WHEELING-OHIO COUNTY HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

EMERGENCY OPERATIONS PLAN

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# ANNEX SUMMARY INFORMATION PAGE

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| ANNEX DESIGNATION: | Hazardous Materials |
| RELATED FEDERAL ESF: | 10 |
| PURPOSE OF ANNEX: | The purpose of this annex is to provide guidance and administration of Ohio County’s r­esources during a hazardous materials (HAZMAT) incident as well as to provide protection of the citizens and environment of the county. |
| WEST VIRGINIA STATUTORY AUTHORITY: | WV §15-5; Title 44 §205-740; PL 288 §415 |
| PRIMARY AGENCY: | Wheeling – Ohio County Homeland Security and Emergency Management Agency |
| SUPPORT AGENCIES: | Ohio County Commission, City of Wheeling, Town of Triadelphia, Village of Bethlehem, Village of Clearview, Village of Valley Grove, Village of West Liberty |
| REFERENCES: | “Guide for All Hazards Emergency Operations Planning”, SLG 101, FEMA, 1996  “Wheeling – Ohio County Emergency Operations Plan”, 2004  “West Virginia Emergency Operations Plan”, Office of Emergency Services, 2002 |
| Revised Date: | December 2021 |
| County Commission Approval: | December 2021 |

**ESF 10**

**HAZARDOUS MATERIALS**

# I. PURPOSE

To provide guidance and administration of Ohio County’s r­esources during a hazardous materials (HAZMAT) incident as well as to provide protection of the citizens and environment of the county.

# II. SITUATION AND ASSUMPTIONS

SITUATIONS

1. No single agency within the county is equipped physically or technologically to cope with the possibilities of a serious hazardous materials incident. The local fire departments, the Division of Highways (DOH), and the Division of Environmental Protection (DEP) can handle small HAZMAT incidents by themselves.
2. A list of facilities subject to the requirements of the Superfund Amendments and Reauthorization Act (SARA) Title III Section 303(c) is maintained by the Wheeling – Ohio County Local Emergency Planning Committee. Tier II reports are kept on file in the Wheeling – Ohio County Homelands Security and Emergency Management Agency.
3. Identification of routes that may be used for the transportation of hazardous materials have been identified and a Commodity Flow Study has been completed.

ASSUMPTIONS

1. No area within Ohio County, West Virginia is without risk of being involved in a

hazardous materials incident to some degree.

2. Transportation of hazardous materials will be through and within the county on the highway, by water, and over the state by air routes. These conveyances all present the poten­tial for a hazardous materials emergen­cy.

3. A number of special facilities, such as hospitals, elderly care facilities, schools, jails, etc., are all within the danger zones of possible hazardous materials incidents.

4. There are numerous creeks, streams and rivers, plus a hilly topogra­phy that could result in their contamina­tion by a HAZMAT incident.

1. The Wheeling – Ohio County Homeland Security and Emergency Management Agency and its Local Emergency Planning Committee (LEPC) is responsible for preparing the HAZMAT Annex to the county’s EOP for the protection of their citizens and the environment within their jurisdiction.

6. The possibility of an incident escalating into other areas has been demonstrated in the past. Coordination between Ohio County and neighboring counties and states is necessary.

7. The wide variation between different substances classed as hazardous materials creates a situation where informa­tion must often be collected from varied sources, such as: Chemtrec, the shippers of the substance(s), local chemical companies and their HAZMAT teams, Coast Guard Strike teams, USEPA, private HAZMAT firms, etc. The Wheeling – Ohio County E.M.A. and the Wheeling Fire Department RRT maintain databases and M.S.D.S. of chemicals.

8. The training and equipment necessary to maintain a HAZMAT response capability is complex and expensive. The Wheeling – Ohio County Homeland Security and Emergency Management Agency shall maintain a cadre of Hazardous Materials Response Equipment that shall remain available to all agencies in the county.

# III. CONCEPT OF OPERATIONS

1. General

a. Our complex, technological society is dependent on many substances used in our manufactur­ing processes. These substances, as classified by the DOT and EPA, are referred to as hazardous materi­als.

b. Used in a controlled, safe manner; millions of gallons/pounds of these substances are handled daily. It is when these substances escape their controlled condition and impinge on the environ­ment that a hazardous materials incident occurs.

c. Hazardous mater­ials can do serious damage to the environ­ment and its inhabitants. There may be complex reactions that can take place when an attempt is made to curtail an inci­dent. This requires that hazardous material inci­dents be approached as a "combined response" opera­tion. A combined response can be defined as a response incorporating many infor­mational and equipment/man­power sources, including both governm­ental and private entities.

d. Evacuation or Shelter-in-Place decisions for hazardous materials incidents will be determined by the Incident Commander and the E.M.A. Director.

2. Phases of Management

a. Mitigation

(1) Mitigation requires an understanding of the vulnerability to hazardous materials inci­dents.

(2) Responsibility for starting and coor­dinating mitiga­tion activities lies with the Wheeling – Ohio County Emergency Management Direc­tor.

b. Preparedness

(1) Preparedness responsibility must be split between agencies of the county.

(2) The required preparation of a local HAZMAT response plan, written by the LEPC­, is a vital step in the pre­pared­ness phase.

c. Response

(1) A jurisdiction's response will vary due to the decisions made in the Preparedness phase.

(2) Overall coordination of a situation is exer­cised by the County Emergency Management Direc­tor, on the authority of the County Commis­sion; as long as the incident remains at a local level.

d. Recovery

(1) The recovery phase will be a continuation of the response phase for as long as it is deemed necessary by the County Emergency Management Director or other governmental/private authorities.

