for.

Hazardous Materials Response Teams, also known as HazMat "Resources" within FIRESCOPE, are categorized according to State standards in terms of training, staffing levels and required equipment. Following is a description of the capabilities of the various types of companies (from FIRESCOPE):

- A Type III company is one that is appropriately equipped and trained to handle, and can function in all categories, for all known industrial chemical hazards, in liquid, aerosol,

powder and solid forms. They are not expected to be fully equipped to intervene and handle vapor/gas emergencies, nor incidents involving WMD chemical and biological substances.

- A Type II company is one that meets all Type III requirements, and is appropriately equipped and trained to handle, and can function in all categories, for all unknown industrial chemical hazards, in liquid, aerosol, powder, solids, and vapor and gas forms. They are not expected to be fully equipped to intervene and handle incidents involving Weapons of Mass Destruction (WMD) chemical and biological substances.
- A Type I Company is one that meets all Type III and Type II requirements, and is appropriately equipped and trained to handle, and can function in all categories, for all known and unknown WMD chemical and biological substances.
- An Un-Typed team is one that has not applied for a typing designation in accordance with State standards in terms of training, staffing levels and required equipment.

The LEPC Regional Hazardous Materials Emergency Plan should identify the type and number of HazMat Teams in each county, their agency, and unit designation. The Plan should include a staffing description for each HazMat Team Type and their level of training. For example:

- **Type 3** – Five members trained to CSTI *HMT* (160 hour);
- **Type 2** – Five members trained to CSTI *HMS* (80 additional hours), in addition to the HMT requirements;
- **Type 1** – Seven members trained to CSTI *HMS,* and also trained to CSTI *HM/Weapons of Mass Destruction: Terrorism* [Title 19 CCR 2520(ff)] or equivalent. At least one member of teach team must have also completed the CSTI Assistant Safety Officer/Haz-Mat course [Title 19 CCR 2520(r)], or equivalent [ICS-HM-222-5].

Facility Supplies and Equipment

Facilities subject to the CalARP and the Hazardous Materials Business Plan program possess and maintain emergency response equipment to respond to hazardous materials spills. Equipment lists for each of these facilities are detailed in their Business Plans. Instead of just referring to these plans, it may be beneficial for the LEPC Regional Hazardous Materials Emergency Plan to include a list of the facilities, with addresses and emergency response coordinator contact information, and where HazMat teams and/or specialized hazardous material release mitigation equipment are available for use by either facility personnel or by emergency response personnel during an incident.

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Available Supplies and Equipment

Each CUPA's Hazardous Materials Area Plan must describe the hazardous materials supplies and equipment in their jurisdiction. Typically CUPA area plans refer the reader to specific agencies' standard operating procedures for a list of equipment and supplies. Equipment lists are useful in planning for large-scale events requiring mutual aid. The LEPC Regional Hazardous Materials Emergency Plans should contain information about the identified available supplies and equipment.

Facility Supplies and Equipment

Facilities subject to the CalARP and Hazardous Materials Business Plan program have emergency response equipment to respond to hazardous materials spills. Equipment lists for each of these facilities are detailed in their Emergency Response Plans. Instead of just referring to these plans, it may be beneficial for the LEPC HMEP to include a list of the facilities, with addresses and emergency response coordinator contact information, where HazMat teams and/or specialized hazardous material release mitigation equipment are available for use by either facility personnel or by emergency response personnel during an incident.

Evacuation Plans

What EPCRA requires in this provision is:

> *(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.*

This information can be taken from applicable Business Plans and Area Plans, but should be summarized in the LEPC Regional Hazardous Materials Emergency Plan in order to comply with EPCRA. The LEPC Plan should identify primary and secondary evacuation routes and the locations of shelters.

The decision to evacuate may be based on the Department of Transportation (DOT) Emergency Response Guidebook, or other guidelines. The IC may also consult with the County Health Officer. The IC consults with the appropriate ICS positions (such as Safety Officer and Technical Specialist), technical references and any agency necessary (such as CHEMTREC, Poison Control and OEHHA) to obtain information about the health properties of the material. The IC must evaluate area topography, meteorology, hydrology, demography and facility characteristics, including the delineation of potentially impacted areas. A Telephone Notification System can be used to notify residents and business of actions to take to either shelter-in-place or evacuate. The evacuation warning should include such information as:

- Reason for evacuation
- Type of evacuation (voluntary or mandatory)
- Best available routes out of the area

- Location of reception and care facilities, if established
- Anticipated duration of the emergency and
- Time remaining before the situation becomes critical

An Incident Action Plan should be developed to assist in the decision to shelter-in-place or evacuate and may include the following elements:

- Determination of the necessity for evacuation
- Consideration of sheltering in place
- Centralized coordination of information with local law, fire, Sheriff, health services, medical and other emergency response agencies
- Release of safety information to the public
- Notification of medical and health facilities of the nature of the incident and the substance(s) involved
- Description of hazardous materials involved such as quantity, concentration, vapor pressure, density and potential health effects
- Possible release scenarios
- Facility characteristics, topography, meteorology, and demography of potentially affected areas
- Ingress and egress routes and alternatives
- Location of medical resources trained and equipped for hazardous material response
- Mass-care facilities, reception areas and shelters and
- Procedures for post-emergency period population recovery

Information on Multi-Jurisdictional Events

When addressing required Element #2 regarding "Methods and Procedures to Respond to a Release" the Regional Hazardous Materials Emergency Plan should consider large, multi-jurisdictional events. These may include: (1) events that exceed local capabilities and/or (2) events that cross jurisdictional boundaries. In these cases, local responding agencies will first use existing mutual-aid agreements to fulfill additional hazardous materials emergency response needs. In accordance with the State Emergency Plan (2009), if local agreements do not meet the needs of the event, the responsible local government agency will utilize the California Standardized Emergency Management System (SEMS) to access additional hazardous materials emergency resources, as appropriate, through the Operational Area (OA) Mutual Aid Coordinator and the Cal OES Regional Fire Coordinator. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. The Regional Level coordinates overall state agency support for emergency response activities within the region.

Emergency Functions in California

When state support is needed, this support will be coordinated through one of the 18 California Emergency Functions (EFs). The 2009 State of California Emergency Plan established the California Emergency Functions to coordinate state agency resources when the event warrants the need for them. The EFs consist of 18 disciplines deemed essential to the emergency management community in California. Led by a State agency, each Emergency Function is designed to bring together discipline-specific stakeholders to collaborate and function within the four phases of emergency management: mitigation, preparedness, response, and recovery. At the State level, the Emergency Functions consist of an alliance of state agencies, departments, and other stakeholders with similar discipline-specific responsibilities. The list of EFs is provided below (Exhibit 13-1 from the July 2009 State Emergency Plan). The most likely EFs to be involved in response to a major hazardous materials or oils emergency include EF 4 (Fire and Rescue), EF 8 (Public Health and Medical), and EF 10 (Hazardous Materials). The EF's involved in the response will most likely impact the structure of the Unified Command.

Relationship between EF-10 and EF-4

Cal/EPA is charged with being the EF 10 Lead Agency but does not directly manage the HazMat resources. If a resource request comes in for HazMat emergency response resources it goes to Fire, under EF-4, to be handled. There are many non-emergency response HazMat resources that need to be coordinated through EF-10 in any regional response. If a local Typed HazMat Team does not voluntarily respond under a Cal OES mission, it remains a local resource.

Exhibit 13-1 – California Emergency Functions

CA-EF Title	Definition	Lead Agency	Federal ESF
Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene	California Governor's Office of Emergency	ESF #4 – Firefighting

CA-EF Title	Definition	Lead Agency	Federal ESF
	rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	Services	
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Governor's Office of Emergency Services	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services
Search and Recue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Cal OES Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Aloes Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Governor's Office of Emergency Services	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to responsible	Resources	ESF #12 – Energy

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CA-EF Title	Definition	Lead Agency	Federal ESF
	jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Agency	
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Governor's Office of Emergency Services	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Governor's Office of Emergency Services	ESF #15 – External Affairs
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	

Unified Command: Examples of Incidents That May Involve Multi-Jurisdictional Coordination

Example #1: A fire and sulfuric acid release that leads to the evacuation of a neighborhood next to the facility. Numerous agencies and public dissemination of information has become an issue.

Suggested Unified Command:

Other Suggestions:

- When numerous agencies are involved in the public dissemination of information, a joint information center (JIC) should be established so all information is coordinated.

Example #2: An explosion at a waste fuel facility resulting in critically injured employees covered with the burning waste fuel. There are issues with the facility and the community regarding decontamination procedures for the specific chemicals involved and transportation protocols of emergency medical services are not being followed.

Suggested Unified Command:

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Other suggestions:

- Emergency planners need to coordinate with facilities in the community on decontamination procedures for specific chemicals, as well as review transportation protocols of emergency medical services.

Example #3: A fire inside a trailer carrying a pesticide product, prompting local officials to decide an evacuation of the downwind areas. When federal or state officials arrived to respond to an emergency, the local government thought they were "taking over the incident." The small volunteer fire department was understaffed for the event and there was not a signed mutual aid agreement with the surrounding jurisdictions.

Suggested Unified Command:

Other suggestions:

- When federal or state officials respond to an emergency, all parties should meet immediately to ensure all officials understand their role, including assistance to local officials by federal/state personnel, in ensuring a safe and effective response. Neither State nor federal officials desire "taking over an incident."

Example #4: Two trains collide, causing a breach of a 90-ton chlorine car and the shelter-in-place of several households. Some of the local responders indicated they felt intimidated by the federal and state officials (concerned officials might take over response).

Suggested Unified Command:

Other suggestions:

Example #5: A sawmill fire involving chemically-treated materials. The smoke plum is laying down over the roadway. The constituents of the plume are unknown, and visibility is compromised. The CHP has shut down the main highway. However, several residents and other nonresponse individuals are able to circumvent road blocks and drive through the plume.

Suggested Unified Command:

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Example #6: A chemical release at a facility resulting in an explosion, fire, and combining of incompatible chemicals, creating a chemical plume that is blowing into a nearby community. It is anticipated that this will result in a surge of exposed patients to nearby hospitals.

Suggested Unified Command:

Example #7: A large sulfuric acid release causing the exposure of employees. Most workers were transported to a local hospital. This number was more than the hospital had planned and exercised for in an emergency, and severely strained the resources of the hospital.

Suggested Unified Command:

Other Suggestions:

- The LEPC/emergency management should establish a multi-hospital program where multiple victims can be allocated to additional hospitals. This will ensure that one hospital is not overwhelmed during a response.

Example #8: A train derailment resulting in a chemical spill, which ignites a fire in several of the rail cars. The responsible party requested the local volunteer fire department assist in equipment. The City dispatcher was quickly overwhelmed by the magnitude of this incident.

Suggested Unified Command:

Other suggestions:

- A set of standard operating procedures (SOP's) governing dispatch of response agencies to major incidents would enhance responder safety and reduce confusion. Such SOP's would also enhance communications capabilities of responders at the local, state, and federal levels.

Example #9: A fire in a previous landfill leads to the release of several chemicals, including burning tires and cables. Several volunteer fire departments received requests to respond from the home fire department. One such VFD arrived before all other response organizations, and initiated an evacuation. This led to confusion with planning and response officials, since the officials with authority to call for an evacuation were unaware an evacuation had been initiated.

Suggested Unified Command:

Other suggestions:

- Effective communications and information management are critical aspects of

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incident management. All organizations responding to an incident should know to notify the local officials of response efforts initiated.

- On all responses, organizations should look at the environmental impacts of response actions (i.e., runoff from firefighting).
- Response Organizations should understand that if a response involves hazardous materials, then an official should not be appointed or take on the role of Incident Commander, unless that official has taken Incident Command training.
- Use the LEPC as a forum to ensure all response organizations understand the working agreements between the various response organizations. Mutual-aid agreements need to be written and signed with all neighboring or nearby jurisdictions.

Example #10: A train derailment resulted in a large release of oil, as well as fire which prompted the evacuation of approximately 500 persons. The command post initially was placed right next to a very large staging area just outside the Hot Zone of the incident. This siting quickly became a problem, and the command post had to be moved away from the incident. Local media outlets did not disseminate information on evacuation procedures, as provided by local response officials.

