

ROCK ISLAND COUNTY - LOCAL EMERGENCY PLANNING COMMITTEE
CHEMICAL EMERGENCY RESPONSE PLAN

Rock Island County
Local Emergency Planning Committee
Chemical Emergency Response Plan

February 2010

Prepared by the
Local Emergency Planning Committee (LEPC)

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RECORD OF CHANGES

<u>Section</u>	<u>Page</u>	<u>Note</u>	<u>Date</u>
All	All	Biennial Plan Review	01/31/2012

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First Revision Date:

Second Revision Date:

**THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE ROCK ISLAND COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE.**

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor or to the Rock Island County Local Emergency Planning Committee (RICO LEPC) Chairman. The Rock Island County Emergency Management Agency (RICO EMA) office will maintain a written log of each CD number and the agency it was given to.

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I. Purpose

The purpose of the RICO LEPC and of the emergency preparedness program in Rock Island County:

- To minimize the probability of chemical related emergency occurring in Rock Island County
- To minimize the danger to human life and economic losses when a chemical related emergency does occur in and/or around Rock Island County
- To provide for recovery of such an event.

The basic purpose of the Chemical Emergency Response Plan and the RICO EMA shall provide for coordination for the operations of all such governmental and nongovernmental agencies in emergencies, and to provide those unique emergency preparedness skills and capabilities not available in existing governmental organizations. The RICO EMA shall also inform the operating departments of government of the special conditions rising from potential disasters that would call for a modification of traditional operating techniques.

II. Situation and Assumptions

Rock Island County is located in western Illinois along the Illinois-Iowa border, approximately 160 miles west of Chicago. The County has a total area of approximately 451 square miles.

The City of Rock Island, located in the central part of the county, is the County Seat. Total population of Rock Island County is 149,374. The County has 25 County Board Districts and 25 member elected County Board with a Board Chairman chosen by the Board.

Within a 175 mile radius of Rock Island County resides approximately 10% of the population of the United State. The County has numerous major highways. East-west travel is served by I-80 and I-280.

There is one airport within Rock Island County, the Quad City International Airport which is located south of the City of Moline. QCIA has a hard surfaced runway and is rated for commercial airline jets. The runway is long enough to land any commercial airliner and is a designated emergency landing site. The necessary equipment has been installed to make QCIA an all weather-landing field. There is below and above ground storage fuel tanks for jet fuel.

Rock Island County industry is primarily industrial and agricultural. There are several major manufacturing sites within the county including John Deere and International Harvester.

Utility services in the County are provided as follows: electric purchased from MidAmerican Energy, heating fuel is a combination of MidAmerican in the urban area and LP in the rural areas, radio and television is provided by four broadcast television stations, cable television

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system, and numerous radio stations. Two daily newspapers and several weekly newspapers serve Rock Island County.

Because of its geographical location, topography and transportation corridors, Rock Island County is subject to any of the following emergency situations:

- Tornados
- Railway accidents –
 - derailment – no fire
 - fire
 - hazardous materials – spills or leakage
- Road transportation accidents –
 - major accidents involving numerous injuries and/or death
 - hazardous materials – spills/fires/explosions/leaks
 - gasoline spills/fires/explosions/leaks
- Aircraft accident
- Major fire/explosion –
 - residential
 - industrial
 - gasoline or LP gas storage
 - natural gas and oil transmission lines
 - brush or grass fires
- Civil disturbance/terrorism
- Strong winds
- Bomb threats
- Peacetime radioactive incidents
- Earthquake
- Energy shortage

It is an operational assumption of the Chemical Emergency Response Plan that existing agencies of government will perform emergency activities related to those they perform in normal times.

In the event of a all-hazards incident, rural portions of Rock Island County could receive large numbers of evacuees from the more densely populated areas. Since this possibility exists, Mass Care Emergency Assistance (ESF #6) will be implemented. Mass Care is merely another type of contingency planning to relocate a population group for an extended period of time and yet maintain the vital and essential services. Federal, State and local warning systems will, when possible, provide adequate and timely warning for an all-hazard incident.

In the event of an earthquake originating from the New Madrid Fault physical damage in Rock Island County would be negligible, however we would anticipate interruptions in the supply of fuel, food, and utilities to occur due to infrastructure and transportation problems.

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III. Concept of Operations

Emergency planning, to develop a life saving and damage limiting capability, is based on the fundamental concepts of:

Planning and preparing for the most effective use of all existing resources, and acquiring additional means only when it is clearly necessary in order to improve the effectiveness of existing resources for emergency use. These concepts, when applied to the development of an emergency preparedness capability, are the basis for the following planning principles:

1. Existing publicly and privately owned resources, to the extent they can be available, should be adapted to serve government during an emergency.
2. Planning for the development of an emergency preparedness response should be directly in support of emergency operational functions which are essential to the execution of the emergency operations plan.
3. The acquisition of additional resources and equipment should emphasize that this equipment will enhance the usefulness, reliability and flexibility of emergency systems.
4. New or expanded systems being acquired to meet a day-to-day requirement in the operation of a government agency or industrial concern should be designed to the extent possible to assure their reliability and usefulness during emergencies.

The following concepts are integral to the development of a reliable emergency preparedness posture:

A. Command and Control

Local government has direct responsibility for the safety of its residents. The State has additional legal responsibilities for emergency response and recovery, and serves as the point of contact between local and federal agencies. The Federal government also has legal authorities for disaster response and recovery and is a source of fiscal resources, as well as specialized personnel and equipment.

Specific areas of authority and responsibilities for emergency management are clearly stated in state law and local ordinances. These laws also provide a specific line of succession for elected officials and ensure the continuity of government and leadership during an emergency. Problems arising from a major chemical emergency would require prompt decisions and effective initial actions by multiple agencies.

The decision making capability must be highly centralized. The need for increased interaction between the operating agencies in an emergency makes it mandatory that decision makers and operating staff elements have available for their use the same factual data and general information in order to implement decisions effectively. To achieve this interaction and to establish the Command and Control format needed, Rock Island County has adopted the

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National Incident Management System for Incident Command, Unified Command, Emergency Operations Center, resource management and public information distribution.

The RICO EMA serves as the disaster/emergency omnibus agency for the County. A system has been developed so that when an emergency or disaster occurs, a municipal official may call the Emergency Management Agency to assist in support of operations.

B. Planning

Taking prompt and effective action in emergencies is facilitated by planning. Experience in disaster has shown repeatedly that when emergency plans are written and exercised, and operations are conducted in accordance with these plans, reaction times are reduced and coordination is improved. The plans should be developed by the intergovernmental planning process. The plan should be based on existing resources and operational capabilities. The plan should cover operation by forces of all jurisdictions involved and shall specify agencies for direction and control by executives concerned.