(2) The recovery phase could be very lengthy, depending on the environmental impingement and the da­mage and could involve private indus­try and higher governmental agencies (WVO­ES, WVDEP, WVDOT, WVBPH, etc.). Authority in this phase could be placed in the hands of County government, Federal agencies, State agencies, or private concerns.

# IV. ORGANIZATION

1. General
2. When a hazardous materials incident occurs, notification of the incident can be received in several ways. Most incidents will be reported through the county 911 Emergency Call Center. The report may involve a fixed site or a transportation incident. If the report is received as a normal vehicle accident report and the responding Emergency Medical Service (EMS), Fire Department, and/or law enforcement agency is first on the scene, they must recognize the potential hazard and notify the county 911 Emergency Call Center of a hazardous materials.
3. The first arriving units must assess the situation for its potential danger to the safety and health of the population in the immediate incident area. The area will be restricted immediately by law enforcement agencies until the danger or potential danger can be assessed. If shelter-in-place or evacuation of surrounding areas is warranted, these procedures should be initiated as direct in the Communications Annex. A security perimeter will be established around the area with an Access Control Coordination Point designated. All agency representatives called to the scene, except fire apparatus, should be directed to this control point.
4. All units on the scene will operate under the National Incident Management System, which uses the model concept of Incident Command System by designation of an Incident Commander (IC).
5. The ranking fire officer on scene will normally act as the on-scene Incident Commander and direct the on-scene operations and coordinate the efforts of all agencies involved in on-site emergency operations related to the incident. If the incident commanders determine a community emergency notification is needed, the Incident Commander will notify the appropriate county Emergency Operations Center.

The IC will act through respective agency representatives who will maintain control over their respective forces. Specialized response units to include but not limited to Search & Rescue, Private/ County/State Hazardous Material Response Teams, Ohio County Sheriff Department Bomb Squad will operate under the direction of the IC.

1. Because of the nature of most hazardous materials incidents, a Unified Command structure should be used. Under a Unified Command structure in the Incident Command System (ICS), the implementation of the action plan will be done under the direction of a single individual-the Operations Chief. The Operations Chief will normally be from the agency that has the greatest jurisdictional involvement. In Ohio County and City of Wheeling, this will normally be a ranking fire department officer provided that this officer has sufficient training to fulfill this role.
2. The need for NIMS and an Unified Command is warranted because:
   1. Incidents have no regard for jurisdictional boundaries and hazardous material spills usually cause multi-jurisdictional, major incident situations.
   2. Individual agency responsibility and authority is normally legally confined to a single jurisdiction.
3. The concept of Unified Command means that all agencies that have a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
   1. Determining overall incident objectives.
   2. Selection of strategies.
   3. Ensuring that joint planning for tactical activities will be accomplished.
   4. Ensuring that integrated tactical operations are conducted.
4. The proper selection of participants to work within a Unified Command structure will depend upon:
   1. The location of the incident - which political jurisdictions are involved.
   2. The type of incident--which functional agencies of the involved jurisdiction(s) required.
5. Additional agencies may be included in the decision-making process as their involvement in the mitigation effort increases. On inclusion they will become part of the Unified Command staff and be co-located at the Incident Command Post.
6. The fire departments, Wheeling-Ohio County Homeland Security and EMA, Wheeling Ohio County Local Health Department. Emergency Medical Services, State / County / municipal law-enforcement representatives, fixed facility representatives and transportation officials (if applicable) will be co-located at the Incident Command Post with direct access to the Incident Commander.
7. The manufacturing facility (plant) Incident Commander should be part of the Unified Command structure when the emergency occurs on a manufacturing facility site where a trained fire brigade or response team is present.
8. All agencies that are part of the National Incident Management System/Unified Command structure will have input to the Incident Commander concerning the development of incident objectives. The Incident Commander will make the final decision concerning incident objectives.
9. During incidents that occur at or near jurisdictional boundary lines, the Incident Commander will be the ranking member of the first arriving agency (Urban or Suburban). Command may be transferred as needed.
10. Where possible the mobile command post should be utilized by the Incident Commander.
11. The Incident Commander will coordinate the mitigation of the hazardous materials incident until the situation is stabilized, at which time Command is transferred to the agency designated to oversee the completion of the clean-up process. The WV Department of Environmental Protection or private HazMat cleanup contractors would be the designated agency after the emergency phase is over. Other emergency personnel will stand-by and assist as requested. The Incident Commander will cause to be notified those agencies prescribed by law and those necessary to control and mitigate the incident.
12. When activities are judged by the Safety Officer to be unsafe and/or to involve an imminent danger condition, the Safety Officer will have the authority to alter, suspend, or terminate those activities. The Safety Officer will immediately inform the Incident Commander of any actions taken to correct these hazards at an emergency scene.
13. All agencies involved in the hazardous materials incident will maintain sufficient records to submit an after-action report for study and critique to improve response capabilities in the future. It is conceivable that special state or federal funds may be available to cover part or all of the expenses involved in the incident. With proper records, agencies may recover some of the funds expended in the incident.
14. The Incident Commander will request a Shelter-In-Place or Evacuation alarm to be sounded in the immediate area if it becomes necessary. The Communications Annex [c](http://www.kpepc.org/shared/content/Page_objects/ahp_docs/FA_A03_Communications.pdf)ontains information on how to request these alarms.
15. Agencies operating during an incident should utilize a common radio frequency. This frequency will be used as a coordination channel and will allow agencies that normally are on different frequencies to communicate directly with each other. On scene radio traffic should be on an alternate radio channel and not on the primary dispatch channel.
16. There will be one Command Post located at the incident scene. This will be the Command Post near the incident, where the Incident Commander will exercise the initial control. An Access Control Coordination Pointlocated a safe distance from the incident at the preferred access point to the scene will be controlled by the police department.