Suggested Unified Command:

Other Suggestions:

- The LEPC plan should address various scenarios to determine placement suitability of the ICP.
- The command post and staging areas should be sufficiently separated so that the personnel in the command post can function efficiently without unwarranted distractions.
- LEPCs should work to have media contacts on their LEPC to pre-plan emergency communications.
- Staging areas should be planned for potential large incidents with consideration given to the amount of room that contractors will need for their equipment, as well as space for response personnel rehab.
- LEPCs must encourage participation by those companies storing or transporting hazardous materials through their communities. These facility members can assist in pre-planning, especially on the materials being transported through the community, their hazards, and appropriate response procedures during an incident.

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Example #11: A fire at a chemical blending and manufacturing facility located resulted in the evacuation of schools, as well as much of the community. At the initial press briefing, questions concerning public health issues were difficult to answer by the members of unified command, as there was no representative from a local public health organization.

Suggested Unified Command:

Other suggestions:

- The Agency for Toxic Substances and Disease Registry, which is part of the Centers for Disease Control, in coordination with the USEPA OSC, can set up a public health message using the Poison Control Centers Hotline. This information would be provided by the public health officials and would be available 24 hours. This would decrease the burden on local phone resources (City Hall, PIO, etc.) and ensure that a consistent and applicable message is provided to the public.

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Attachment 10: Maps

For planning purposes, maps can be used identify the location of critical resources, communications, and transportation routes within California. Maps may also be useful for identifying organizations and agencies that must be notified or coordinated with in an emergency.

Several maps that may be useful for planning purposes are included in this Attachment. These maps are not intended to be exhaustive but are to serve as information sources when quick reference is needed for planning or response purposes. Plan users are encouraged to contact appropriate governmental agencies, private sector organizations, and tribal government for specific data when needed.

If selected for use in an LEPC Regional Hazardous Materials Emergency Plan, some of the maps would be better at a scale of the region involved instead of the entire state. Check with Cal OES to ensure that the maps are the most recent before using.

Map 1 .....Governor's Office of Emergency Services LEPC Regional Boundaries
Map 2 .....California HazMat Teas with overlay of Rail Routes
Map 3 .....California Airports
Map 4 .....California Cell Tower Locations
Map 5 .....California Electrical Grid Management
Map 6 .....California Natural Gas Pipelines
Map 7 .....California Fire and Rescue Radio Network, Mountain Top Microwave Repeaters
Map 8 .....California Water Ports and Pipeline Network
Map 9 .....California Power Plants
Map 10 .....California Amtrak Passenger Rail Routes
Map 11 .....California Railroad Routes
Map 12 .....California Highway Map
Map 13 .....California Waterways
Map 14 .....California Regulated Water Systems
Map 15 ..... California Air Basins and Air Districts
Map 16 .....California Fish and Wildlife Districts
Map 17 .....Caltrans Districts
Map 18 .....CHP Divisions
Map 19 .....California Department of Public Health Drinking Water Districts
Map 20 .....California Senate Districts
Map 21 .....California Indian Tribal Lands
Map 22 .....California HazMat Teams Response Times

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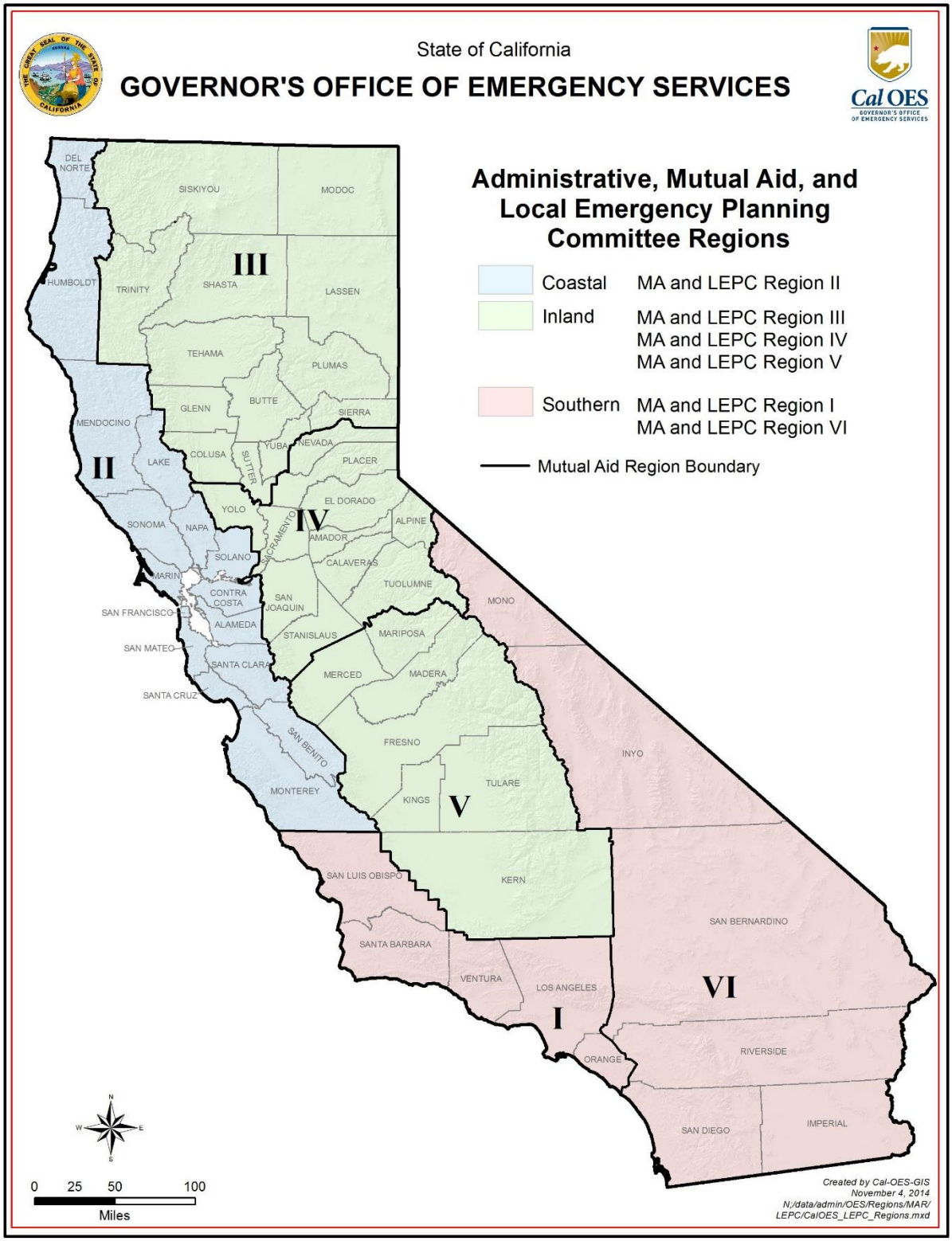
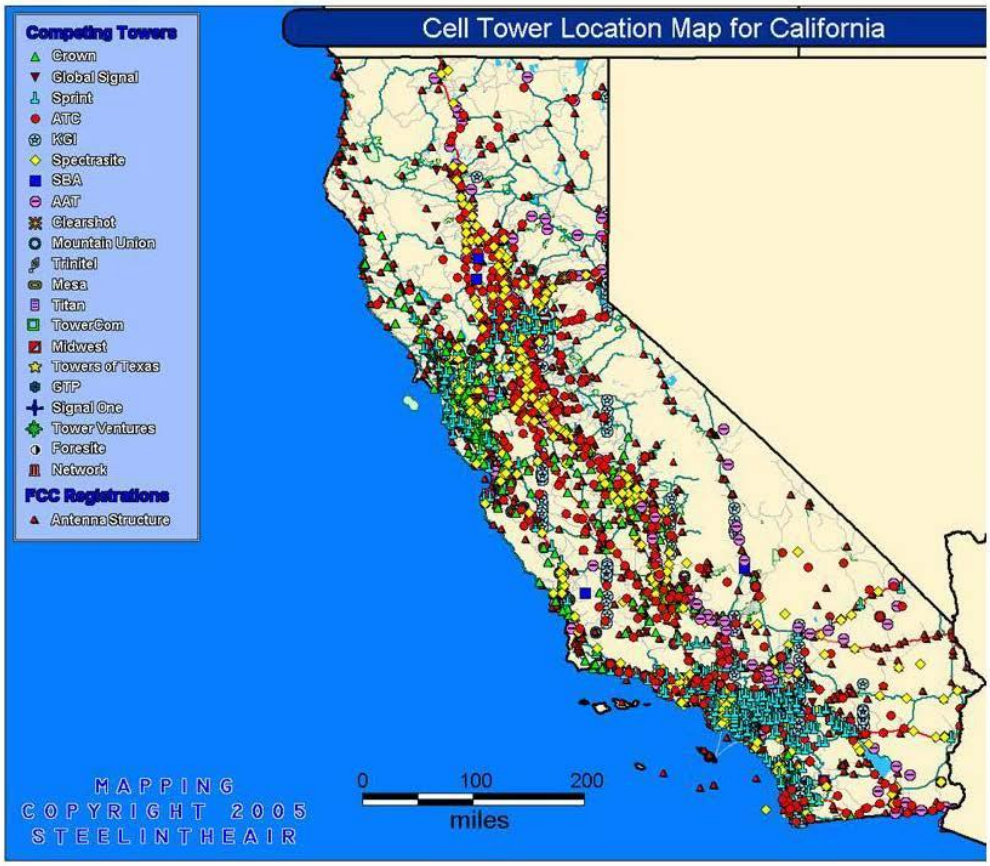

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Administrative, Mutual Aid, and Local Emergency Planning Committee Regions
Coastal MA and LEPC Region II
Inland MA and LEPC Region III
MA and LEPC Region IV
MA and LEPC Region V
Southern MA and LEPC Region I
MA and LEPC Region VI
Mutual Aid Region Boundary
DEL NORTE
SISKIYOU
MODOC
HUMBOLDT
TRINITY
SHASTA
LASSEN
III
TEHAMA
PLUMAS
GLENN
BUTTE
SIERRA
MENDOCINO
COLUSA
SUTTER
YUBA
NEVADA
PLACER
II
LAKE
YOLO
EL DORADO
SACRAMENTO
IV
ALPINE
SONOMA
NAPA
AMADOR
SOLANO
CALAVERAS
MARIN
TUOLUMNE
CONTRA COSTA
SAN JOAQUIN
MONO
SAN FRANCISCO
ALAMEDA
STANISLAUS
MARIPOSA
SAN MATEO
SANTA CLARA
MERCED
MADERA
SANTA CRUZ
SAN BENITO
FRESNO
INYO
MONTEREY
TULARE
KINGS
V
SAN LUIS OBISPO
KERN
SAN BERNARDINO
SANTA BARBARA
VENTURA
LOS ANGELES
VI
I
ORANGE
RIVERSIDE
SAN DIEGO
IMPERIAL
0 25 50 100
Miles
Created by Cal-OES-GIS
November 4, 2014
N:/data/admin/OES/Regions/MAR/LEPC/CalOES_LEPC_Regions.mxd