C. Response

It is the responsibility of jurisdiction in which the incident occurs to take the initial and primary response to disasters or emergencies. When it has been determined that the disaster or emergency is beyond the capabilities of local government, or where special equipment or resources are necessary, assistance from the State or Federal governments may be available.

D. Direction and Control

During a disaster, the Rock Island County Emergency Management Agency serves under the operational authority of the County Board Chairman or his designee, and coordinates support of emergency operations at the Emergency Operations Center (EOC). The County Board Chairman will, when necessary or by request from the Emergency Management Agency, immediately issue a Disaster Declaration.

The Illinois Emergency Management Act gives local governments the authority to declare a local emergency or disaster. In general, 20 ILCS 3305/11 says:

- A local disaster may be declared only by the principal executive officer of a political subdivision, or his or her interim emergency successor, as provided in Section 7 of the "Emergency Interim Executive Succession Act".
- The declaration shall not be continued or renewed for a period in excess of 7 days except by or with the consent of the governing board of the political subdivision.
- The effect of a local disaster declaration is to activate the emergency response plan of that political subdivision and to authorize the furnishing of aid and assistance.

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E. Protected Facilities

Continuity of operations at all levels is dependent upon the ability to survive and function during an all-hazard incident. Therefore, the central coordination and control should be exercised from a protected facility where key decision makers and operating staff are concentrated, i.e. Emergency Operations Center (EOC).

F. Public Information

The County leadership must be ready to give emergency instruction and information to citizens. A Public Information Officer (PIO) supported by a Joint Information Center (JIC) will be employed. Information will be distributed with the assistance of the local media, emergency responders, the Emergency Alert System, and with assistance of the National Weather Service broadcasts on weather radios.

Operational plans and procedures to complete individual assigned tasks are contained in the operational sections of this plan. There are nine (9) operational sections (elements). Each functional section is published as a separate annex. They are labeled as follows:

Element 1

Identification of Extremely Hazardous Substance (EHS) facilities subject to the requirements of this subchapter that are within the emergency planning district, identification 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. §11003(c)(1)

Element 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. §11003(c)(2)

Element 3

Designation of a Community Emergency Coordinator (CEC) and Facility Emergency Coordinators (FEC), who shall make determinations necessary to implement the plan. §11003(c)(3)

Element 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). §11003(c)(4)

Element 5

Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. §11003(c)(5)

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Element 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. §11003(c)(6)

Element 7

Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. §11003(c)(7)

Element 8

Training programs, including schedules for training of local emergency response and medical personnel. §11003(c)(8)

Element 9

Methods and schedules for exercising the emergency plan. §11003(c)(9)

IV. Organization

Authority for the Rock Island County Chemical Emergency Response Plan is provided by:

1. Federal Civil Defense Act of 1950 (PL81-920) amended.
2. State Emergency Response Commission (SERC)
3. Illinois Emergency Services and Disaster Agency Act of 1988 P.A. 85-1027, eff. June 30, 1988 as amended by P.A. 86-755, eff. Sept. 1, 1989, P.A. 86-1205, eff. Jan. 1, 1991.
4. Rock Island County Emergency Management Agency Ordinance of May 20, 2008 (Chapter 11, Rock Island County Code).

Activation of this plan will be initiated by the issuance of a Disaster Declaration emergency by the Chairman of the County Board through the County Emergency Management Agency; or by the Chairman upon request of the Chief Executive Officer of any other governmental jurisdiction within the County.

To insure continuity of operations during threatened or actual emergency operations, the following line of succession is hereby established:

- i. County Board Chairman
- ii. County Board Vice-Chairman
- iii. County Board Finance Committee Chairman
- iv. County Board Public Property Committee Chairman

The Chief Executive Officer presiding may designate another assigned individual to direct and control operations during his absence. Such designation is only effective until relieved by an individual of higher authority.

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List of Acronyms Used in the LEPC Plan

<u>Acronym</u>	<u>Definition</u>
BOC	Bio Operations PSAP
CEC	Community Emergency Coordinator
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CRP	Crisis Relocation Planning
EHS	Extremely Hazardous Substance
EMS	Emergency Medical Services
EOC	Emergency Operations PSAP
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPP	Emergency Preparedness Plan
FEC	Facility Emergency Coordinator
FEMA	Federal Emergency Management Agency
HSEMA	Homeland Security and Emergency Management Agency
IEMA	Illinois Emergency Management Agency
ILEAS	Illinois Law Enforcement Alarm System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MABAS	Mutual Aid Box Alarm System
NIMS	National Incident Management System
OSFM	Office of the State Fire Marshal
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RQ	Reportable Quantity
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
RICO PHD	Rock Island County Public Health Department

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Element One: Identification of EHS Facilities

I. Purpose

To identify Extremely Hazardous Substance (EHS) 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 EHS referred to in 40 Code Federal Regulations 355, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter.

II. Situation and Assumptions

The presence of EHS facilities within the emergency planning district requires the implementation of this annex. Facilities subject to Emergency Planning and Community Right to Know Act shall submit reports to the Local Emergency Planning Committee (LEPC) as required. Facilities identified by the LEPC that contribute to or are subjected to additional risk will provide information as requested.

III. Concept of Operations

The Local Emergency Planning Committee shall identify facilities subject to Emergency Planning and Community Right to Know Act that have Extremely Hazardous Substances above the threshold planning quantity. Information includes: Facility address, person or persons responsible for site emergency coordination, and EHS chemicals at each facility. Additional information deemed necessary by the LEPC may be included. Files are created for each facility, by location, from Tier Two information recorded into the Cameo program.

The LEPC shall identify routes likely to be used for transportation of EHS within the emergency planning district and the appropriate contact person and phone number of the transporter if possible. This information will be kept in the LEPC files located at the County's Emergency Operations Center. Roadways, railways, pipelines, waterways, & airports have been considered for inclusion.

The LEPC shall identify facilities that contribute to or are subjected to additional risk. They include but are not limited to, other facilities, hospitals, nursing homes, schools, daycares, and other areas of public gathering and/or other sensitive environmental areas. Address and contact information for these facilities will be included will be maintained in the LEPC files.

IV. Organization

Every facility that manufactures, uses, or stores chemicals in an amount requiring a Tier II report will identify itself as an EHS facility on the Tier II report if applicable. The RICO LEPC will monitor and confirm data provided by EHS facilities and identify facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter. Information will be reviewed and updated annually following receipt of Tier II

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reports. The RICO LEPC will maintain a facilities file in the Emergency Management Agency office which contains all the pertinent information required for the facilities by individual site location.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the Local Emergency Planning Committee shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Identification of EHS Facilities

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, LEPC, RICO EMA

PURPOSE: To facilitate designation of EHS facilities and other contributing risks.