A Staging Area, if implemented, will be located at a safe distance with good access to the incident area where equipment and personnel can be assembled for deployment by the Incident Commander. Necessary agencies required for control, containment, recovery, and to restore the scene will be alerted and called to the scene as required by law or the Incident Commander. All requested agencies will report to the Liaison Officer. The Liaison Officer will coordinate the activities of the responding agencies. Those agencies that are part of the Unified Command will proceed to the Incident Command Post. If no agency response area has been set-up, incoming agency representatives will report to the Incident Command Post.

1. Positive-pressure self-contained breathing apparatus will be worn during emergency operations within the Hot Zone where respiratory hazards may be present until air monitoring and sampling indicate to the Incident Commander that a lower level of respiratory protection is safe.

B. Lead and Support Agency Responsibilities

1. Lead Agencies Responsibilities
   1. The Wheeling-Ohio County Homeland Security and Emergency Management Agency is the lead agency is responsible for the following actions:
   2. On scene coordination is exercised by the Incident Commander, on the authority of the County Commission / City of Wheeling; as long as the incident remains at a local / county level. The Incident Commander shall be the Fire Chief in the area of the incident or his/her designee.
   3. Coordinate with support agencies, and key staff as needed.
   4. Utilization of advanced plume measurement and monitoring tools to predict the dispersion of releases of toxic chemicals, if needed
   5. Inform public of proper action it should take, depending upon the situation and using the best judgment of the Emergency Management Director, staff and other individual agencies.
   6. Request state and/or federal assistance as necessary through the Emergency Operations Center.
   7. Coordinate technical advice, additional radiological monitoring, instruments, back-up communications, and other available resources as required.
   8. Request the Emergency Operations Center to collect and process information concerning recovery activities while the response phase of the incident is still ongoing.
   9. Coordinate the development of action plans as required.
2. Lead Agencies Implementation

## a. Fire Service

1. Determine or verify the type of material involved and, if possible, the nature of the hazard. Keep up-wind, up-grade, and at a safe distance.
2. Provide the Emergency Operations Center a situation report describing in brief terms what is observed, information received, and actions to be initiated. The situation report should be in accordance with departmental Standard Operating Guidelines (SOGs). The Incident Commander should make every effort to determine as soon as possible if a hazardous material incident exists. The amount of the product involved or the department's ability to handle the situation does not alter the fact that a hazardous materials incident exists. When there is any doubt about the identity of a product, it will be considered hazardous until it has been identified and proven to be otherwise.
3. Take appropriate action to mitigate the hazards, stabilize the situation, rescue any injured or trapped persons, or evacuate the area, contain spill and or runoff.
4. Maintain and protect any evidence of a crime.
5. Request additional support agencies as required.
6. Incident Commander will command initial operations and take action to stabilize the situation. Set up a Unified Command when more than one agency has incident jurisdiction or when incidents cross political jurisdictions.
7. Provide a Public Information Officer (PIO) or appoint a person to coordinate the press and electronic media at the scene. The PIO will wear a vest with letters PIO.
8. Establish a Command Post, Staging Area, Hot Zone, Warm Zone, and Cold Zone, Security Perimeter, Restricted Area, Access Control Coordination Point, Hot Zone, and a Decontamination Area as needed. This information will be given to the EOC and provided to other responding agencies.
9. The Liaison Officer should be able to monitor and transmit on a common frequency, providing direct communications between all agencies operating at the incident
10. Stand by at scene as long as an emergency condition exists.
11. Identify the need for, and support decontamination and/or containment operations.
12. Transfer Command to WV Department of Environmental Protection or contracted agency for clean-up, if needed. When the situation is stabilized fire-service personnel may stand by and assist as requested.

## County Emergency Operations Center

1. Dispatch the appropriate fire department based upon the information received.
2. Notify HazMat Response Team when requested by the Incident Commander.
   1. The EOC will not notify, or cause to be notified, the support agencies if the report of a suspected release is received from the general public until it has been confirmed by the first-arriving fire unit or other public-safety official.
   2. Each agency will be responsible to make its own decision on whether it will respond to the incident. In every case in which an agency other than fire personnel responds to an incident, the support agency will first report to the staging area. If the IC has not established a staging area, response should be to the Command Post.
   3. The amount of the product involved and the department's ability to handle the situation does not alter the fact that a hazardous materials incident exists. The identity of the product will be considered hazardous until it has been identified andproven to beotherwise. If a hazardous material is involved, the EOC will:

i. Notify appropriate State agencies (i.e.: Department of Environmental Protection, Department of Natural Resources, and National Response Center)

ii. Notify those agencies in the Unified Command that have not yet been notified (Police, EMS, Regional Response Teams, etc.) Notify other support agencies as requested by the Incident Commander.

iii. Take necessary steps to warn municipalities and the public in the area affected when directed to do so by the Incident Commander, Chief Elected Official(s), or their designated representatives.

iv. Contact Air Traffic Control at the Wheeling-Ohio Co. Airport to establish restricted air space over the incident when so directed by the Incident Commander.