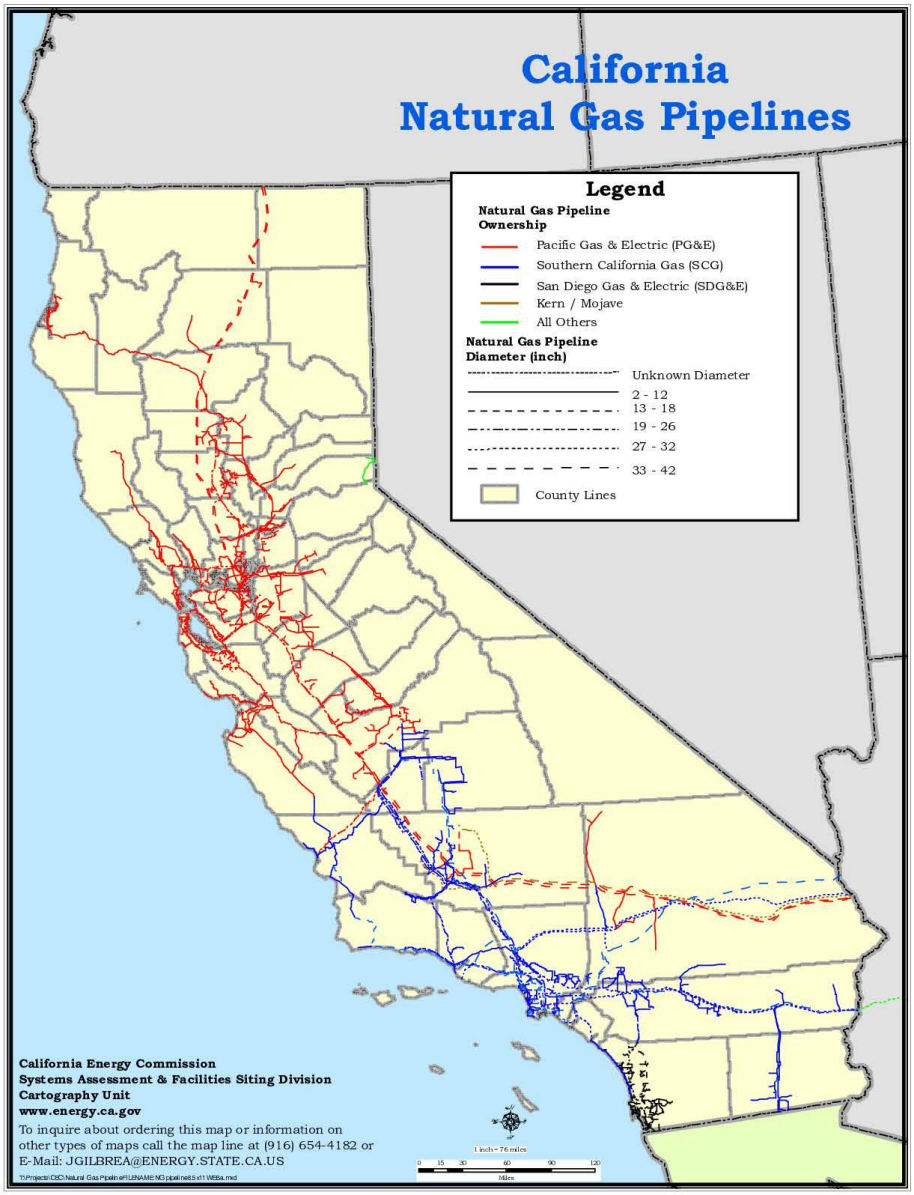
State of California
CALIFORNIA OFFICE OF EMERGENCY SERVICES
Certified Hazardous Material Teams
By Type as of 7 - 2014
Cal OES
Certified Haz-Mat Teams
Type 1
Type 2
Type 3
Mutual Aid Region Boundary
County Boundary
Union Pacific RR
BNSF RR
1 - Roseville City Fire #1
2 - Sacramento City Fire #7
3 - Sacramento City Fire #30
4 - Sacramento Metro Fire #109
5 - Long Beach City Fire #24
6 - Fresno City Fire #16
7 - USMC Camp Pendleton #1
8 - Contra Costa Co. JPA #1
9 - Glendale City Fire #24
10 - Truckee Fire #1
11 - Alameda County Fire #12
12 - Fresno City Fire #1
13 - Clovis City Fire #40
14 - Merced County Fire #62
15 - Vernon City Fire #151
16 - San Ramon Valley #35
17 - Marin County JPA #1
18 - Sonoma County OES #2936
19 - Santa Clara County #72
20 - Butte County #5
21 - Butte County #64
22 - Humboldt Bay F.D. #8190
23 - Ventura County Fire #50
24 - Sunnyvale Public Safety #2
25 - Bakersfield Fire #15
26 - Orange County #79
27 - Palo Alto Fire #2
28 - Anaheim City Fire #8
29 - Napa County Fire #27
30 - Los Angeles Co. Fire #150
31 - San Jose City #29
32 - Burbank Fire #12
33 - Fremont City Fire #57
34 - Santa Monica Fire #4
35 - San Francisco City #1
36 - Mountain View Fire #5
37 - Orange County #4
38 - Solano County JPA #1
39 - Sutter County #8
40 - Kern County #66
41 - Visalia City #55
42 - Shasta-Cascade JPA #24
43 - Hemet City Fire #1
44 - Riverside City #2
45 - Santa Clara City #9
46 - Santa Rosa Fire #1
47 - Santa Fe Springs #861
48 - Livermore-Pleasanton #92
49 - Corona City Fire #4
50 - Salinas/Monterey Co JPA #2
51 - Riverside County #34
52 - Oakland City #2599
53 - Santa Barbara Co #31
54 - Riverside County #81
55 - San Bernardino County #74
56 - San Diego City #1
57 - San Diego City #2
58 - Belmont Fire #14
59 - Santa Barbara City #1
60 - Placer Co Fire #10
61 - San Manual Fire #241
62 - Ontario City #133
# of Refineries at location
Possible Routes for Crude Oil By Rail

CA – Overlay – Airports



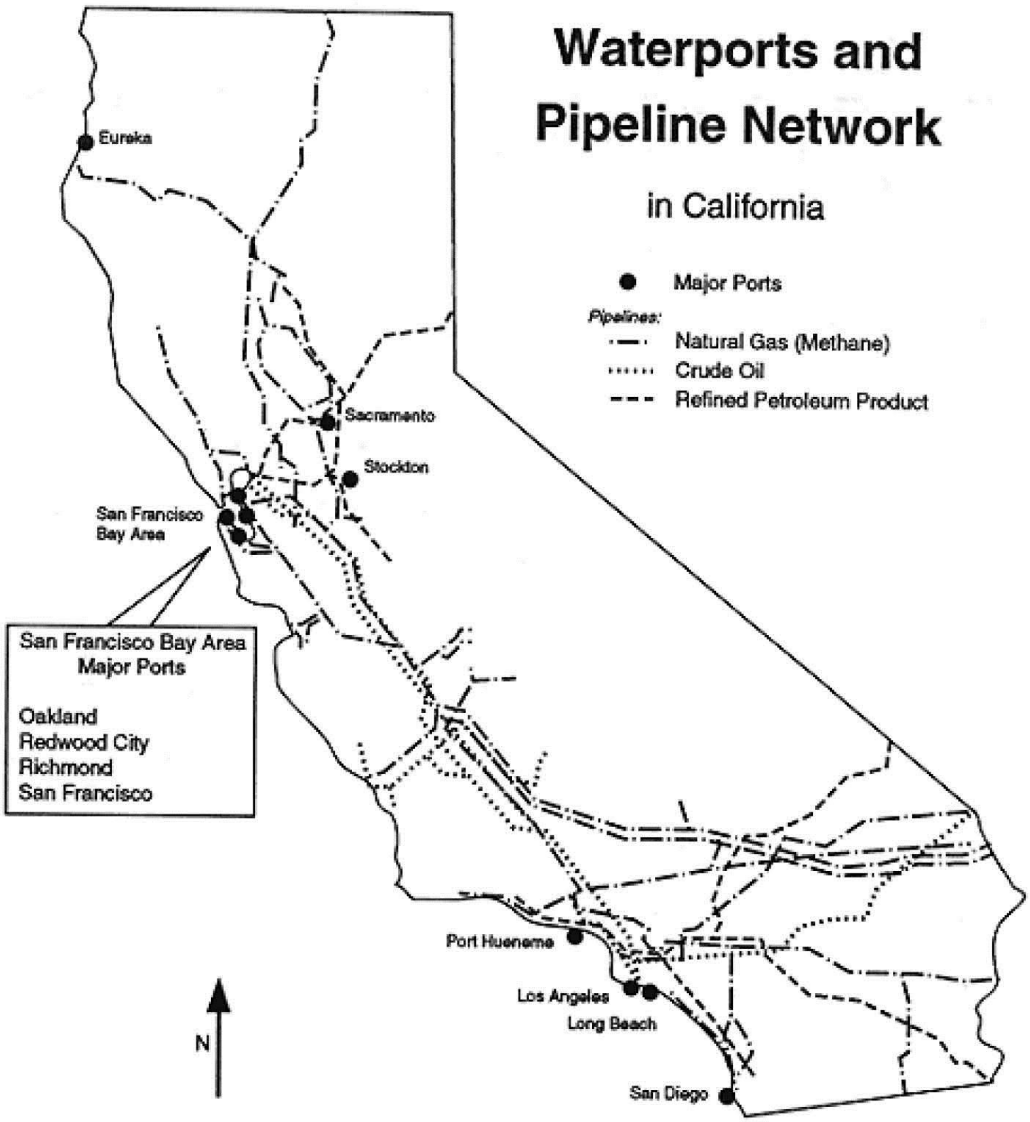
CA – Overlay – Cell Phone Towers

CA - Overlay – Elect Grid Management (Cal ISO)