<u>Task</u>	<u>Responsibility</u>
1. Identification of EHS facilities	Facility Operator
2. Identification of facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter.	LEPC
3. Maintain data base of routes in the LEPC files likely to be used for transport of EHS.	LEPC
4. Maintain database of EHS facilities & relevant information in LEPC file	LEPC
5. Annual review of plan.	LEPC
6. Verification of EHS facility and relevant information annually.	LEPC
7. Sharing of EHS facility data with 911 PSAP(s).	LEPC/EMA

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Identification of EHS Facilities

Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, RICO EMA, 911 PSAP Operators, Fire Command

PURPOSE: To provide information regarding EHS Facilities

<u>Task</u>	<u>Responsibility</u>
1. Make notifications as required by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Confirm if facility making notification is an EHS facility	911 PSAP(s)
3. Contact EMA for an incident that requires emergency response personnel.	911 PSAP(s)
4. Implementing Chemical Response Plan or County EOP.	Fire Command/EMA
5. Forming a Unified Command Post.	Fire Command
6. Activation of County EOC.	EMA

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Identification of EHS Facilities

Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, RICO EMA, RICO PHD, LEPC

PURPOSE: Determine if the clean up phase is complete

<u>Task</u>	<u>Responsibility</u>
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	RICO PHD, Fire Command
3. Closing the EOC.	EMA
4. Closing the Unified Command.	Fire Command/EMA
5. Critique of incident.	Fire Command/EMA
6. Review of incident for relevant information.	LEPC

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Element Two: **Procedures and Methods**

I. Purpose

The purpose of this Element is to outline the procedures and methods to be followed by facility owners and operators, local emergency and medical personnel upon release of an applicable substance.

II. Situations and Assumptions

It is understood that not all chemical incidents may lead to an actual release as defined in this document. However, in the interest of public safety and the public's right to know, such incidents still need to be reported to the proper authorities as outlined in this annex. There may be some situations where emergency personnel may be notified and respond in a limited manner or be notified and standby, following a pre-arranged agreement with the facility or operator.

III. Concept of Operations

The facility or operator upon discovering a chemical release has occurred is responsible for notifying the emergency dispatch PSAP having jurisdiction over the area where the release has occurred. If the incident has occurred within the corporate limits of incorporated areas the facility/operator should call:

- 911 if an Emergency
- Should the incident occur outside the corporate limits of any jurisdiction, but within the boundaries of Rock Island County the facility/operator should call: 911 if an Emergency

The facility or operator having charge over the area the incident has occurred or is occurring is responsible for the following:

- Implementation of an Emergency Response Plan if possible
- Notification of the facility or operators hazardous materials coordinator or parent company
- Determining which facility representative will act as a member of the Unified Command Structure.
- Determining if the facility site needs to be evacuated

The emergency dispatch PSAPs upon notifying the Fire, Police and EMS agencies having jurisdiction over the incident location will also notify the RICO EMA. RICO EMA will be responsible for notifying other agencies as may be needed when the jurisdictions assets have been depleted. Emergency response personnel from the authority having jurisdiction shall respond and take appropriate action according to their level of training to include:

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- Set up incident command/unified command post.
- Isolate the incident
- Protect first responders and public
- Confine/contain chemical if possible
- Implement fire control
- Plan for recovery

Emergency responders should seek out a site representative who would be acting as the hazardous materials emergency coordinator or is responsible for the materials used, stored or manufactured on site. This individual(s) should be included in the decision making that needs to take place regarding the response to the incident and potential effects to the surrounding area.

The first ambulance to arrive at the incident location is responsible for the notification of the Emergency Room Department of the nearest hospital. The scope of the incident and casualty potential should be relayed as soon as possible so the hospitals, who will begin to prepare to receive injured and or contaminated victims.

On scene emergency response personnel are responsible to do the initial decontamination of affected subjects according to established protocols and procedures. It is understood that location, weather, and the number of potential victims will determine the exact methods to be deployed. However, every effort will be made to decontaminate prior to transporting each victim.

Hospitals will follow established procedure for further decontamination of affected patients upon arrival at the hospital. It is also recognized that potential victims may be transported to a location other than the actual Emergency Room for treatment. The location of such area is dependant upon the hospitals patient ED capacity/abilities.

The Rock Island County EMA will coordinate with appropriate agencies monitoring the spill, leak, or release area, areas adjacent to the location, and areas down wind of the incident for the purpose of ensuring public safety. Should the Incident Commander determine an evacuation or shelter- in-place order is needed the jurisdiction in charge and the RICO EMA will see that the order is carried out as outlined in the Rock Island County EOP.

The area in, and immediately around the scene, of a spill, leak or release of hazardous or EHS requires strict control of all personnel/vehicles entering and leaving the scene or area. The situation may have been deliberately caused or may be accidental in nature. The authority to enter or leave the area has to be controlled by the Incident Commander. Therefore the following protocols should be observed.

- Incident/Unified Command shall establish staging area(s) and assign the responsibility of accounting for responders and material to a member of the command staff.
- All personnel shall report to the assigned staging area and be checked in.

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- One of the following systems will be established for responder and resource accountability:
 - Passport accountability Tag system
 - Manual documentation of personnel
 - ID and/or Credentialing card system
- Personnel safety precautions will be the responsibility of the Safety Officer who will be designated by the Incident Commander and a trained Hazardous Materials Responder trained to the Technician A level.
- Medical monitoring will be done by Emergency Medical Services personnel assigned by the Incident Commander according to established Hazmat procedures.

Should the spill, leak or release be of such a nature that addition resources are needed the following agreements and laws shall apply:

- Fire: Mutual Aid Box Alarm System Division 39/43, Bi-Sate Fire Mutual Aid agreements
- Police: Illinois Law Enforcement Alarm System Region 2, Multijurisdictional Law Enforcement Agreement.
- Emergency Medical Services, Ambulance agreements and Mutual Aid Box Alarm System Division 39/43.

Emergency responders can obtain additional information on chemical and related response measures by utilizing but not limited to the following:

- Facility Material Safety Data Sheets
- Chem Trac at 1-800-424-9300
- Association for American Railroads: 24 hr 1-202-639-2100
- U.S Coast Guard and Dept. of Transportation National Response PSAP at 1-800-424-8802 or 1-202-426-2675
- Center for Disease Control: 24 hr 1-404-633-5313 or 1-404-634-2888
- North American Responders Field Guide (Orange Book)

IV. Organization

The LEPC will adhere to the National Incident Management System (NIMS), Incident Command System (ICS) and the National Response Framework (NRF). Potentially there could be both government, civilian, emergency personnel, private contractors, and media agencies involved either by design or accident. The facility/operator of the site is recognized as having the most expertise with the site itself. Any response starts with the facility/operator's trained personnel and integrating those individual with the emergency responders and support personnel to follow.