## c. Law Enforcement

1. Provide a representative to the command post.
2. Establish a perimeter around the incident, allowing no unauthorized persons into area in coordination with the Incident Commander.
3. Establish Access Control Coordination Point, in consultation with the Incident Commander, for all to enter and exit; maintain record of those who enter and exit.
4. Conduct evacuations of the area at risk as is necessary or as directed by the Incident Commander. Law enforcement officers will not be used in areas where the atmosphere is contaminated unless they have the appropriate training and equipment to operate safely in these areas.
5. Provide a supervisor to the Incident Command Post who can commit Police personnel to the situation and make decisions toward the mitigation of the incident. This person will have direct access to the Incident Commander.
6. Maintain security of any areas that have been evacuated.
7. Maintain security of the Command Post, if requested by the Incident Commander.
8. Develop traffic flows for area and provide this information to the Liaison Officer and PIO until incident is mitigated.
9. Maintain security of any shelters where evacuees are housed.
10. Monitor on-post personnel around the security perimeter of the scene with regard to their exposure to any product that was released as a result of the incident. The West Virginia Poison Center will have information referencing personnel exposure.
11. When first on scene:
12. Determine type of material involved, if possible, and nature of the problem. Remain upwind and upgrade of the incident.
13. Notify the Emergency Operations Center (EOC), giving them as much information as possible.
14. Determine degree of hazard to personnel and environment; provide this information to the EOC.
15. Isolate the hazard area and keep non-essential personnel away from the scene.
16. Maintain and protect any evidence of a crime.
17. Initiate and conduct evacuation or shelter-in-place of surrounding area, particularly downwind or downstream when necessary. If explosive material is involved and the possibility of an explosion exists, evacuate and restrict the area in all directions. If material is leaking or on fire and is toxic, evacuate or shelter-in-place and restrict the downwind and downgrade areas first.
18. Obtain names and addresses of all persons involved if the possibility of contamination exists.
19. Notify owner, shipper, or other appropriate custodian of material involved in incident if necessary.
20. Establish Access Control Coordination Point to incident area for control of personnel entering area.

## d. Emergency Medical Services

1. Provide an agency representative to the Command Post at the hazardous materials incidents.
2. Establish and utilize Triage / Treatment / Transportation Areas as defined in the NIMS.
3. Care for and transport injured to appropriate hospital(s). Inform receiving hospital of the types of materials the injured have been exposed to, if they are contaminated, and if any field decontamination has been done.
4. Maintain and protect any evidence of a crime at the scene or on the patient.
5. Notify WV Poison Center of types of hazardous materials involved.
6. Maintain unit(s) at scene, as required, to care for and transport persons that may be injured during mitigation operations.

## e. West Virginia Department of Environmental Protection

1. Approve the clean up, salvage, decontamination and/or disposal operations when notified by the Fire Department that the incident is stabilized. Ensure these operations are conducted with minimum danger to the health and welfare of the community and the personnel involved.
2. Provide a person to the staging area with radio to coordinate the air pollution control activities and act as a link to the Incident Commander during the incident, as needed.
3. Determine and assist with other agencies with the evaluation of the airborne hazards caused by the incident. Advise Incident Commander of actions necessary to minimize exposure and hazards to community.

## f. Waste Treatment Facilities

1. Provide agency representative to the NIMS Compliant/Unified Command at the hazardous materials incident as needed.
2. Provide a representative who can commit personnel and resources to the situation and make decisions toward the mitigation of the incident. This person will have direct access to the Incident Commander and provide all relevant expertise on the sewer and drainage system.
3. Determine and evaluate the effect the incident will have (or has had) on sewer and drainage systems and best methods to prevent contamination or damage to sewer system.
4. Take necessary steps to mitigate the initial incident involving the sewer and drainage systems. If contamination occurs, oversee decontamination and clean up of sewer system.
5. Assist in evaluation of potential impact on public health and safety if spilled materials enter the sewer or storm system.

## g. Utility Companies

1. Determine and evaluate the effects of the incident on utilities.
2. Prepare to temporarily stop service to the area affected by the incident should it be required by the situation.
3. Provide a person to the command post or EOC to represent utility companies upon request.

## h. Public Works

1. Determine and evaluate the effects of incident on public properties and roads.
2. Provide a Public Works representative to the command post or EOC to act as a link to IC during incident when required.
3. Coordinate the containment effort by damming, diking, ditching or other means necessary to prevent spread of contamination under the direction of the IC.
4. Determine specialized-equipment needs for containment or recovery operations. Advise the IC of the needs.
5. In the event the Public Works Department in a municipality in which the emergency takes place needs additional assistance, due to the size of the responsibility or the complexity of the emergency, manpower and/or equipment will be requested from other municipal public works departments, the WV Department of Highways

(WVDOH), private firms or public utilities, as appropriate. Public works services needed in unincorporated areas will be provided by the WVDOH.

## i. Ohio County Schools

1. Open mass-care shelters for evacuees when required upon request and in conjunction with the American Red Cross.
2. Establish feeding for evacuees in conjunction with congregate-care shelters.
3. Provide school bus transportation to augment the transportation of evacuees by Ohio Valley Regional Transportation Authority (OVRTA) when necessary.

## j. American Red Cross

1. Open and operate shelter(s) for evacuees should residents in community need to be evacuated.
2. Provide canteen service upon request for on-scene working personnel should incident be of long duration.
3. Provide upon request individual to the staging area with radio to represent American Red Cross and act as link to IC during incident.

## Salvation Army

1. Assist with material, spiritual, personal and family needs of evacuees should incident becomes a long-term situation.
2. Provide upon request canteen service for on-scene working personnel should incident be of long duration.

## National Weather Service

1. Provide weather information for scene area.
2. Request additional forecasting equipment needed to predict current weather conditions in and around the scene area should mitigation prove prolonged and unstable.
3. Activate the Emergency Alert System (EAS) upon request.