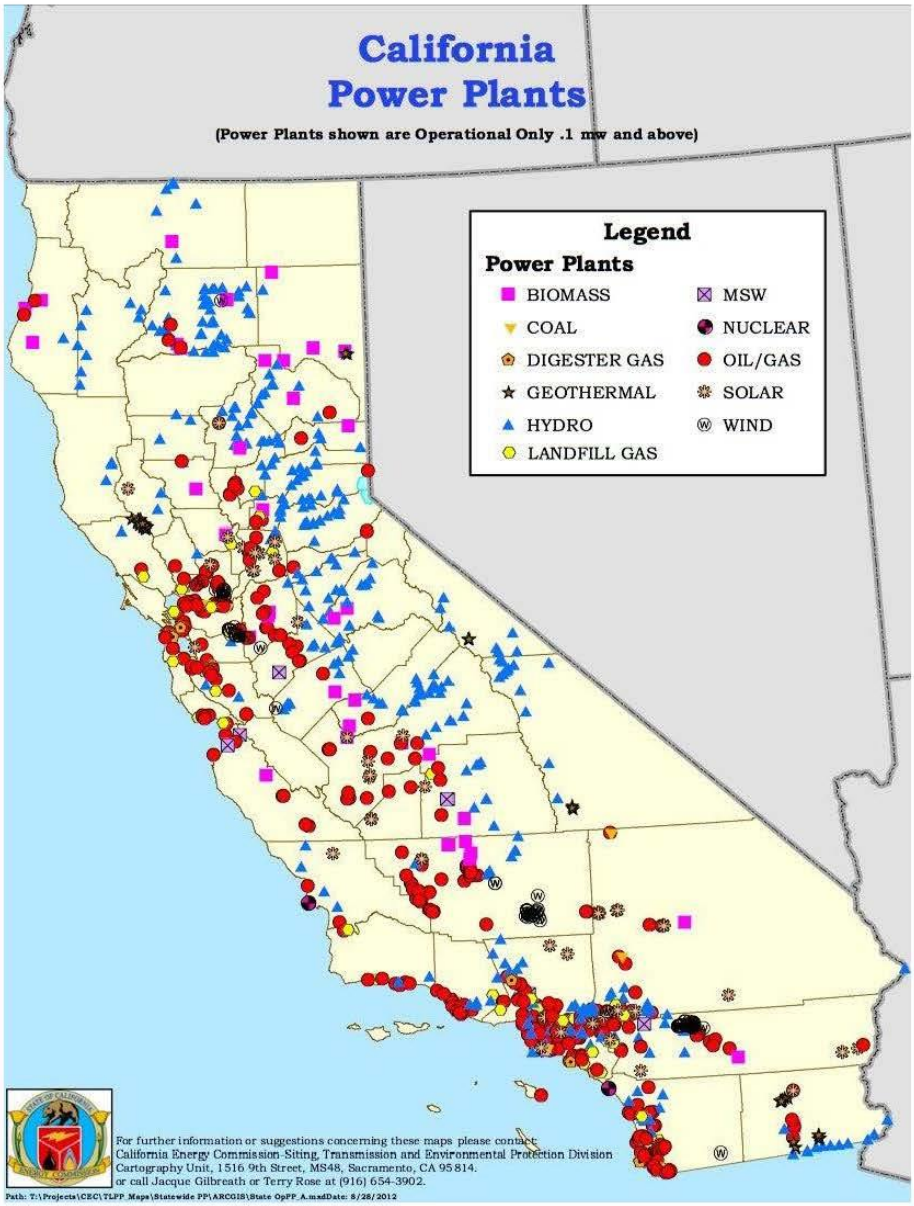


CA - Underlay – Natural Gas Pipelines

CA – Overlay – CalOES Microwave System

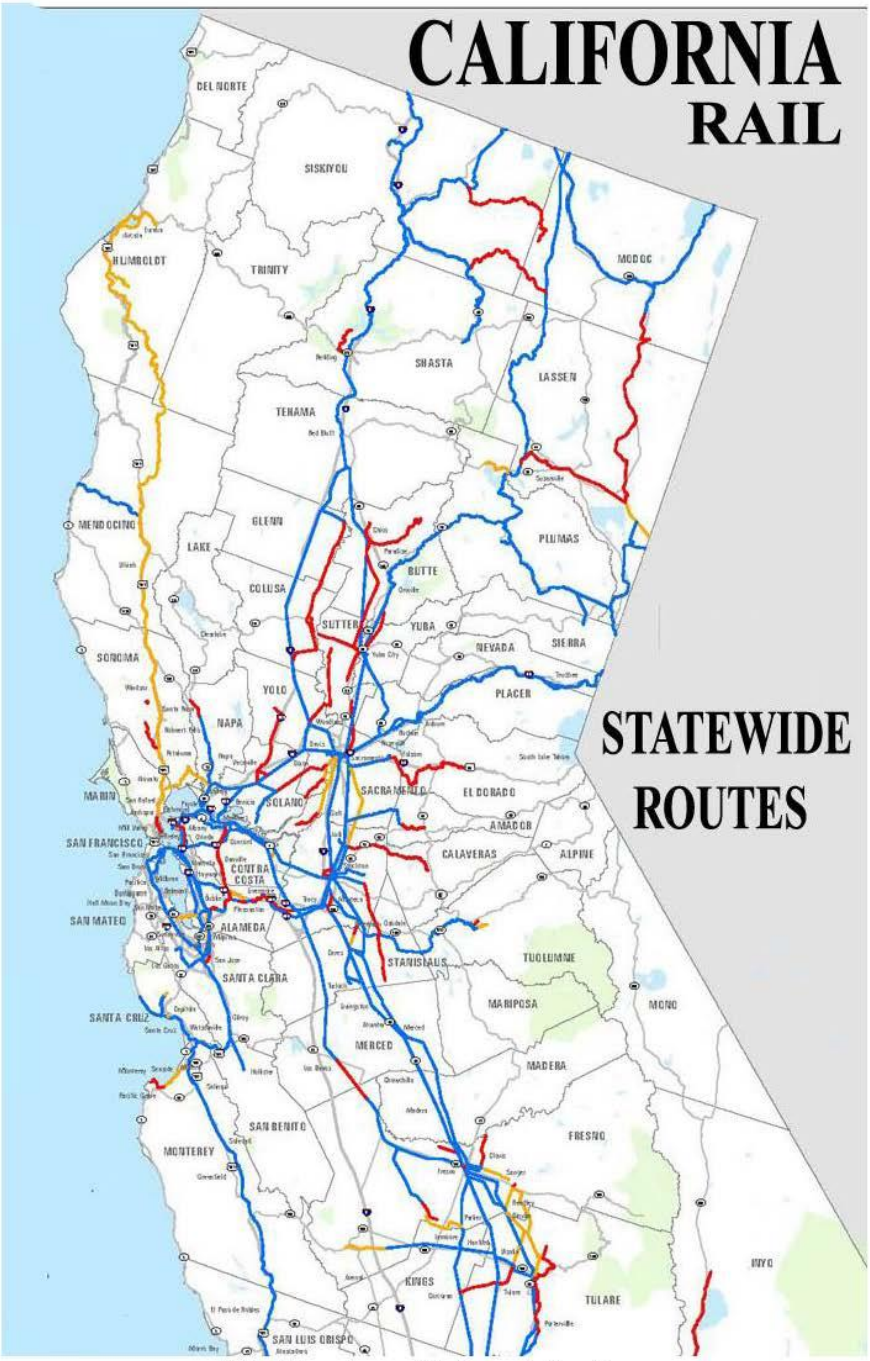


CA – Overlay – Pipelines Crude Oil and Refined Product



CA - Overlay – Power Plants

CA – Overlay – Rail AmTrack Passenger Routes



CA - Overlay – Railroad Routes

OREGON
IDAHO
NEVADA
UTAH
CALIFORNIA
ARIZONA
MEXICO
PACIFIC OCEAN
Medford
Crescent City
Yreka
Mt. Shasta
Redwood Nat. Park
McKinleyville
Arcata
Eureka
Redding
Susanville
Red Bluff
Corning
Chico
Paradise
Oroville
NORTH COAST
Fort Bragg
Mendocino
Ukiah
Clearlake
Yuba City
Nevada City
Truckee
Reno
Carson City
Lake Tahoe
South Lake Tahoe
Auburn
Roseville
Rocklin
Folsom
Healdsburg
Calistoga
Santa Rosa
Davis
Napa
Sacramento
Rancho Cordova
Petaluma
Fairfield
Vallejo
San Rafael
Novato
Concord
Stockton
Berkeley
SAN FRANCISCO
Oakland
Manteca
South San Francisco
Hayward
Modesto
San Mateo
Fremont
Turlock
Half Moon Bay
Palo Alto
SAN JOSE
Merced
Santa Cruz
Gilroy
Hollister
Watsonville
Marina
Monterey
Salinas
Fresno
Carmel
Seaside
Carmel Valley
Soledad
Big Sur
Madera
Clovis
Reedley
Hanford
Visalia
Tulare
Porterville
Avenal
Delano
Paso Robles
San Simeon
Atascadero
Morro Bay
San Luis Obispo
Pismo Beach
Santa Maria
Wasco
Oildale
Bakersfield
Arvin
Ridgecrest
MOJAVE DESERT
Barstow
Lancaster
Victorville
Palmdale
Apple Valley
Hesperia
Lompoc
Solvang
Orcutt
Goleta
Santa Barbara
Sta. Clarita
Ventura
Simi Valley
Pomona
Oxnard
San Bernardino
Santa Monica
Riverside
LOS ANGELES
Anaheim
Long Beach
Santa Ana
Huntington Beach
Temecula
San Clemente
Oceanside
Escondido
Carlsbad
Encinitas
Chula Vista
SAN DIEGO
TIJUANA
BAJA CALIFORNIA
MEXICALI
San Luis Rio Colorado
Brawley
El Centro
Yuma
Palm Springs
Indio
Palm Desert
Blythe
Salton Sea
Las Vegas
Henderson
St. George
Lake Havasu City
Colorado R.
Mammoth Lakes
Bishop
Mono Lake
Bodie State Historic Park
Death Valley National Park
Mojave Nat. Preserve
Joshua Tree National Park
Anza-Borrego Desert State Park
Santa Barbara Channel
Channel Islands Nat. Park
Santa Rosa I.
Santa Cruz I.
San Nicolas I.
San Clemente I.
Catalina I.
California
0 20 40 60 80
Miles
© World Sites Atlas (sitesatlas.com)

OREGON
NEVADA
MEXICO
OCEAN
Goose Lake
Upper Lake
Middle Alkali Lake
Klamath R
Clear Lake Reservoir
River
Clair Engle Lake
Trinity R
Pit
Shasta Lake
Eagle Lake
Eel River
Sacramento
Lake Almanor
Honey Lake
Lake Oroville
Feather R
Clear Lake
Russian R
Lake Tahoe
Lake Berryessa
Mokelumne R
Bodega Bay
Mono Lake
Stanislaus R
San Francisco Bay
Merced R
San Joaquin River
Owens River
Friant-Kern Canal
Monterey Bay
Kings River
Owens Lake
Salinas R
Kern
Amargosa R
Buena Vista Lake
Lake Havasu
Colorado R
Santa Barbara Channel
Salton Sea
Coachella Canal
San Pedro Channel
Outer Santa Barbara Passage

CA - Overlay – Regulated Water Systems

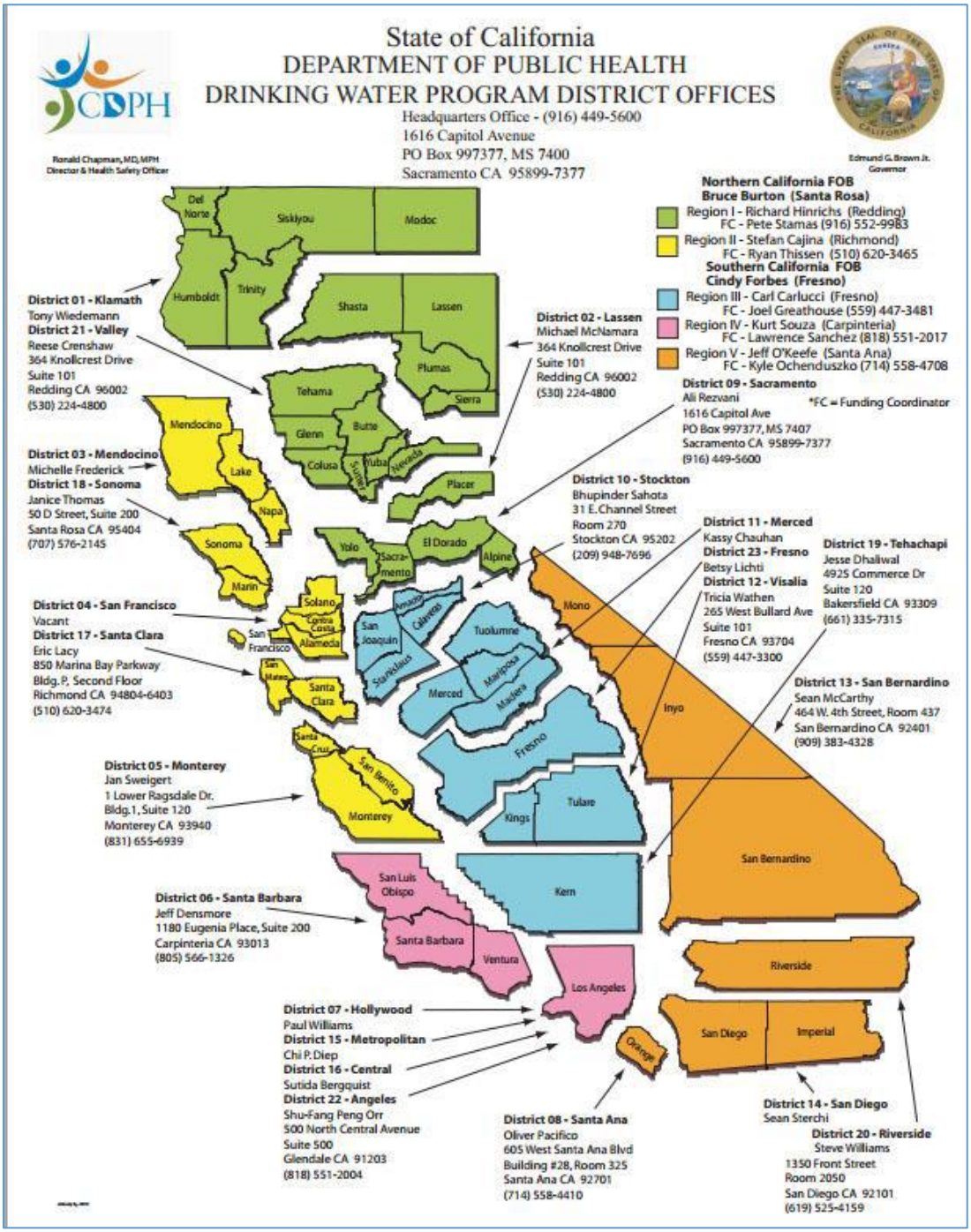
California
Air Basins and Air Districts
California Air Districts*
1 North Coast Unified AQMD
2 Siskiyou County APCD
3 Modoc County APCD
4 Shasta County AQMD
5 Lassen County APCD
6 Tehama County APCD
7 Northern Sierra AQMD
8 Butte County AQMD
9 Mendocino County AQMD
10 Glenn County APCD
11 Feather River AQMD
12 Lake County AQMD
13 Colusa County APCD
14 Placer County APCD
15 El Dorado County AQMD
16 Yolo Solano AQMD
17 Great Basin Unified APCD
18 Northern Sonoma County APCD
19 Sacramento Metro AQMD
20 Amador County APCD
21 Calaveras County APCD
22 Tuolumne County APCD
23 San Joaquin Valley APCD
24 Mariposa County APCD
25 Monterey Bay Unified APCD
26 Mojave Desert AQMD
27 Kern APCD
28 San Luis Obispo County APCD
29 Antelope Valley AQMP
30 Imperial County APCD
31 Bay Area AQMP
32 San Diego County APCD
33 Santa Barbara County APCD
34 South Coast AQMD
35 Ventura County APCD
*AQMP/ Air Quality Management District
APCD/ Air Pollution Control District
California Air Basin
Northeast Plateau
North Coast
Sacramento Valley
Lake County
Lake Tahoe
Mountain Counties
San Francisco Bay
San Francisco Bay
North Central Coast
San Joaquin Valley
Great Basin Valleys
Mojave Desert
South Central Coast
South Coast
San Diego County
Salton Sea
California Energy Commission
Systems Assessment & Facilities Division
Cartography Unit
www.energy.ca.gov
0 20 40 80
Miles