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A. Facility owners and operators are responsible for the following:

- Maintaining an Emergency Response Plan for that particular site
- Responding pursuant to the Emergency Response Plan in the event of an emergency
- The facility's role, authority, and expertise are documented in its Emergency Response Plan which is kept on file by the Local Emergency Planning Committee.
- Provide a member to the Incident Command/Unified Command Structure.

B. Fire is responsible for the following:

- Implementation of established procedures for hazardous materials incidents.
- Assignment of properly trained personnel to the tasks identified needed to bring the incident to a successful conclusion
- Setting up Incident Command/Unified Command Structure
- Determining if proper manpower and equipment are on scene or need to be brought to the scene

C. Police are responsible for the following:

- Establishment of the needed security/safety perimeter(s)
- Control of the flow of persons and traffic to secure the area.
- Initiate procedures for criminal investigation if warranted.
- Location of potential staging areas for other responding agencies to use.
- Setting up main ingress and egress routes for the smooth flow of personnel and machinery.
- Carrying out evacuation orders
- Providing security at medical treatment sites if needed.
- Provide a representative to the Unified Command Structure.

D. Emergency Medical Services are responsible for the following:

- The first ambulance arriving at the scene will contact hospitals and advise the actual size, potential scope and suspect materials involved.
- Locate a triage area and notify Incident Command of that location.
- EMS personnel will assist victims as required
- Medically monitor facility, fire, and civilian hazmat personnel as outlined in responder procedure and doctrine.
- Assist with on scene decontamination of victims prior to transport
- Transport the initially decontaminated victims a treatment center specified by the Hospitals.
- Provide a representative to the Unified Command Structure

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E. The hospitals are responsible for the following:

- Determine the location victims should be transported to.
- Will provide medical services and have authority of same.
- Will provide personnel to handle triage and treatment of injured, contaminated, and decontaminated persons according to established procedures.
- Provide member to the Unified Command Structure if possible

F. Public Works is responsible for the following:

- Assist in route planning for movement of personnel and machinery into the area and people out of the area.
- Provide heavy equipment, operators, and engineering expertise for the purposes of containment and cleanup
- Road signage
- Coordination with other public works providers
- Providing an area for fueling and vehicle repairs if needed
- Provide a representative to the Unified Command Structure

G. Public Health is responsible for the following:

- Monitoring public health concerns in and around the incident site
- Advising evacuation needs
- Allowing personnel back into evacuated areas
- Coordinating with hospitals regarding treatment of victims
- Provide a representative to the Unified Command Structure

H. Mass Care is responsible for the following:

- American Red Cross:
 - Sheltering and feeding of evacuated personnel
 - Feeding of Emergency Personnel
 - Disaster Mental Health Services
- Salvation Army
 - Feeding of evacuated personnel
 - Feeding of Emergency Personnel

I. Emergency Management Agency is responsible for the following:

- Coordinating support to the Incident Commander/Unified Command
- Opening the Rock Island County Emergency Operations Center.
- Implementation of the County Emergency Operations Plan
- Liaison between Rock Island County and the Illinois Emergency Management Agency

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- Assist, as needed, in the procurement of addition equipment or personnel as requested by Unified Command.

V. Annex Maintenance, Review, and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Procedures and Methods

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, EMS, Facilities, RICO EMA, RICO PHD, Hospitals, Public Works, Red Cross, Salvation Army

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

<u>TASKS</u>	<u>RESPONSIBILITY</u>
1. Implementing emergency contact list.	Facility Operators
2. Developing containment plans.	Facility Operators/Fire
3. Emergency responder contact lists.	911 PSAPs/EMA
4. Developing decontamination of persons and vehicles procedures.	Fire/RICO PHD/Hospitals
5. Implementation of a personnel accounting system for Incident Management use.	Fire/Unified Command
6. Maintain contact list for private contacts used in chemical emergencies.	911 PSAPs/Fire/Law/EMA
7. Determining treatment site for contaminated victims.	Hospitals/RICO PHD
8. Agreements of private contractors having heavy equipment	EMA/Public Works
9. Developing public health monitoring plans.	RICO PHD/EMA
10. Developing evacuation plan.	EMA/Red Cross/ Salvation Army

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Procedures and Methods

Emergency Phase

PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, EMS Services, Facilities, RICO EMA, RICO PHD, Hospitals, Public Works, Red Cross, Salvation Army

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

<u>TASKS</u>	<u>RESPONSIBILITY</u>
1. Notification of emergency responders.	Facility Operator/911 PSAP
2. Notification of EMA.	911PSAP
3. Evacuation of site.	Facility Operator/Fire
4. Site coordination.	Fire/Facility
5. Incident Command.	Fire
6. Site security, selection of traffic routes, traffic route closures.	Law Enforcement/Public Works
7. Material containment.	Facility/Fire/Private Contractor /Public Works
8. Monitoring public health needs at or near the site.	RICO PHD
9. Resource allocation, coordination with Support Agencies, State and Federal Agencies.	Unified Command/EMA

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Procedures and Methods

Emergency Phase Continued

PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, EMS, Facilities, RICO EMA, RICO PHD, Hospitals, Public Works, Red Cross, Salvation Army

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

<u>TASKS</u>	<u>RESPONSIBILITY</u>
10. Coordination of formation of Unified Command Structure.	Fire/Dispatched Responders/EMA
11. Opening of County EOC.	EMA
12. Evacuation of surrounding area.	Fire/RICO PHD/EMA/ Red Cross /Salvation Army
13. Creation of public information bulletins, safety instructions, and coordination with media	Unified Command/PIO/EMA

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Procedures and Methods

Post Emergency Phase

PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, RICO EMA, RICO PHD, Public Works, Red Cross, LEPC, Facility Operator

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

<u>TASKS</u>	<u>RESPONSIBILITY</u>
1. Opening evacuation areas	RICO PHD/Fire/EMA
2. Release of public information	Unified Command/PIO/EMA
3. Supervising Clean Up	RICO PHD/EMA/Fire
4. Closing shelters	Red Cross
5. Modify manpower requirements	All Agencies
6. Closing Unified Command	Unified Command/EMA
7. Debriefing responding agencies	Unified Command
8. Closing County EOC	EMA
9. Incident critique	EMA
10. LEPC review of incident	LEPC
11. Formation of a corrective action plan and time line to carry it out	LEPC//EMA/Unified Command/Facility

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Element Three: Emergency Coordinator Designations

I. Purpose

To designate a Community Emergency Coordinator (CEC) and identify specific emergency coordinators at each Tier II site, who would be responsible to make determinations to implement the plan.