## Ohio Valley Regional Transportation Authority (OVRTA)

1. Provide upon request buses to evacuate residents from community surrounding incident.
2. Maintain a copy of map with pick-up points at dispatcher's office for proper responses to fixed site incidents.

## United States Coast Guard

1. In accordance with the National Contingency Plan (NCP), the

United States Coast Guard (USCG), through the appropriate Captain of Port, will be responsible for developing and maintaining a federal local contingency plan for the specified port and harbor area.

1. The USCG, through the appropriate Captain of the Port, will be responsible for furnishing the pre-designated on-scene coordinator for all discharges of oil and hazardous substances that result from a vessel casualty or vessel-transfer activity occurring in these specified Ports and Harbors of the Inland River System.
2. The USCG will not normally respond to those discharge incidents within their pre-designated zone that occur (1) at industrial facilities, (2) from non-marine transportation casualties, (3) at bulk storage facilities, and (4) at hazardous substance waste sites.
3. The USCG will advise the IC on activities necessary to protect navigable waters and communities.

## State (WV Division of Natural Resources) and Federal Government (US Environmental Protection Agency, US Army Corps of Engineers)

1. Provide means to mitigate neutralize and stabilize situation when local resources cannot handle situation.
2. Provide the means to advise those combating the incident what short- and long-term hazards might threaten the safety, health and welfare of the community.
3. **Wheeling – Ohio County Health Department**

(1) This function deals with the activities associated with the provision of health and medical services in a hazardous material emergency. Refer to Functional Annex – A08 Health and Medical for description of responsibilities.

**V. DIRECTION AND CONTROL**

1. Notification of the County will be by a call to the Ohio County 911 Center. It shall be the responsibility of the 911 Dispatcher to notify the local fire department(s) having jurisdiction over the incident (by pre-arranged dispatch protocols), the local Police Department and/or the Ohio County Sheriff’s Department, and the Wheeling – Ohio County Homeland Security and Emergency Management Agency.
2. Upon request of the Incident Commander, the Wheeling – Ohio County Homeland Security and EMA Director and the Wheeling Fire Chief (or his Duty Chief) shall dispatch the Regional Response Team which will be alerted by the 911 Dispatcher.
3. The Incident Commander, in collaboration with the E.M.A. Director, the Haz. Mats. Team leader, and the Law Enforcement Leader shall assess the incident and determine the extent of the incident, determining if the populace of the county is in danger, what areas of the county are involved, and if an evacuation is needed.
4. Once the extent of the incident is determined, the Incident Commander and the E.M.A. Director shall determine the need for evacuation or sheltering-in-place. If ordered, it shall be the responsibility of the E.M.A. Director to activate the Emergency Alert System and N.O.A.A. Weather Radio for Civil Emergency Messages (C.E.M.s).
5. The W.O.C.H.S.E.M.A. staff shall monitor weather conditions and determine the area needed for evacuation by computer aided models. The E.M.A. Director shall be responsible for determining evacuation routes and assuring reception areas are available for the evacuees.
6. An inventory of all available Haz. Materials response equipment located in the county and a resource database shall be maintained by the Emergency Management Agency.
7. The Law Enforcement Agency in the jurisdiction of the Incident shall provide security and traffic diversion around the incident.
8. The West Virginia Department of Highways and the City of Wheeling Public Works shall provide traffic Diversion Devices as needed for the Law Enforcement Sector Leader at the scene.
9. If it is determined that the incident is not within the capability of the local community and Ohio County, state assistance shall be requested from the West Virginia Office of Emergency Services. In such an incident, the E.M.A. Director shall activate the Emergency Operations Center. If not, the Mobile Emergency Operations Center shall be activated at all scenes of Hazardous Materials Incidents.
10. If the Hazardous Materials Team is called out of the county for mutual aid, it is the responsibility of the E.M.A. Director and local fire chiefs to assure that Haz. Mats. Response if available within the county.
11. If the incident escalates beyond the capability of Ohio County and its Haz. Mats. Response team, the Incident Commander may request mutual aide from another W.V. Region #2 Haz. Mats. Team. It shall be the responsibility of the E.M.A. Director to request mutual aid through the West Virginia Office of Emergency Services.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head and other key personnel shall be according to the procedures established in this emergency operations plan and by normal lines of succession established by the respective departments.

VII. ADMINISTRATION AND LOGISTICS

During Hazardous Materials Incidents, monetary expenses and other records pertaining to the event are maintained separately to take advantage of any state or federal reimbursements that may be due.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

This Plan was developed by the Wheeling - Ohio County Emergency Management Agency and the Wheeling – Ohio County Local Emergency Planning Committee. Guidance was also provided by the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) and the Federal Emergency Management Agency (FEMA).

The Director of the Wheeling – Ohio County Homeland Security and Emergency Management Agency will be responsible for the maintenance and improvement of this annex. This annex will be reviewed, updated, and modified as necessary, but not less than annually.

It is also the responsibility of the Director to assure that this plan is integrated and compatible with the West Virginia Emergency Operations Plan and the Federal Emergency Response Plan.

It is also the responsibility of the Director of the Emergency Management Agency and the Chairman of the Local Emergency Planning Committee to test this plan by conducting an exercise annually. These exercises may be functional, table – top, or full scale. Actual incidents where this plan was utilized may be substituted for an exercise as long as pertinent documentation of an exercise is accepted by the West Virginia Office of Emergency Services.

# IX. AUTHORITIES AND REFERENCES

1. The State of West Virginia

a. West Virginia Code Chapter 15 Article 5, and Article 5A, as amended.