Maps - California Fish and Wildlife Districts

Maps - California Caltrans Districts

Maps - California CHP Divisions

Maps - California Dept. of Public Health Drinking Water Districts

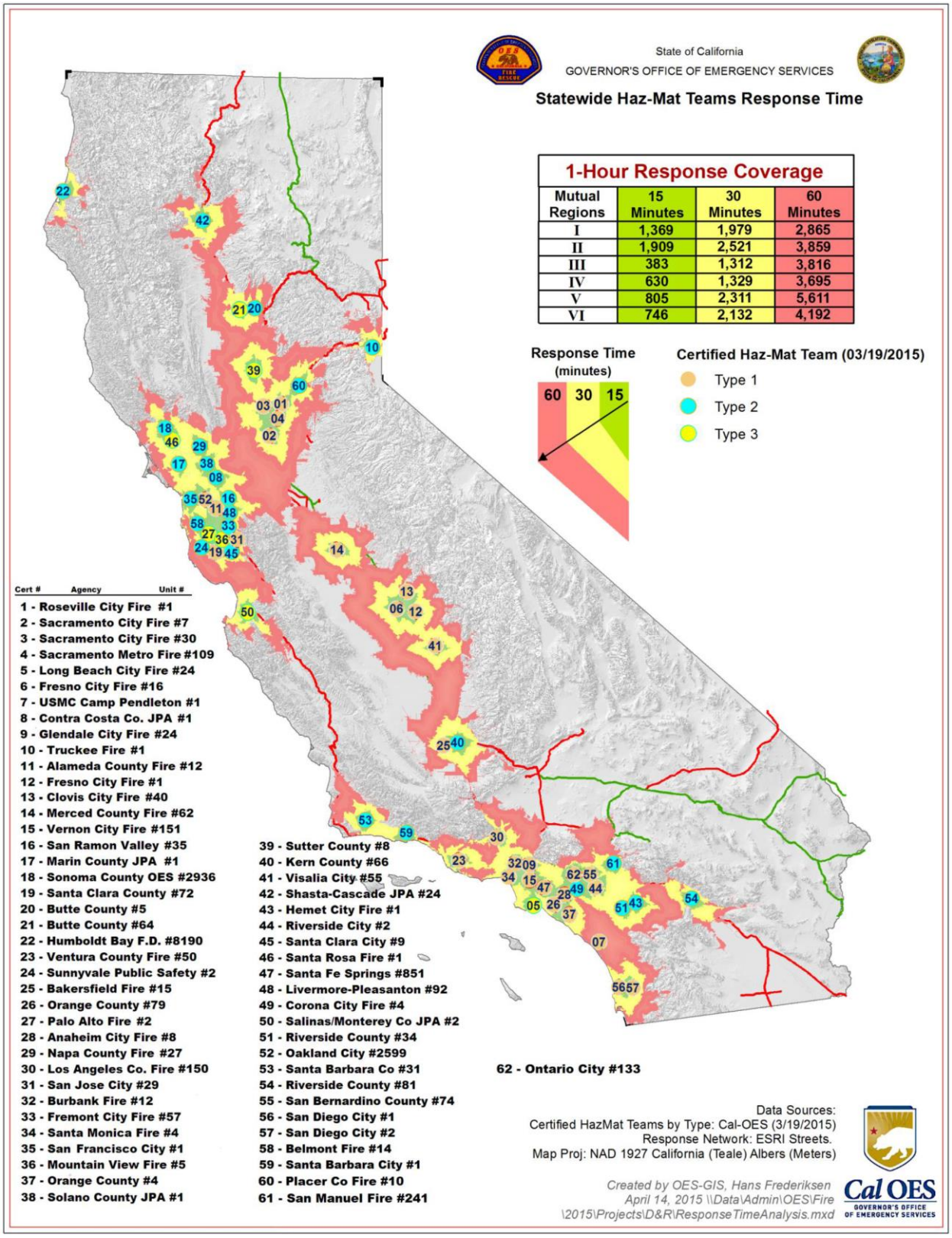


Maps - California Senatorial Districts

Maps - California Indian Tribal Lands

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Statewide Haz-Mat Teams Response Time



1-Hour Response Coverage			
Mutual Regions	15 Minutes	30 Minutes	60 Minutes
I	1,369	1,979	2,865
II	1,909	2,521	3,859
III	383	1,312	3,816
IV	630	1,329	3,695
V	805	2,311	5,611
VI	746	2,132	4,192

Cert #	Agency	Unit #
1	Roseville City Fire	#1
2	Sacramento City Fire	#7
3	Sacramento City Fire	#30
4	Sacramento Metro Fire	#109
5	Long Beach City Fire	#24
6	Fresno City Fire	#16
7	USMC Camp Pendleton	#1
8	Contra Costa Co. JPA	#1
9	Glendale City Fire	#24
10	Truckee Fire	#1
11	Alameda County Fire	#12
12	Fresno City Fire	#1
13	Clovis City Fire	#40
14	Merced County Fire	#62
15	Vernon City Fire	#151
16	San Ramon Valley	#35
17	Marin County JPA	#1
18	Sonoma County OES	#2936
19	Santa Clara County	#72
20	Butte County	#5
21	Butte County	#64
22	Humboldt Bay F.D.	#8190
23	Ventura County Fire	#50
24	Sunnyvale Public Safety	#2
25	Bakersfield Fire	#15
26	Orange County	#79
27	Palo Alto Fire	#2
28	Anaheim City Fire	#8
29	Napa County Fire	#27
30	Los Angeles Co. Fire	#150
31	San Jose City	#29
32	Burbank Fire	#12
33	Fremont City Fire	#57
34	Santa Monica Fire	#4
35	San Francisco City	#1
36	Mountain View Fire	#5
37	Orange County	#4
38	Solano County JPA	#1
39	Sutter County	#8
40	Kern County	#66
41	Visalia City	#55
42	Shasta-Cascade JPA	#24
43	Hemet City Fire	#1
44	Riverside City	#2
45	Santa Clara City	#9
46	Santa Rosa Fire	#1
47	Santa Fe Springs	#851
48	Livermore-Pleasanton	#92
49	Corona City Fire	#4
50	Salinas/Monterey Co JPA	#2
51	Riverside County	#34
52	Oakland City	#2599
53	Santa Barbara Co	#31
54	Riverside County	#81
55	San Bernardino County	#74
56	San Diego City	#1
57	San Diego City	#2
58	Belmont Fire	#14
59	Santa Barbara City	#1
60	Placer Co Fire	#10
61	San Manuel Fire	#241
62	Ontario City	#133

Data Sources:
Certified HazMat Teams by Type: Cal-OES (3/19/2015)
Response Network: ESRI Streets.
Map Proj: NAD 1927 California (Teale) Albers (Meters)

Created by OES-GIS, Hans Frederiksen
April 14, 2015 \\Data\Admin\OES\Fire \2015\Projects\D&R\ResponseTimeAnalysis.mxd

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Attachment 11: Executive Order W-40-93

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER W-40-93

WHEREAS, it is necessary to protect the public from the adverse effects of hazardous material emergencies in California; and

WHEREAS, Title III of the Superfund Amendments and Reauthorization Act of 1986 provides that the Governor of each State shall appoint a State emergency response commission to designate local emergency planning districts; appoint local emergency planning committees; establish procedures for receiving, processing and providing information to the public on hazardous materials; review local emergency plans; and undertake other actions required by Title III; and

WHEREAS, the Title III program supports and extends California's existing Emergency Planning and Public Right-To-Know Program developed under Chapter 6.95 of the Health and Safety Code, and administered by the Office of Emergency Services; and

WHEREAS, Executive Order D-63-87 established the Chemical Emergency Planning and Response Commission for the purpose of implementing the federal SARA Title III Program, and prescribed the membership of the Commission; and

WHEREAS, the roles and responsibilities of certain agencies, departments and offices involved in hazardous material management have changed since the formation of the Chemical Emergency Planning and Response Commission; and

WHEREAS, no existing single agency, department, or office has both the resources and emergency planning experience to completely fulfill the requirements of Title III without the assistance from other agencies, departments, or offices;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, hereby reconstitute the membership of the Chemical Emergency Planning and Response Commission as follows:

The Commission is chaired by the Director of the Office of Emergency Services (or designee); and

Other members of the Commission include the Secretaries or Directors (or designees) of the following agencies:

Business, Transportation and Housing;
State and Consumer Services;
Resources Agency;
Health and Welfare;
Environmental Protection Agency;
Department of Food and Agriculture;
Department of Industrial Relations;

The Commission shall also include Representatives of the Local Planning Districts (to be designated by the Commission) and three representatives of local government.

The Commission shall appoint the members and alternate members of the Local Emergency Planning Committees.

All State agencies, departments, and offices responsible to the Governor are directed, and all other public entities are requested, to provide their full cooperation and support to the Commission as it discharges its duties under this Order and federal law.

Executive Order D-63-87 is hereby rescinded.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 26th day of January 1993.

Governor of California

ATTEST:

Secretary of State

Attachment 12: Examples of Agency Roles Tables

Hazardous Materials Response Roles Table

Responsibility	LOCAL AGENCIES	Law Enforcement	Fire Agencies	County/City Health, Hazardous Materials	County Office of Emergency Services	County Emergency Management Services	Public Works	County Attorney General	Sanitary Districts	Clean Water Program / BCDC	County District Attorney	STATE AGENCIES	California Highway Patrol	California Department of Fish & Game/ Office of Spill Prevention and Response	State OES	Caltrans	Bay Area Air Quality Management District/ Air Resources Board	State Water Resources Control Board/ Regional Water Resources Control Board/CCC	Department of Water Resources	DOGGR	State Military Department - California National Guard	CAL EPA-DPR	CDF	DPR	CAL-OSHA	EMSA	CAL EPA-DTSC & OEHHA	CDHS-DEODC & RHS	SCGM	FEDERAL AGENCIES	U.S. Coast Guard	U.S. Environmental Protection Agency
Emergency Response																																
Incident Commander		x	R*									x																				
Site Access Control		x	x									x	x																	x		
Rescue			F*																													
Warning System Activation			x	x																												
Fire Control/Suppression			x																													
Public Health Assessment			x	x			x														x					x	x					
Environmental Assessment			x	x			x						x				x				x					x	x				x	
Medical Information Dissemination			x	x	x	x								x																		
Local Emergency Proclamation			x	x	x								x																			
Regional Emergency Proclamation														x																		
Participation in Incident Command System		x	x	x	x	x						x	x	x	x		x				x	x				x				x	x	
Technical Information																																
Personnel Protective Equipment			x	x									x	x							x			x						x	x	
Industrial Hygiene			x	x									x	x							x			x		x	x				x	
Decontamination			F*	x									x								x					x					x	
Health Effects			x	x			x						x	x							x			x		x	x				x	
Facility (Site Map and Inventory)			x	x			x	x							x						x					x					x	
Chemical			x	x			x	x					x				x				x			x		x	x			x	x	
Air Monitoring				x												x															x	
Meteorological																x																
On Scene Response																																
Air			x	x			x									x					x					x					x	
Soil/Ground			x	x			x						x				x				x					x				x	x	
Water			x	x			x		x				x				x	x			x									x	x	
Pipeline/Tank			x	x									x				x													x	x	
Sewage			x	x				x					x				x													x	x	
Biological/Medical Waste			x	x									x				x													x	x	
Radioactive Material			x	x									x																	x	x	x
Incident Mitigation			x	x				x	x				x				x											x		x	x	
Radioactive Material			x	x																											x	
Air			x	x									x				x														x	
Soil/Ground			x	x					x				x				x													x	x	
Water			x	x									x															x			x	
Pipeline/Tank			x	x				x					x				x															
Sewage			x	x									x																			
Biological/Medical Waste			x	x									x																			
Radioactive Material			x	x									x																			
Decontamination			x	x																						x					x	
Maintain Supplies			x	x																						x					x	
Personnel/Equipment			x	x																						x					x	
Wildlife													x													x					x	
Enforcement		x	x	x			x	x	x	x			x			x	x				x			x		x				x	x	
Penalties		x	x	x			x	x	x				x	x		x	x				x			x		x				x	x	
Cease and Desist Orders		x	x	x			x	x	x				x			x	x							x		x					x	
Clean-Up				x			x	x					x		x		x				x					x	x			x	x	x
Oversee and Approve				x			x						x								x					x	x			x	x	x
Waste Disposal				x				x																								
Emergency Funding Access				x										x												x				x	x	
Emergency Contractor Access			x	x									x		x											x				x	x	
Incident Critique				x	x																											
Incident Documentation				x																												

R* = in the City of Richmond, the Richmond Fire Department assumes the role of Incident Commander.