II. Situation and Assumptions

Not all chemical incidents would require a county wide response. Many incidents could be contained and managed on-site by properly trained site employees. However, should a release, or the potential of a release occur, the CEC shall be notified. The CEC once aware of the release or potential for release may begin to take the actions needed or may determine the situation to be contained.

III. Concept of Operations

The Rock Island County Emergency Operations Plan, which is on file at the RICO Emergency Management Agency office, outlines the procedure to be followed should an emergency occur which would deplete the County's resources and require assistance from the State of Illinois.

IV. Organization

Every facility that manufactures, uses, or stores chemicals in an amount requiring a Tier II report will advise the County Emergency Management Agency of the person(s) responsible for site emergency coordination. Each facility will provide a primary contact telephone number and two emergency contact numbers, which will be added to the Cameo files in the County Emergency Operation Plan. The County Emergency Management Agency will maintain this information, in a list format, for Emergency Operations Plan use in the RICO EMA office. A copy of this information will be provided to the RICO LEPC for the Committee's use.

Immediate telephone notification shall be given by the owner or operator of a facility under conditions documented in the Illinois Emergency Management Agency's Emergency Release Notification Fact Sheet.

Before activating this plan or the County Emergency Operations Plan, the County Emergency Management Agency will evaluate the situation seeking information from the facility emergency coordinator and Incident Commander on the scene.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic

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updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Designation of Emergency Coordinators

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, RICO EMA, LEPC

PURPOSE: To facilitate designation of facility emergency coordinators and emergency notification procedures.

Task	Responsibility
1. Identification of site emergency coordinators.	Facility Operator
2. Reporting of site emergency coordinators along with a primary and two secondary contact telephone numbers.	Facility Operator
3. Maintaining a county-wide list of site emergency coordinators.	EMA
4. Annual review of Chemical Response Plan	LEPC
5. Verification of site coordinator information semi-annually.	LEPC
6. Sharing of emergency contact information with 911PSAP(s).	EMA

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Designation of Emergency Coordinators

Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, RICO EMA, 911 PSAP(s), Fire Command

PURPOSE: To provide notification should a release occur

Task	Responsibility
1. Make notifications as required by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Contact EMA for an incident that requires emergency response personnel.	911 PSAP(s)
3. Implementing Chemical Response Plan or County EOP.	Fire Command/EMA
4. Formation of a Unified Command Post.	Fire Command/EMA
5. Activation of County EOC.	EMA

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Designation of Emergency Coordinators

Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, RICO EMA, RICO PHD

PURPOSE: Determine the clean up phase is complete

<u>Task</u>	<u>Responsibility</u>
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	RICO PHD/Incident Command
3. Closing the Unified Command PSAP.	Incident Command, EMA
4. Closing the EOC.	EMA
5. After Action Report	EMA

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Element Four: Emergency Notification Requirements

I. Purpose

To provide 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, title III of Emergency Planning and Community Right to Know Act).

II. Situation and Assumptions

Assume EHS facilities and transporters are aware of and will comply with applicable emergency notification requirements. Notification requirements under Emergency Planning and Community Right to Know Act are codified at 40 Code of Federal Regulations Act 355.40. Notification requirements under Comprehensive Environmental Response Compensation and Liability Act are codified at 40 Code of Federal Regulations 302.6.

Assume that the RICO EMA is aware of and will comply with applicable emergency notification requirements. Notification procedures to be followed by the CEC are in the possession and control of the RICO EMA.

Rock Island County has numerous 911 PSAP(s). Emergency calls of every nature, including reports of a release are received by a PSAP in the jurisdiction the facility resides. Reports of a release of an EHS will be directed to the RICO EMA.

Notification to the RICO EMA will represent notification to the RICO LEPC.

III. Concept of Operations

In the event of a release of a Hazardous Substance as defined by Comprehensive Environmental Response Compensation and Liability Act or an Extremely Hazardous Substance as defined by Emergency Planning and Community Right to Know Act in excess of the applicable Reportable Quantity (RQ), the facility is required to notify the RICO LEPC and the State Emergency Response Commission (Illinois Emergency Management Agency). In addition, the facility must notify the National Response Center to report the release of a Comprehensive Environmental Response Compensation and Liability Act Hazardous Substance in excess of the applicable Reportable Quantity.

Notification procedures to be followed by the CEC are documented in the Rock Island County Emergency Operations Plan.

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IV. Organization

Affected facilities will have an Emergency Preparedness Plan or some other comparable plan that documents their notification responsibilities as noted in Concept of Operations above.

Notification procedures to be followed by the RICO EMA are documented in the Rock Island County Emergency Operations Plan.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Emergency Notification Requirements

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinators, RICO EMA, 911 PSAP(s), LEPC

PURPOSE: To ensure proper notification contacts are available.

Task	Responsibility
1. Identification of facility emergency notification procedures in the event of a reportable release.	Facility Emergency Coordinator
2. Identification of 911 PSAP(s) notification procedures.	LEPC
3. Identification of notification procedures for the EMA in the event of a reportable release.	EMA
4. Identification of EMA notification procedures to the public.	EMA
5. Annual review to confirm emergency and public notification procedures are accurate and complete.	LEPC

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Emergency Notification Requirements

Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, RICO EMA

PURPOSE: To ensure proper notification is made by the Facility Emergency Coordinator and/or the RICO EMA.

<u>Task</u>	<u>Responsibility</u>
1. Facility Emergency Coordinator makes notification to proper Agencies.	Facility Emergency Coordinator
2. 911 PSAP(s) informs the RICO EMA of any incident that involves the release of a hazardous material.	911 PSAP(s)
3. RICO EMA makes notification to proper emergency response agencies and to the public.	EMA/PIO
4. Notification of members of Unified Command, social agencies, elected officials	EMA

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Emergency Notification Requirements

Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, RICO EMA, 911PSAP, LEPC

PURPOSE: To ensure proper notification was made to applicable emergency response agencies and the public.

Task	Responsibility
1. Ensure facility completed all immediate notification requirements.	Facility Emergency Coordinator
2. Ensure facility completes written follow-up reports as required.	Facility Emergency Coordinator
3. Evaluate 911 PSAP(s) notification procedure.	911 PSAP/LEPC
4. Evaluate EMA notification procedure.	EMA/LEPC
5. Evaluate notification of public.	EMA/LEPC

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Element Five: Methods for Determining the Occurrence of a Release

I. Purpose

To identify methods for determining the extent of a release and the area or population likely to be affected by such release.