2. Federal Authorities

a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93‑288, as amended.

b. Superfund Amendments and Reauthorization Act of 1986.

3. References

a. Hazardous Materials Emergency Planning Guide, NRT‑1, 1987.

b. Criteria for Review of Hazardous Materials Emergen­cy Plans, NRT-1A, 1988.

c. Developing a Hazardous Materials Exercise Program, NRT-2, 1990.

d. Digest of Federal Training in Hazardous Materials, FEMA 134, 1991.

e. Analysis of Hazardous Materials Emergencies for Emergency Program Managers, SM‑110, January 1985. ­

f. 1996 North American Emergency Response Guidebook, DOT, 1996.

g. Technical Guidance for Hazard Analysis, EPA, FEMA, DOT, 1987.

h. Occupational Safety and Health Guidance: Manual for Hazardous Waste Site Activities. NIOSH/OSHA/­USCG/ E­PA, 1985.

i. Site Specific Technical Guidance for Hazards Analy­sis: Emergency Planning for Extremely Hazardous Substances. EPA, FEMA, DOT, 1987.

j. Preparedness for Hazardous Materials Emergencies in Railyards: Guidance for Railyards and Adjacent Communities, FEMA, September 1991.

## X. LIST OF APPENDIXES

Appendix 1 - [Terms and Abbreviations](#_TERMS_AND_ABBREVIATIONS)

Appendix 2 - [State Haz. Mats. Team Response Areas](#_APPENDIX_2).

Appendix 3 - [Haz. Mats. Civil Emergency Messages](#_CIVIL_EMERGENCY_MESSAGES)

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**APPENDIX 1**

# TERMS AND ABBREVIATIONS

**ABSORPTION -** taking in of a material through a membrane, as through the skin; or soaking up into an absorbent material.

**ADSORPTION -** the assimilation of a gas, vapor or liquid into another material, such as activated carbon.

**AIR-REACTIVE MATERIALS -** substances that ignite when exposed to air at normal temperatures. Also called pyrophoric.

**ASPHYXIATING 14ATERIALS -** Substances that can cause death by displacing the oxygen in the air.

**BRANCH DIRECTOR -** The hazmat team Chief. The person responsible for all technical and strategic decisions concerning the conduct and management of the hazmat team's response activities at the scene of the hazmat incident. Reports to the on-scene incident commander. (See NFPA 472)

**"BUDDY SYSTEM" -** A system of organizing employees into work groups in such a manner that each employee of the work group is designated to be observed by at least one other employee in the work group. The purpose of the buddy system is to provide rapid assistance to employ­ees in the event of an emergency.

**CHEMICAL PROPERTIES -** Chemical properties relate to the way a sub­stance is able to change into other substances. They reflect the ability to burn, react, explode, or produce toxic substances hazardous to people or the environment: Corrosiveness, Instability, Oxidizing Ability, Reactivity, Toxicity.

**COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT** **OF 1980 (CERCLA [Superfund]), 42 USC Sections 9601-9675 -** Federal law which addresses hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites.

**CONTAMINANTS -** Toxic materials that form a residue in or on a sub­stance.

**CONTROL AGENTS -** Materials used to contain, confine, neutralize, or extinguish a hazardous material or its vapor.

**DECONTAMINATION -** The removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health affects.

**DEP -** Department of Environmental Protection.

**EMERGENCY -** Sudden unforeseen event needing prompt action, without which public health and safety may be jeopardized.

**EMERGENCY RESPONSE -** A response effort by employees from outside the immediate release area or by other designated responders to an occur­rence which results or is likely to result, in an uncontrolled release of a hazardous substance.

**EMI -** Emergency Management Institute

**ENVIRONMENT -** As defined by Section 101(8) of CERCLA, (1) the navigable water, the waters of the Contiguous Zone, and the ocean waters of which the natural resources are under the exclusive management authority of the United States under the Fishery Conservation and Management Act of 1976 and (2) any other surface water, groundwater, drinking water supply, land surface and subsurface strata, or ambient air within the United States or under the jurisdiction of the United States.

**EOC -** Emergency Operations Center

**EPA -** U.S. Environmental Protection Agency

**EXTREMELY HAZARDOUS SUBSTANCE -** A substance appearing on the list of extremely hazardous substances published by the administrator of the Federal Environmental Protection Agency under the authority of Section 302 of the Federal Emergency Planning and Community Right-to-­Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99-499, 42 U.S.C. Section 11002), as set forth at 40 CFR Part 355 ("Appendix A - the List of Extremely Hazardous Substances and Their Threshold Planning Quantities"), or appearing on any successor list of extremely hazardous substances published by the Administrator of the Federal Environmental Protection Agency under the authority of section 302 of SARA Title III.

**FACILITY -** All buildings, structures and other stationary items which are located on a single site or a contiguous or adjacent site which are owned or operated by the same person and which actually manufac­ture, produce, use, transfer, store, supply or distribute any hazard­ous material. The term includes railroad yards and truck terminals, but does not include individual trucks, rolling stock, water vessels, airplanes or other transportation vehicles.

**FEDERAL ON-SCENE COORDINATOR (FOSC OR OSC) -** The federal official pre-designated by EPA or the USCG to coordinate the direct federal emergency responses under the National Oil and Hazardous Substances Contingency Plan (NCP).

**FULL STRUCTURAL PROTECTIVE CLOTHING -** Full protective clothing in­cludes helmets, positive-pressured self-contained breathing apparatus, coats and pants customarily worn by firefighters (turnout or bunker coats and pants), rubber boots, and gloves. It also includes covering for the neck, ears, and other parts of the head not protected by the helmet or breathing apparatus.