F* = Fire agencies with hazardous materials trained personnel.

Agency, name, role, contact information

DRAFT

Basic/Simple Agencies Roles-Contacts Table

AGENCY/GROUP	NAME(S)	ROLE & CAPABILITIES	CONTACT INFORMATION
Cal OES regional contact			
OSPR/DFW regional contact			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
Utilities Representative			
Person with Access and Functional Needs Rep			
Tribal Nation ____			
Tribal Nation ____			
Others?			
Others?			

Attachment 13: References and Resources

The following references and resources will be useful in preparing an LEPC Regional Hazardous Materials Emergency Plan. Most of the references listed can be found online and links are provided, when available.

Calif. Department of Conservation offers maps, spreadsheets, and search tools, providing the locations of oil, gas, and geothermal fields and wells in California at: http://www.conservation.ca.gov/dog/Pages/Index.aspx

California Energy Commission online map showing the major natural gas pipelines in California: http://www.energy.ca.gov/maps/infrastructure/Natural_Gas_Pipelines.pdf.

California Governor's Office of Emergency Services. January 2014. *Hazardous Materials Toolkit: Parts 1-4*. The Tool Kit can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Hazardous-Materials-Tool-Kit.aspx

California Governor's Office of Emergency Services. HazMat Section maintains hazardous material information useful to LEPCs on its website at: http://www.caloes.ca.gov/hazardousmaterials/Pages/Hazardous-Materials.aspx

California Interagency Rail Safety Working Group. June 10, 2014. *Oil by Rail Safety in California – Preliminary Findings and Recommendations*. This document can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx

California Interagency Working Group on Refinery Safety. February 2014. *Improving Public and Worker Safety at Oil Refineries: Report of the Interagency Working Group on Refinery Safety*. This document can be found online at: http://www.calepa.ca.gov/publications/Reports/2014/RefineryRpt.pdf

Federal Emergency Management Agency. July 2006. *Hazardous Materials Tabletop Exercises Manual*. The document can be found online at: https://training.fema.gov/emiweb/pub/hazmat%20tabletop%20manual.pdf.

Georgia Emergency Management Agency. 2014. *LEPC Activities Guide, Volume 1*. This document can be found on the Cal OES website at: Insert.

National Association of SARA Title III Program Officials. January 13, 2008. *NASTTPO guidance on CFATS emergency planning.* This document can be found online at: http://nasttpo.com/pdfs/NASTTPO-guidance-CFATS-emc-planning.pdf

NASTTPO is the National Association of SARA Title III Program Officials and is made up of members and staff of State Emergency Response Commissions (SERCs), Tribal Emergency Response Commissions (TERCs), Local Emergency Planning Committees (LEPCs), various federal agencies and private industry. Members include state, Tribal or local government employees with Emergency Planning and Community Right to Know (EPCRA) program responsibilities, such as health, occupational safety, first response, environmental, and emergency management agencies. The NASTTPO website offers guidance, white papers, information about training, and examples of LEPC handbooks. This site can be found at: http://www.nasttpo.com/.

National Response Team has a website that provides technical assistance and resources on preparedness, response and recovery actions for hazardous materials emergencies, which can be found at: http://www.nrt.org/

Texas Governor's Division of Emergency Management. July 26, 2006. *Local Emergency Planning Committee (LEPC): A Primer for Local Planning for Hazardous Materials.* This document can be found online at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/lepc/lepc_handbook_texas_07262006.pdf

Transportation Research Board. 2011. *Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies*. HMCRP Report 3. National Academy of Sciences. The document can be found online at: http://onlinepubs.trb.org/onlinepubs/hmcrp/hmcrp_rpt_003.pdf.

U.S. Census Department has interactive query tools to help identify population characteristics at: http://quickfacts.census.gov/qfd/. Other census tools are available at: http://www.census.gov/data/data-tools.html.

U.S. Department of Homeland Security, U.S. Dept. Labor, Occupational Safety and Health Administration, USEPA. May 2014. *Report on Executive Order 13650 Actions to Improve Chemical Safety and Security – a Shared Commitment*. This document can be found online at: https://www.osha.gov/chemicalexecutiveorder/final_chemical_eo_status_report.pdf. The document contains a link to a repository for best practices at https://www.llis.dhs.gov/topics/chemical-facility-safety-and-security.

U.S. Environmental Protection Agency, Region 6. June 2014. *Local Emergency Planning Committee (LEPC) Handbook.* This document can be found online at: http://www.rrt6.org/Uploads/Files/REGION%206%20LEPC%20Handbook%20--%20July%201,%202014.pdf

Attachment 14. Tribal Reference Materials

Tribal Definitions

California Federally Recognized Tribes: "Indian tribe or Tribe" means an Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe. (Act of 1994, 25 U.S.C. §479a.)

Indian Organizations: The unique state-tribal relationship with California Federally Recognized Tribes is based in part on the fundamental concept of government-to-government relations. Other statutes and policies exist that allow for state coordination/collaboration with Indian organizations that, by the nature of their business, serves Indian people who may be affected if excluded from the collaboration or coordination process.

Tribal Officials: Elected or duly appointed officials of Indian tribal governments.

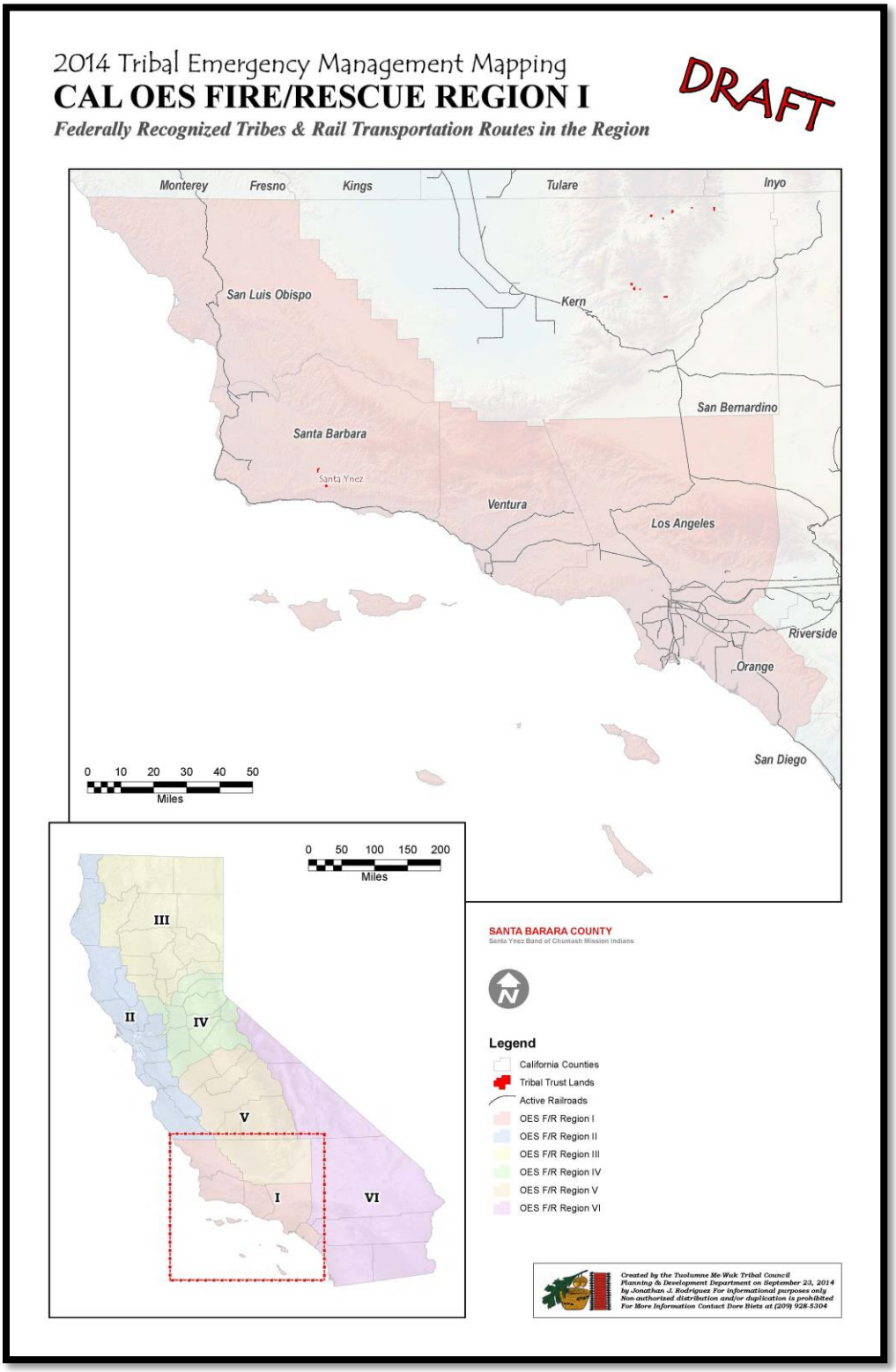
Tribal Sovereignty: Tribal sovereignty refers to the inherent authority of California Federally Recognized Tribes to govern themselves within the borders of the United States of America. The federal government recognizes tribal nations as "domestic dependent nations". The Constitution and other federal laws grant local sovereignty to tribal nations, but do not grant full sovereignty equivalent to that of foreign nations, hence the term "domestic dependent nations." Existing limitations to these authorities are defined through acts of Congress, treaties, and federal court decisions.

Indian Country (or Tribal Lands): Indian country includes: a) all land within the limits of an Indian reservation under the jurisdiction of the United States government, b) all dependent Indian communities, and c) all Indian allotments still in trust, regardless of whether they are located within reservations. The term includes land owned by non-Indians, as well as municipalities incorporated by non-Indians if they are within the boundaries of an Indian reservation.

Collaboration: Communicating and working together through mutual respect and cooperation toward a common purpose. Communications between Cal OES and California Federally Recognized Tribes will be conducted with respect for tribal protocols and will strive to achieve consensus in problem solving and issue resolution.

Consultation: A process for government-to-government dialogue between Cal OES and California Federally Recognized Tribes regarding proposed state actions in a manner that is intended to secure meaningful and timely tribal input.