II. Situation and Assumptions

Extremely Hazardous Substance facilities identified by the Local Emergency Planning Committee will provide information as requested by the Local Emergency Planning Committee in the form of an annual survey. Information deemed by the Extremely Hazardous Substance facility to be confidential will be maintained as such by the Local Emergency Planning Committee.

III. Concept of Operations

Annual survey shall request the following information. Replies will be retained in the Local Emergency Planning Committee's file for that facility.

- The facility's release detection mechanism(s)
- An estimation of the vulnerability zone for each facility, and the method used to determine the zone, if such a study has been completed. The RICO LEPC is currently using CAMEO to assist in determining potential vulnerability zones.
- Identification of the area likely to be affected within the vulnerability zone. By the use of the County G.I.S. technology The RICO LEPC is able to identify specific areas within a vulnerability zone.
- Emergency contact information for locations within the vulnerability zone if available
- Site map of the Extremely Hazardous Substance facility.
- Rock Island County Map (emergency response jurisdictions) is included as the last page of this document.

The Local Emergency Planning Committee will identify working hours for facilities within the identified vulnerability zone identified by each Extremely Hazardous Substance facility for an estimate of the population present at certain times of the day or year.

The decision to issue an evacuation order or shelter-in-place instructions will be made by the Incident Commander in consultation with the Rock Island County EMA based on the nature of the agent and the conditions present.

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The Local Emergency Planning Committee shall rely on one of the following release detection methods for transportation accidents:

- Transporter employees
- General public
- Emergency response personnel

The Local Emergency Planning Committee has identified the following vulnerability zones for known or typical transportation accidents involving Extremely Hazardous Substance:

- Railroad
- Pipeline in western Rock Island County
- The following highway routes:
 - Highway 92
 - Highway 67
 - Highway 2
 - Highway 150
 - Highway 84
 - Highway 6
 - I-80
 - I-280
 - I-74
 - I-88

IV. Organization

Does not apply to this Annex.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Methods for Determining the Occurrence of a Release

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, LEPC, RICO EMA

PURPOSE: To identify release detection and reporting methods.

<u>Task</u>	<u>Responsibility</u>
1. Report facility release detection methods.	Facility Operator
2. Report facility release detection methods.	EHS Transporters
3. Report facility release detection methods.	Emergency Responders
4. Maintain database of county-wide release detection methods.	LEPC/EMA
5. Annual review of Element 5.	LEPC
6. Annual Verification Survey.	LEPC

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Methods for Determining the Occurrence of a Release

Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, RICO EMA, 911PSAP(s), Fire Command

PURPOSE: To provide information regarding EHS Facilities

<u>Task</u>	<u>Responsibility</u>
1. Make notifications as required by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Confirm if facility making notification is an EHS facility.	LEPC
3. Contact EMA for an incident that required emergency response personnel.	911 PSAP(s)
4. Implementing Chemical Response Plan or County EOP.	Incident Command/EMA
5. Forming a Unified Command Post.	Incident Command/EMA
6. Activation of County EOC.	EMA
7. Coordinating required release information with State and Federal Agencies	EMA

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Methods for Determining the Occurrence of a Release

Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, RICO EMA, RICO PHD, LEPC

PURPOSE: Determine if the clean up phase is complete

Task	Responsibility
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	RICO PHD/Incident Command/Facility Emergency Coordinator
3. Closing the Unified Command PSAP.	Incident Command/EMA
4. Closing the EOC.	EMA
5. After Action Report	EMA /Unified Command/ Facility Emergency Coordinator
6. Review of incident for relevant information.	LEPC

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Element Six: Emergency Equipment and Facilities

I. Purpose

To provide a list of emergency equipment and facilities in the community as well as the identification of the persons responsible for each, should an incident occur requiring their notification and use.

II. Situation and Assumptions

It is understood that not all chemical accidents may lead to an actual release as defined in this document. However, in the interest of public safety such releases need to be handled in an expeditious fashion. This requires detailed lists of equipment, resources and training in the community and facilities. It also requires the identification of points of contact (POC) needed to set these resources in motion. The Incident Commander or his designee shall be the person who determines if these resources will be used.

III. Concept of Operations

When a chemical release subject to the requirements of this subchapter has occurred the Emergency Management Agency or his designee will be notified. Incident Command/Unified Command shall determine the additional resources needed to successfully detect, contain and decontaminate the site and any equipment and persons involved based on the appropriate responders level of capability and training. The Emergency Management Agency shall seek additional resources as needed to support Incident/Unified Command and secure those resources.

IV. Organization

The Local Emergency Planning Committee will maintain a data base in Cameo, of POC's title and contact numbers for the following disciplines. It will also provide a list of resources, equipment, capability and training needed for detection, containment and decontamination from each discipline and facility.

- Tier II Facilities
- Jurisdictional Police Department
- Rock Island County Sheriff's Department
- Mutual Aid Box Alarm System Division 39/43
- Hospitals
- Privately contracted Hazardous Material Contractors

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic

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updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Emergency Equipment and Facilities

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Local Emergency Response & Medical Personnel, EHS Facility, RICO EMA

PURPOSE: Create a list of emergency equipment and POC(s).

Task	Responsibility
1. Create list of equipment available to Rock Island County Police Departments.	RICO EMA
2. Create/maintain list of equipment available to Hospitals.	Hospitals
3. Create/maintain list of equipment available to MABAS Division 39/43.	County Fire Chief's
4. Create/maintain list of equipment available to Sheriff.	Rock Island County Sheriff's Dept
5. Create /maintain list of equipment available to EHS facilities.	LEPC/EHS Facilities
6. Create/maintain list of equipment available to Public Work Depts.	Rock Island County PW Departments
7. Create/maintain list of equipment available to local contractors.	LEPC/local contractors
8. Creative/maintain a file of the completed NIMS resources lists	LEPC/EMA Office

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Emergency Equipment and Facilities

Emergency Phase

PRIMARY RESPONSIBILITY: Police & Fire Departments, Local Emergency Response Agencies, RICO EMA

PURPOSE: Contact appropriate persons to acquire equipment as necessary.

<u>Task</u>	<u>Responsibility</u>
1. Contact appropriate personnel.	Local Emergency Response Agencies/ EMA
2. Request necessary equipment.	Incident/Unified Command/EMA
3. Coordinate available equipment.	Incident/Unified Command/EOC

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Emergency Equipment and Facilities

Post-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Local Emergency Response Agencies

PURPOSE: Conduct inventory of equipment consumed and determine effectiveness of equipment lists.