**GROUNDWATER -** Water in a saturated zone or stratum beneath the surface of land or water.

**HAZARDOUS CHEMICAL -** Defined by the Occupational Safety and Health Administration (OSHA) within the meaning of 29 CFR 1910.1200(c) as any chemical which is a physical hazard or a health hazard to employees.

**HAZARDOUS MATERIAL -** A hazardous substance, extremely hazardous substance, hazardous chemical or toxic chemical as further defined in Act 165.

**HAZARDOUS MATERIAL RESPONSE TEAM -** A team of individuals who are

certified and organized by a agency, a local agency, a regional hazardous material

organization, a transporter, a manufacturer, supplier, or user of hazardous materials, or a

volunteer service organization, or a private contractor, for the primary purpose of providing

emergency services to mitigate actual or potential immediate threats to public health and the

environment in response to the release or threat of a release of a hazardous material.

**HAZARDOUS SUBSTANCE -** A substance appearing on the list of hazardous substances prepared under section 102 of the Comprehensive Environ­mental Response, Compensation, and Liability Act of 1980 (P.L. 96­510, 94 Stat. 2767) as set forth at 40 CFR Part 302 ("Table 302.4 ­List of Hazardous Substances and Reportable Quantities"), or appearing on any successor list of hazardous substances prepared under section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980.

**HAZARDOUS WASTES -** Discarded materials regulated by the Environmental Protection Agency because of public health and safety concerns. Regulatory authority is granted under the Resource Conservation and Recovery Act. (U.S. Environmental Protection Agency).

**HEALTH HAZARD -** A chemical, mixture of chemicals, or a pathogen for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific princi­ples that acute or chronic health effects may occur in exposed employees. The term "health hazard" include chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, heptaotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. It also includes a stress due to temperature extremes.

**IAFF -** International Association of Fire Fighters

**INCIDENT -** Any occurrence which causes the use of emergency resources.

**INCIDENT COMMANDER (ON-SCENE) -** The person responsible for overall coordinating of all response operations at a hazardous material emergency scene.

**INGESTION** -Taking in materials through the mouth, as in swallowing.

**INHALATION** - Taking in materials by breathing through the nose or mouth.

**NFA** - National Fire Academy

**NFPA** - National Fire Protection Association

**NATIONAL CONTINGENCY PLAN (NCP), 40 CFR PART 300 -** The Federal plan that contains the basic policies to direct the federal response to releases or threatened releases of oil or hazardous substances.

**OSHA -** Occupational Safety and Health Administration

**PHYSICAL PROPERTIES -** Those properties that do not involve a change in the chemical identity of the substance. They affect the physical behavior of the material inside and outside the container such as the change of the state of the material: Boiling Point, Specific Gravity, Vapor Density, Water Solubility.

**POLLUTANT OR CONTAMINANT -** Any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformity in such organisms or their offspring.

**SAFETY OFFICER -** The Hazardous Materials Team Safety Officer as described in NFPA 472.

**SARA TITLE III** - Title III of the Superfund Amendments and Reauthorization Act of 1986, entitled "Emergency Planning and Community Right-to-Know Act." Specifies requirements for an organizing and planning process at state and local levels for specified extremely hazardous substances minimum plan content, requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facility and mechanisms for making information about extremely hazardous substances available to citizens.

**SPECIAL PROTECTIVE CLOTHING -** Chemical protective clothing specially designed to protect against a specific hazard or corrosive substances.

**STABILIZATION -** The stage of an incident when the immediate problem or emergency has been controlled, contained, or extinguished.

**TECHNICAL ASSISTANCE -** Personnel, agencies, or printed materials that provide technical information on handling hazardous material.

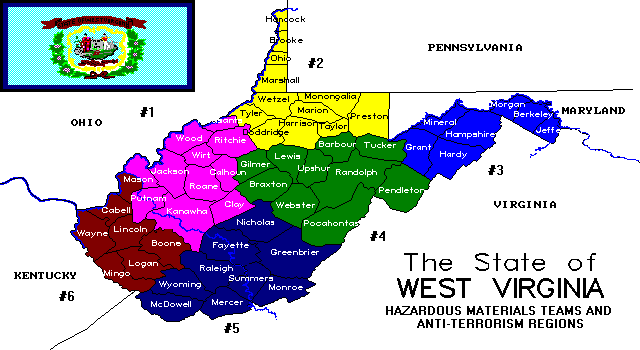
**TOXIC MATERIALS -** Substances that can be poisonous if inhaled, swallowed, absorbed, or introduced into the body through cuts or breaks in the skin.

**UNSTABLE MATERIALS -** Substances capable of rapidly undergoing chemical changes or decomposition.

**WMD -** Weapon of mass destruction; used in terrorist incidents.

**ESF 10**

# APPENDIX 2



**ESF 10**

**APPENDIX 3**

# CIVIL EMERGENCY MESSAGES

**PUBLIC SERVICE ANNOUNCEMENTS**

**FOR HAZ. MATS.EMERGENCIES**

PUBLIC SERVICE ANNOUNCEMENT (PSA's) ARE GENERALLY WRITTEN TO BE READ BY A RADIO OR TELEVISION ANNOUNCER AND SHOULD NOTE HOW MANY SECONDS TO READ THE ANNOUNCEMENT OUT LOUD. THE PSA SHOULD ALSO NOTE A CONTACT PERSON TO CLARIFY ANY QUESTIONS BY THE MEDIA.

THE FOLLOWING PSA's CAN ALSO BE MODIFIED FOR PRINTED ANNOUNCEMENTS.