Regional Maps of Federally Recognized Tribes with Rail Routes Identified

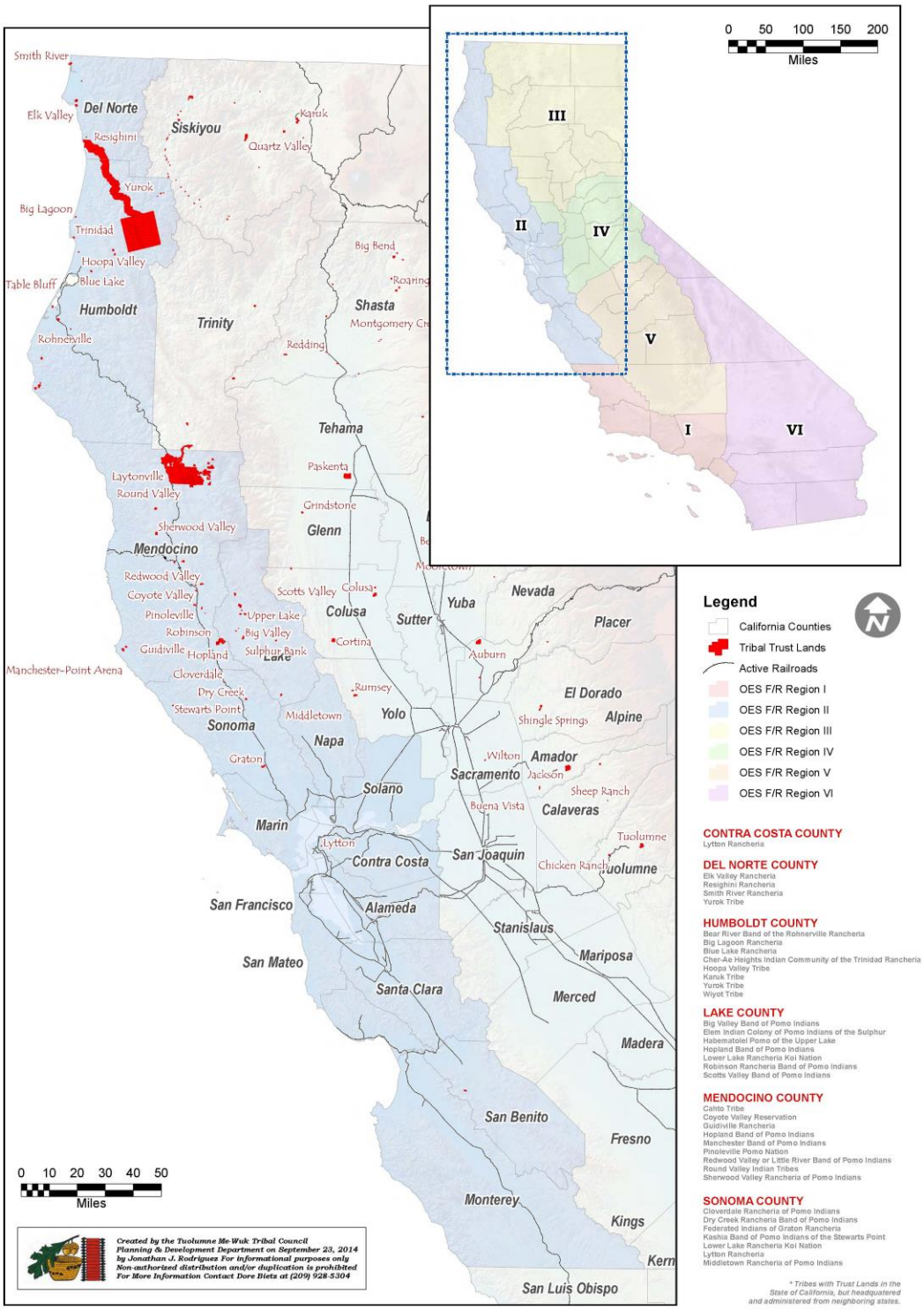


2014 Tribal Emergency Management Mapping

CAL OES FIRE/RESCUE REGION II

Federally Recognized Tribes & Rail Transportation Routes in the Region

DRAFT



2014 Tribal Emergency Management Mapping

CAL OES FIRE/RESCUE REGION III

Federally Recognized Tribes & Rail Transportation Routes in the Region

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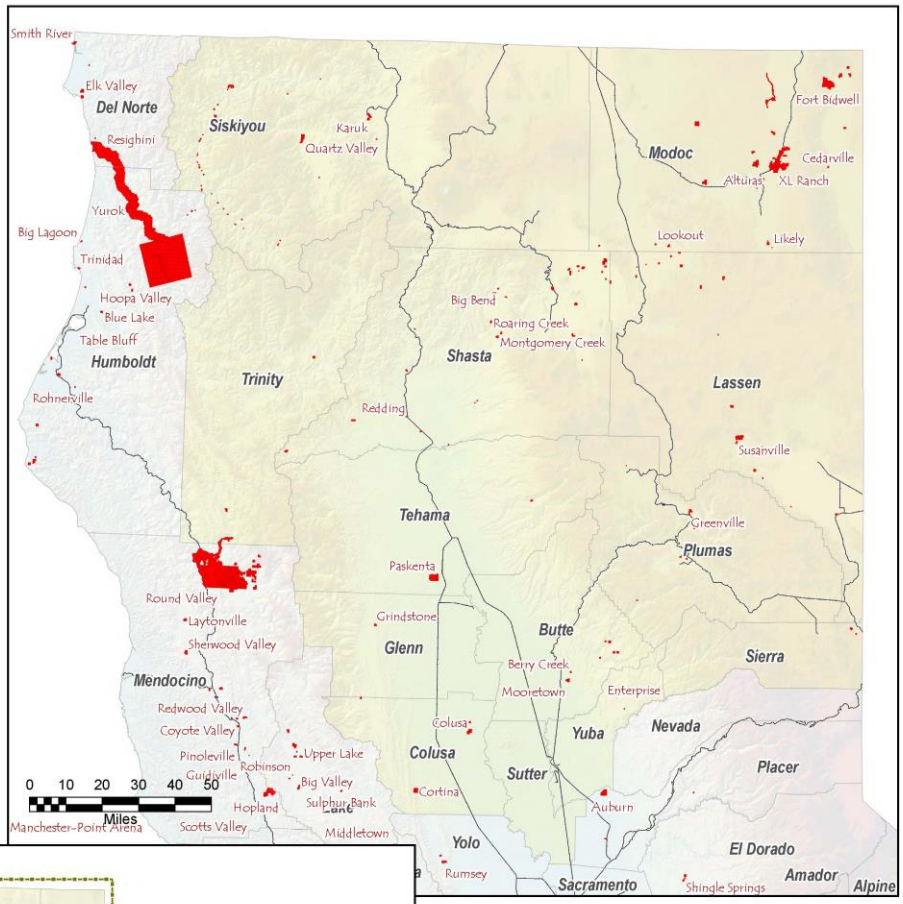

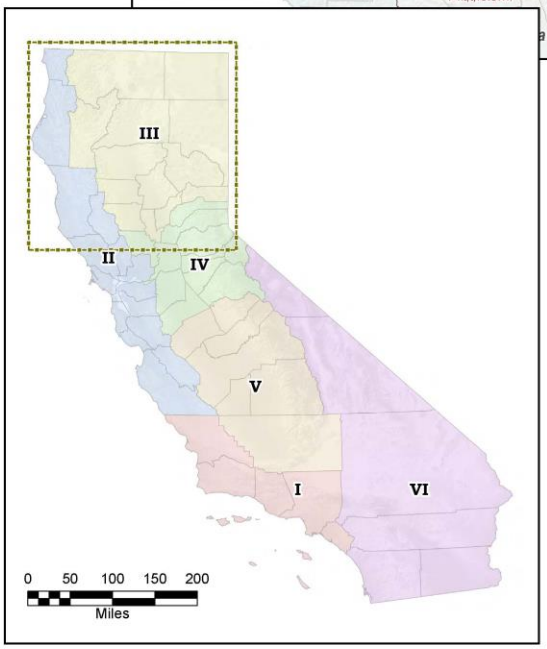

BUTTE COUNTY
Berry Creek Rancheria of the Maidu Indians
Enterprise Rancheria of Maidu Indians
Mooretown Rancheria of Maidu Indians

COLUSA COUNTY
Cachil DeHe Band of Wintun Indians of the Colusa
Cortina Indian Rancheria of Wintun Indians

GLENN COUNTY
Grindstone Indian Rancheria of Wintun-Wailaki Indians

LASSEN COUNTY
Susanville Indian Rancheria

MODOC COUNTY
Alturas Indian Rancheria
Cedarville Rancheria
Fort Bidwell Indian Community
Pit River Tribe

PLUMAS COUNTY
Greenville Rancheria

SHASTA COUNTY
Pit River Tribe
Redding Rancheria

SISKIYOU COUNTY
Karuk Tribe
Quartz Valley Indian Community

TEHAMA COUNTY
Paskenta Band of Nomlaki Indians

TRINITY COUNTY
Round Valley Indian Tribes

Legend

- California Counties
- Tribal Trust Lands
- Active Railroads
- OES F/R Region I
- OES F/R Region II
- OES F/R Region III
- OES F/R Region IV
- OES F/R Region V
- OES F/R Region VI

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2014 Tribal Emergency Management Mapping

CAL OES FIRE/RESCUE REGION IV

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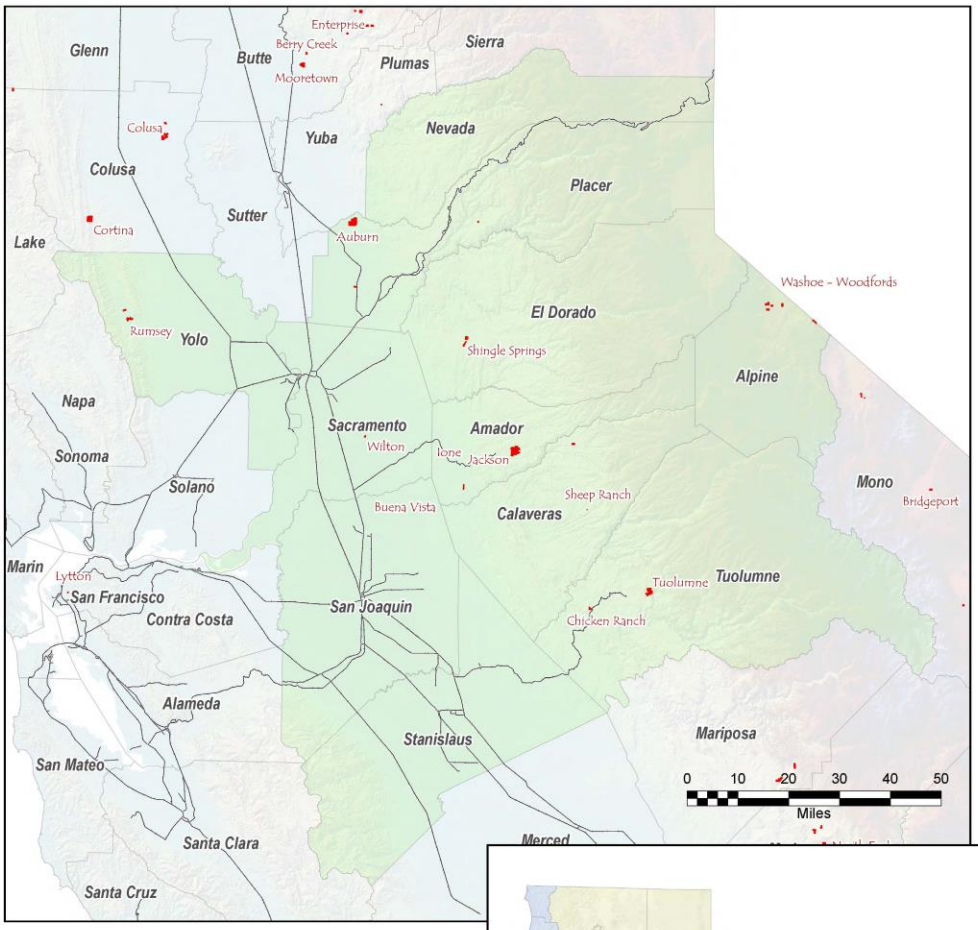
Federally Recognized Tribes & Rail Transportation Routes in the Region



ALPINE COUNTY
Washoe Tribe of Nevada & California *

AMADOR COUNTY
Buena Vista Rancheria of Me-Wuk Indians
Ione Band of Miwok Indians
Jackson Rancheria of Me-Wuk Indians

CALAVERAS COUNTY
California Valley Miwok Tribe (Sheep Ranch)

EL DORADO COUNTY
Shingle Springs Band of Miwok Indians

PLACER COUNTY
United Auburn Indian Community of the Auburn Rancheria

SACRAMENTO COUNTY
Wilton Rancheria

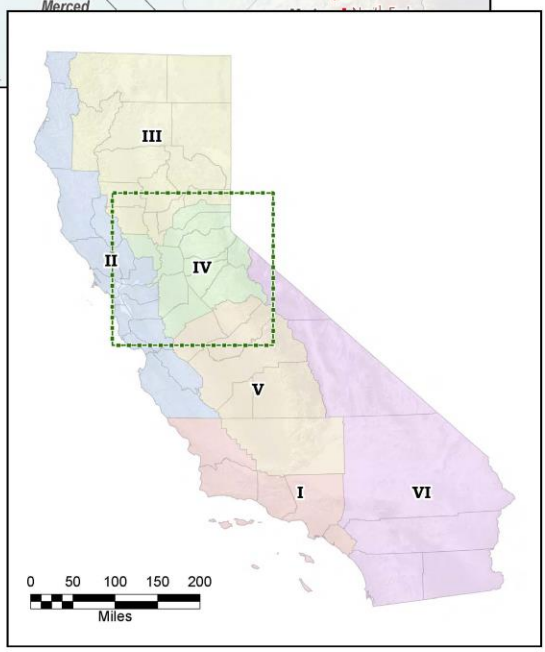
TUOLUMNE COUNTY
Chicken Ranch Rancheria of Me-Wuk Indians
Tuolumne Band of Me-Wuk Indians