<u>Task</u>	<u>Responsibility</u>
1. Conduct inventory of equipment consumed.	Incident/Unified Command
2. Replace equipment consumed in the emergency.	Local Emergency Response Agencies
3. Review effectiveness of equipment in the emergency.	Unified Command/EMA
4. Review effectiveness of lists of equipment and contacts.	Unified Command/EMA / LEPC
5. Conduct an After Action Report to determine corrective actions needed and a time period to complete those actions in.	Unified Command/EMA
6. Annual review of equipment list and contact information.	LEPC/EMA

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Element Seven: Evacuation Plans

I. Purpose

To provide for the protection of the population by removing inhabitants from areas that have been affected or have the possibility of being affected by a Extremely Hazardous Substance or Hazardous Substance spill or release.

II. Situation and Assumptions

With the many potential hazards that face the county that may be related to hazardous materials, it can be reasonably assumed that at some time evacuation or shelter-in-place (SIP) actions will be necessary in order to protect lives.

III. Concept of Operations

The Emergency Management Agency in conjunction with Incident/Unified Command, thru the County Emergency Operations Center, will coordinate evacuations and SIP procedures within the county.

Prior to an evacuation/SIP of any part of the population, Unified Command and the EOC will work with the Public Information Officer(s) to prepare information for public release. The Red Cross/Salvation Army (ESF 6) will be contacted for shelter arrangements and for locations where the public should report to. This information should be transmitted to the public as the same time as the evacuation order.

If, through a check of records at the Rock Island County Health Department indicate that there are members of the "special needs" population involved in either a potential or actual evacuation/SIP, Unified Command may issue a precautionary evacuation notice to that population in order to give them the needed time to react. This information will be shared with the Red Cross/Salvation Army for consideration in the sheltering of this population

If the evacuation is immediate, then Unified Command and the Public Information Officer(s) will advise the public of the evacuation order and give the public a location to report to for sheltering information.

In either case, the need for coordinated information is paramount and should be continuous.

When Unified Command has determined that the evacuated area is safe for the population to return to, the information will be released by the Public Information Officer(s) including instructions on what each household or business needs to do upon returning that particular site.

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The Transportation Officer, Law Enforcement liaison and Public Works liaison will identify primary and alternative transportation routes to be used based upon the nature of the emergency, weather conditions, vehicles to be used, etc. This information will be relayed to the Public Information Officer(s) for release to the effected population.

The Red Cross/Salvation Army will provide shelter to relocated populations. RICO PHD will assign Emergency Medical Response personnel to assist with the medical care, if needed. Should decontamination be a concern, PHD will assign properly trained responders for this function.

Feeding of the relocated populations, if sheltering will be long term, will be coordinated by Unified Command; with resources from the Red Cross, Salvation Army, and Emergency Operations Center.

IV. Organization

Incident/Unified Command will be responsible for determining if an evacuation/SIP order is needed.

The Public Information Officer, thru the Joint Information Center (JIC) will prepare the required information for release to the public.

The County Emergency Management Agency will assist in the release of the information thru the Emergency Alert Network established by the County Emergency Operations Plan.

The Red Cross/Salvation Army is responsible for shelter and preliminary feeding if the evacuation/SIP is going to be long term. If the evacuation/SIP is long term then the County Emergency Operations Center will assist the Red Cross/Salvation Army in securing sources to help prepare and distribute meals to people in shelters.

The Transportation Officer will be responsible for acquiring, coordinating and overseeing the means of transportation for the necessary movement of the population, including special populations. The Rock Island County Public Health Department will assist the Transportation Officer in locating special population centers within the evacuation area.

The Rock Island County EOC is responsible for determining the evacuated/SIP population may return to their homes/business, once the threat has passed. Working in conjunction with the Public Information Officer(s), public releases will contain any special instruction the effected population may need to carry out upon returning to their home/business.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Evacuation Plans

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Unified Command, RICO EMA, Red Cross/Salvation Army Transportation Officer

PURPOSE: To determine potential evacuation requirements, public information releases, sheltering and supply adequate means of transportation for the necessary movement of a population.

Task	Responsibility
1. Review Tier II site locations in relationship to population centers near site	LEPC/Unified Command
2. Identify potential evacuation routes	Law Enforcement/Public Works
3. Review and update personnel assignments and equipment inventory.	Transportation Officer
4. Analyze and be capable of responding to transportation needs related by prior planning	Unified Command/Transportation Officer
5. Maintain disaster log and coordinate deployment of transportation resources.	Transportation Officer
6. Prepare potential PIO releases related to evacuation and sheltering	Unified Command
7. Establish potential shelter locations	Red Cross/Salvation Army
8. Contact private sector transportation agencies, at all levels, relative to mobilization to meet immediate needs.	Transportation Officer/EMA

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Evacuation Plans

Emergency Phase

PRIMARY RESPONSIBILITY: Incident/Unified Command, PIO, Transportation Officer, Red Cross/Salvation Army, Law Enforcement, Public Works, RICO EMA, EOC

PURPOSE: To determine evacuation requirements, public information releases, sheltering and supply adequate means of transportation for the necessary movement of a population.

Task	Responsibility
1. Determine if evacuation or SIP is needed	Incident/Unified Command
2. Issue instructions for evacuation or SIP to a specific area of the population	Incident/Unified Command/PIO
3. Determine actual evacuation routes	Transportation Officer/Law Enforcement/Public Works
4. Mobilization and execution of transportation activities.	Transportation Officer
5. Issuance of required public information	PIO/EOC
6. Shelter Operations	Red Cross/Salvation Army/EOC
7. Report disaster situation to Chief Executives and governmental heads in EOC	Transportation Officer
8. Provide emergency operating capability in the combined efforts and modes of transportation as required.	Transportation Officer
9. Assist in the movement of responders/volunteers/resources as required.	Transportation Officer
10. Coordinate emergency operations with neighboring counties.	Incident/Unified Command/EOC

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Evacuation Plans

Post-Emergency Phase

PRIMARY RESPONSIBILITY: Unified Command/RICO PHD/Transportation Officer

PURPOSE: To determine when evacuated individuals may return to their homes, public information releases, and supply adequate means of transportation for the necessary movement of a population.

<u>Task</u>	<u>Responsibility</u>
1. Determine when a SIP or evacuation order can be lifted	Unified Command/EOC
2. Prepare required information for people returning home	PIO
3. Provide transportation if needed for people returning home	Transportation Officer
4. Assist special needs population in returning home	RICO PHD/Transportation Officer
5. Gather transportation related expenses and other required information for the EOC	Transportation Officer
6. Conduct a review of the evacuation or shelter in place operations for the purpose of formulating a corrective action plan	Transportation Officer/Unified Command
7. Updating of this Element based on changes made to the EOP or past experience	LEPC

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Element Eight: Training Programs & Schedules

I. Purpose

To provide documentation of training programs for local emergency responders and medical personnel relating to the skills needed to respond to an Extremely Hazardous Substance or a Hazardous Substance spill or release.