**WHEELING - OHIO COUNTY**

**EMERGENCY MANAGEMENT AGENCY**

**PUBLIC INFORMATION HANDBOOK**

ATTACHMENT HM #1: LEVEL #1 NO ACTION NECESSARY

PUBLIC SERVICE ANNOUNCEMENT 23 SECONDS

LEVEL #1 NO ACTION NECESSARY

This is the Ohio County Emergency Alert Network. At (Time) today, officials of the Wheeling-Ohio County Emergency Management Agency reported an incident involving Hazardous Materials. The Incident occurred at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. No impact on the public is expected. Appropriate emergency response organizations have been informed of the incident and are handling the incident. This broadcast is for information only. Written detailed information may be found in the Community Emergency section of your C&P Telephone Book.

CONTACTPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: PUBLIC INFORMATION OFFICER

ORGANIZATION: WHEELING - OHIO COUNTY E.M.A.

ADDRESS: 1500 CHAPLINE STREET

TELEPHONE: 234-3756

# WHEELING - OHIO COUNTY

**EMERGENCY MANAGEMENT AGENCY**

**PUBLIC INFORMATION HANDBOOK**

ATTACHMENT HM #2: LEVEL #2 SHELTER IN PLACE

PUBLIC SERVICE ANNOUNCEMENT 23 SECONDS

LEVEL #2 SHELTER IN PLACE

This is the Ohio County Emergency Alert Network. At (Time) today, officials of the Wheeling-Ohio County Emergency Management Agency reported an incident involving Hazardous Materials. All persons in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area should remain in their houses or some other closed buildings until the radio or television says you may leave safely. If you are in the mentioned area, turn off your heating or cooling systems and window and attic fans. Close all windows, doors, and vents, and cover cracks with wet rags or tape. Keep your children and pets inside. Until you reach a building, cover your mouth and nose with a wet rag or handkerchief. Listen to the radio or television for further advise in fifteen minutes. Written detailed information may be found in the Community Emergency Section of your C&P Telephone Book.

NOTE: As soon as it can be determined that the hazardous condition has passed, a message to open windows and doors, ventilate buildings, and go outside should be broadcast.

CONTACTPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: PUBLIC INFORMATION OFFICER

ORGANIZATION: WHEELING - OHIO COUNTY E.M.A.

ADDRESS: 1500 CHAPLINE STREET

TELEPHONE: 234-3756

# WHEELING - OHIO COUNTY

**EMERGENCY MANAGEMENT AGENCY**

**PUBLIC INFORMATION HANDBOOK**

ATTACHMENT HM #3: LEVEL #3 PREPARE TO EVACUATE

PUBLIC SERVICE ANNOUNCEMENT 23 SECONDS

LEVEL #3 PREPARE TO EVACUATE

This is the Ohio County Emergency Alert Network. At (Time) today, officials of the Wheeling - Ohio County Emergency Management Agency reported a potentially serious incident involving Hazardous Materials. All persons in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area should stay indoors and prepare to evacuate their homes. If you are in your home, gather all necessary medications and clothing. You do NOT need to evacuate at this time, but you should locate and review the community Evacuation Plan. Detailed written instructions may be found in the Community Emergency section of your C&P Telephone Book's yellow pages. Stay tuned for further instructions. The next report will be given in fifteen minutes.

NOTE: This message should be repeated until conditions change.

CONTACTPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: PUBLIC INFORMATION OFFICER

ORGANIZATION: WHEELING - OHIO COUNTY E.M.A.

ADDRESS: 1500 CHAPLINE STREET

TELEPHONE: 234-3756

# WHEELING - OHIO COUNTY

**EMERGENCY MANAGEMENT AGENCY**

**PUBLIC INFORMATION HANDBOOK**

ATTACHMENT HM #1: LEVEL #4 EVACUATE

PUBLIC SERVICE ANNOUNCEMENT 23 SECONDS

LEVEL #4 EVACUATE

This is the Ohio County Emergency Alert Network. At (Time) today, officials of the Wheeling-Ohio County Emergency Management Agency reported a serious incident involving Hazardous Materials. All persons in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area should evacuate their homes in an orderly manner. Drive or walk toward the main roadway in your neighborhood. Emergency personnel will be along these routes to direct you to an Evacuation Reception Site. Please observe normal traffic laws. Detailed written information may be found in the Community Emergency section of your C&P telephone book's yellow pages.

NOTE: This message should be repeated until conditions change.

CONTACTPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: PUBLIC INFORMATION OFFICER

ORGANIZATION: WHEELING - OHIO COUNTY E.M.A.

ADDRESS: 1500 CHAPLINE STREET

TELEPHONE: 234-3756

# WHEELING - OHIO COUNTY

**EMERGENCY MANAGEMENT AGENCY**

**PUBLIC INFORMATION HANDBOOK**

ATTACHMENT HM #1: LEVEL #5 RETURN HOME

PUBLIC SERVICE ANNOUNCEMENT 23 SECONDS

LEVEL #5 RETURN HOME

This is the Ohio County Emergency Alert Network. The Hazardous Materials incident that occurred at (Time) in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been resolved. The incident poses no further threat to the community. All citizens may return to their homes. Please obey all traffic laws. Upon returning to your homes, it is recommended that windows and doors be opened and the building be ventilated for at least fifteen minutes.

CONTACTPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: PUBLIC INFORMATION OFFICER

ORGANIZATION: WHEELING - OHIO COUNTY E.M.A.

ADDRESS: 1500 CHAPLINE STREET

TELEPHONE: 234-3756