YOLO COUNTY
Yocha Dehe Wintun Nation

** Tribes with Trust Lands in the State of California, but headquartered and administered from neighboring states.*

Legend

- California Counties
- Tribal Trust Lands
- Active Railroads
- OES F/R Region I
- OES F/R Region II
- OES F/R Region III
- OES F/R Region IV
- OES F/R Region V
- OES F/R Region VI



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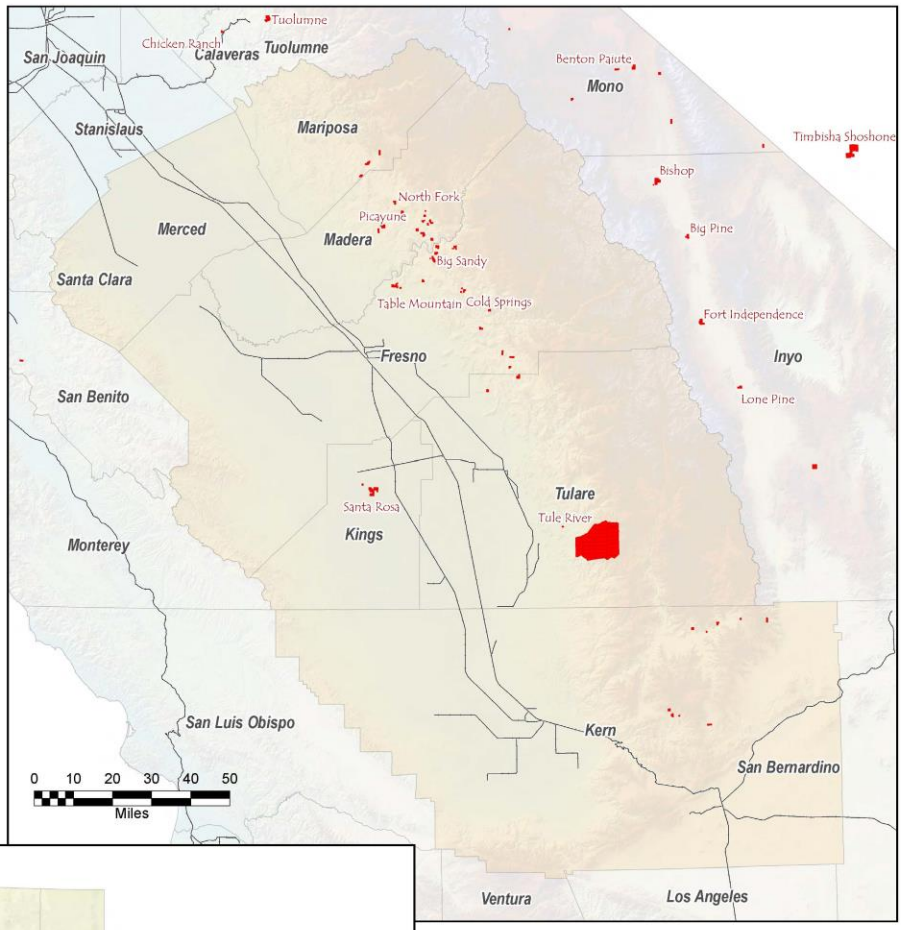
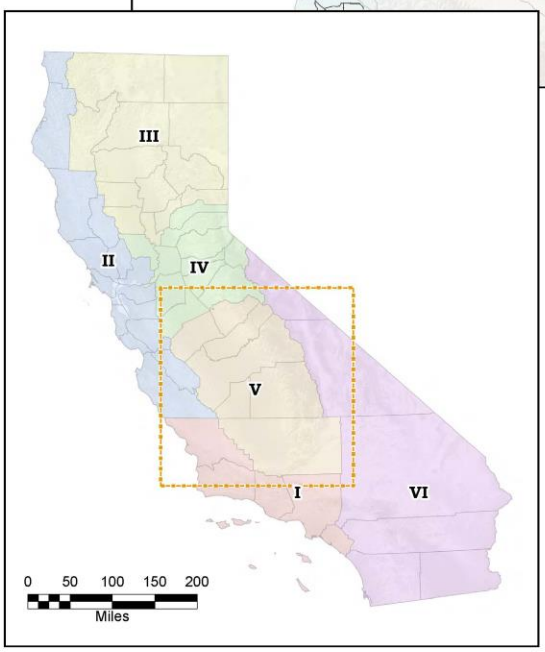
2014 Tribal Emergency Management Mapping

CAL OES FIRE/RESCUE REGION V

Federally Recognized Tribes & Rail Transportation Routes in the Region

DRAFT





FRESNO COUNTY
Big Sandy Rancheria of Western Mono Indians
Cold Springs Rancheria of Mono Indians
Table Mountain Rancheria

KERN COUNTY
Tejon Indian Tribe of California

KINGS COUNTY
Santa Rosa Indian Community of the Santa Rosa Rancheria

MADERA COUNTY
Northfork Rancheria of Mono Indians
Picayune Rancheria of Chukchansi Indians

TULARE COUNTY
Tule River Indian Tribe

Legend

- California Counties
- Tribal Trust Lands
- Active Railroads
- OES F/R Region I
- OES F/R Region II
- OES F/R Region III
- OES F/R Region IV
- OES F/R Region V
- OES F/R Region VI

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Attachment 15. Glossary

Administering Agency (AA): The designated unit of a county or city tasked to administer the local implementation of the State and Federal hazardous material emergency planning and community right-to-know programs. Also known as Certified Uniform Program Agencies (CUPAs).

ALOHA: A downloadable application designed for emergency planning and response personnel to be used within CAMEO, to predict how a hazardous gas could move and spread if it is released into the atmosphere.

Area Plan: A document established to facilitate emergency response to a release or threatened release of a hazardous material within a city or county. (H&SC, Section § 25503, Chapter 6.95)

Business Plan: A written plan and inventory developed by a business for each facility, site, or branch that provides emergency response guidelines for a release of hazardous materials meeting the requirements of HSC § 25505.

California Accidental Release Prevention Program (CalARP): CalARP is the federal Accidental Release Prevention (ARP) Program with some California- specific requirements.

CAMEO: Computer Aided Management of Emergency Operations is a collection of applications and databases, jointly developed by NOAA and the USEPA to help emergency planners and responders plan for, and safely handle, chemical accidents.

Community Right-to-Know: Legislation requiring business establishments to provide chemical inventory information to local agencies and the public.

Contingency Plan: A pre-planned document presenting an organized and coordinated plan of action to limit potential pollution in case of fire, explosion, or discharge of hazardous materials; defines specific responsibilities and tasks.

Emergency Planning and Community Right-to-Know Act (EPCRA): A federal law, also known as SARA Title III. This law provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that store, use, or release certain chemicals may be subject to various reporting requirements. Reported information is made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community.

Emergency Response: A response action to situations that may cause immediate and serious harm to people or the environment.

Evacuation: At a hazardous materials incident this means the removal of people from the affected area.

Extremely Hazardous Substances: The USEPA uses this term for chemicals that must be reported pursuant to SARA, Title III. The list of these substances and the threshold planning quantities are identified in 40 CFR § 355. Releases of extremely hazardous substances as defined by USEPA must be reported to the National Response Center. In California, the term Acutely Hazardous Material (AHM) is used.

First Responder: The first trained person(s) to arrive at the scene of a hazardous materials incident. May be from the public or private sector of emergency services.

First Responder, Awareness Level: Individuals who are likely to witness or discover a hazardous substance release who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First Responder, Operations Level: Individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

Hazard: The inherent characteristic of a material, condition, or activity that has the potential to cause harm to people, property, or the environment.

Hazard Analysis: The identification of material properties, system elements, or events that lead to harm or loss. The term hazard analysis may also include evaluation of consequences from an event or incident.

Hazardous Chemical: A term used by the federal Occupational Safety and Health Administration (OSHA) to denote any chemical that would be a risk to employees if exposed in the workplace. The list of OSHA hazardous chemicals is found in 29 CFR.

Hazardous Material: A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and

the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products.

Hazardous Materials Emergency: The release or threatened release of a hazardous material that may impact the public health, safety and/or the environment.

Hazardous Materials Tool Kit (Tool Kit): The reference document created by the Cal OES Hazardous Materials Section to provide resources and informational tools to hazardous material teams and stakeholders in the hazardous materials arena. This can be found at: http://www.caloes.ca.gov/hazardousmaterials/pages/hazardous-materials-tool-kit.aspx

Hazardous Substance: As used by the California Department of Toxic Substances Control, this term encompasses every chemical regulated by both the Department of Transportation (hazardous materials) and the U.S. Environmental Protection Agency (hazardous waste). California HSC § 25501(n) defines "Hazardous Substance" as any substance or chemical product 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 of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation. (2) The substance is listed as a radioactive material in Appendix B of Chapter 1 of Title 10 of the Code of Federal Regulations. (3) Hazardous materials or 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: 1) Waste materials or mixtures of waste which require special handling and disposal because of their potential to damage health and/or the environment; 2) USEPA uses the term hazardous waste for chemicals that are regulated under the Resource Conservation and Recovery Act and are listed in 40 CFR § 261.33 (d). USEPA or California Department of Toxic Substances Control regulated hazardous waste, when in transport, must also meet 49 CFR parts § 170 through § 179. California's definition of hazardous waste is more inclusive than the federal definition, and is found in 22 CCR Section § 66261.2.

HazMat: An acronym for hazardous materials.

Incident: An occurrence or event, natural or man caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Hazardous Materials Incident: Any sudden, unexpected spill, leak, fire, explosion, accident, or similar occurrence which involves the transportation, storage, handling, manufacturing, sale, use, disposal or processing of a hazardous material. Transportation incidents involve transport vehicles (motor vehicles, rail cars, boats, or aircraft) that carry hazardous material as cargo. The

cargo may be transported in bulk or packages/containers. Fixed site incidents involve hazardous materials at a site used for the storage, manufacturing, processing, or handling of hazardous materials. This also includes pipe lines.

Incident Command: The entity responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

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

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, Tribal and local boundary lines) or functional (e.g., law enforcement, public health).

Local Emergency Planning Committee (LEPC): A committee appointed by a State Emergency Response Commission, as required by SARA Title III, to formulate a comprehensive emergency plan for its corresponding Local Emergency Planning District (co-incident with the Cal OES mutual aid regions).

MARPLOT: A downloadable electronic mapping application based on U.S. Census information now included in the CAMEO system.

Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing and

using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National Incident Management System (NIMS): A systematic approach guiding government agencies at all levels, the private sector and non-governmental organizations to work together to prevent, protect against, respond to, recover from and mitigate the effects of incidents, in order to reduce the loss of life or property and harm to the environment.

National Response Center (NRC): A communications center operated by the USCG headquarters located in Washington, D.C. They provide information on suggested technical emergency actions, and must be notified by the spiller within 24 hours of any spill of a reportable quantity of a hazardous substance.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

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 closed receptacles of any hazardous material.

Risk Analysis: A process to analyze the probability that harm may occur to life, property, and the environment and to note the risks to be taken to identify the incident objectives.

Risk Management: A decision-making process which involves such considerations as risk assessment, technological feasibility, economic information about costs and benefits, statutory requirements, public concerns, and other factors.

State Emergency Response Commission (SERC): The state level agency that has authority over the LEPC and the responsibility of receiving all reportable release reports. The SERC, through implementation of emergency planning and community right-to-know laws and through establishment and support of its LEPCs, assists in chemical emergency planning, provides public access to chemical data, raises public awareness of chemical risks and encourages public participation in local chemical safety issues.

Scenario: An outline of a natural or expected course of events.

Scene: The location impacted or potentially impacted by a hazard.

Sheltering In-Place/In-Place Protection: An action to direct people to quickly go inside a building and remain inside until the danger passes.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region and State.

State Warning Center, California State Warning Center, Cal OES Warning Center: The Cal OES Warning Center facilitates emergency communications with government agencies at all levels. The California State Warning Center monitors seismic activity, weather and other conditions that could cause a disaster and is the central reporting office for any release or threatened release of a hazardous material. The California State Warning Center is the initial contact point in the State to initiate coordination and begin to mobilize federal, State and local agencies during a disaster.

Superfund Amendments & Reauthorization Act (SARA): A Federal law, a portion of which is known as SARA Title III or EPCRA. SARA Tile III provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that store, use, or release certain chemicals may be subject to various reporting requirements. Reported information is then made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community.

Unified Command (UC): An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.