II. Situation and Assumptions

The handling of a spill or release of a substance classified as a Hazardous Substance or an Extremely Hazardous Substance requires not only basic level skills, but also specialized skills. The Office of the State Fire Marshal has outlined basic and specialized training for emergency response personnel providing them with the basic and specialized skills necessary to react to, contain, decontaminate, and clean up spill or releases.

Quad City hospitals are accredited by the Joint Association Commissions Hospital Organization. This accreditation also provides the necessary requirements for medical personnel responding to a hazardous material situation or receiving victims from a hazardous material situation.

Rock Island County has adopted the National Incident Management System. Adopting this system means that different levels of responders are trained not only in first response but in first line supervisor, middle management and command/general staff levels. In adopting these principals, the Incident/Unified Command will only place properly trained responders in positions that require that level of response training.

III. Concept of Operations

It is the responsibility of the individual emergency response organizations to maintain of list of required training programs for their respective disciplines. It is also the responsibility of each individual response organization to maintain the personnel records reflecting the training taken by each member of that agency.

Hazmat Certification training will include but not be limited to: Hazardous Material Technician (Level C, B, & A)

IV. Organization

Training programs for local emergency response personnel are accredited through the Office of the State Fire Marshal of Illinois.

Training programs for medical personnel are accredited through the Joint Association Commission Hospital Organization.

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V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Training Programs and Schedules

Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Agency Heads/Chiefs, Unified Command, LEPC

PURPOSE: To document training for applicable personnel

<u>Task</u>	<u>Responsibility</u>
1. Determine level of training needed	Agency Head
2. Scheduling training for agency personnel	Agency Head
3. Maintain a list of current functional HazMat certification level (ie. Awareness, Ops, Tech, etc.).	Agency Head
4. Assist with training and identification of training needs	Unified Command
5. Maintain training records	Agency Head
6. Attempt to develop training information for populations identified as being most at risk	LEPC/Unified Command

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Training Programs and Schedules

Emergency Phase

PRIMARY RESPONSIBILITY: Incident/Unified Command

PURPOSE: To ensure responders placed in technical functions such as decon and hazmat operations have the proper training.

Task	Responsibility
1. Verification of training before deployment	Incident/Unified Command

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Training Programs and Schedules

Post-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Hospitals, Local Emergency Response Agencies

PURPOSE: To determine effectiveness of training

<u>Task</u>	<u>Responsibility</u>
1. Review incident and effectiveness of current training programs relevant to the response.	LEPC/ Hospitals/ Local Emergency Response Agencies
2. Update training program and schedules to reflect needs of emergency response and medical personnel.	LEPC/Hospitals/ Local Emergency Response Agencies

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Element Nine: Methods and Schedules for Exercising the Emergency Plan

I. Purpose

To provide the methods and schedules for exercising the Chemical Response Plan.

II. Situation and Assumptions

The Federal Emergency Management Agency has set definitions of training exercises. These exercises are divided into three types:

- ▶ Tabletop Exercises – involve command staff and support organizations without the deployment of individual resources or personnel
- ▶ Functional Exercises – involved the limited deployment of personnel and resources for a limited length of time and are designed to test a limited number of responsibilities and objectives.
- ▶ Full Scale Exercises – involve the deployment of a significant number of resources, the operation of a Incident/Unified Command and the Emergency Operation Center. The duration of a full scale is for a longer period of time and test a larger number of responsibilities and objectives.

RICO EMA has been involved in exercise development, planning, execution, and evaluation since the early 1990s. The County Emergency Management Agency uses the Department of Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for all exercises conducted. Participation in these exercises has always been open to all responders within Rock Island County's Emergency Response community, including the non-governmental agencies that are traditionally called upon in times of large scale events.

The Local Emergency Planning Committee assumes that all relevant emergency response agencies will participate in planned exercises when invited to do so.

The RICO LEPC is responsible for testing the adequacy of this Plan. Schedule and methods of exercises used to test the adequacy of the plan will be determined based on the community's assessed risk and availability of resources.

III. Concept of Operations

Methods of exercises used to test the adequacy of the plan will include at least annual tabletop exercises initially followed by functional and full-scale exercises at a later date.

A planning committee comprised of members from the Local Emergency Planning Committee and community partners will be formed and will:

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- ▶ Develop the objectives and evaluation procedures for the exercise based on the requirements of the Illinois Emergency Management Agency/HSEEP guidelines.
- ▶ Plan the exercise to include the determined objectives
- ▶ Report to and make recommendations to the Local Emergency Planning Committee
- ▶ Assist in planning/conducting the training exercise
- ▶ Organize the gathered information from responders and evaluators into an After Action Report, in the format required by the Illinois Emergency Management Agency/HSEEP guidelines
- ▶ Compile a corrective action plan to present to the Local Emergency Planning Committee outlining areas of improvement needed and feasible timelines need to complete those improvements.

IV. Organization

The schedule and method of exercises for testing the adequacy of the plan will be determined by the Local Emergency Planning Committee and community partners following DHS/HSEEP requirements.

The Local Emergency Planning Committee is responsible for coordination of exercises testing the adequacy of its plan. Emergency response agencies will be invited to participate in Local Emergency Planning Committee exercises as required.

V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the RICO LEPC. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.

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Exercising Emergency Plans

Planning Phase

PRIMARY RESPONSIBILITY: LEPC, Community Partners

PURPOSE: To determine the schedule and methods for conducting an exercise to test the adequacy of the plan.

Task	Responsibility
1. Determine schedule for exercising the plan.	LEPC/Community Partners
2. Determine exercise methods.	LEPC/ Community Partners
3. Determine the objectives to be tested	LEPC/ Community Partners
4. Create an exercise plan which includes the testing of selected objectives, safety concerns and a method to evaluate the results of the exercise	LEPC/ Community Partners

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Exercising Emergency Plans

Exercise Phase

PRIMARY RESPONSIBILITY: Assigned Controller, Exercise Design Committee

PURPOSE: To carry out the approved exercise design for the purposes of testing the response plan

<u>Task</u>	<u>Responsibility</u>
1. Evaluation of performance	Assigned Evaluators
2. Conducting the exercise	Assigned Controller
3. Hot washes	Assigned Controllers
4. Debriefing Evaluators	Exercise Design Committee

Hot Wash Refers to debriefing responders immediately following the completion of an assignment by the controller assigned to monitor that assignment to capture lessons learned.

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Exercising Emergency Plans

Post-Exercise Phase

PRIMARY RESPONSIBILITY: Exercise Design Committee, Evaluators, LEPC,

PURPOSE: To determine the effectiveness of the exercise, determine if training objectives were met and determine a corrective action plan.

Task	Responsibility
1. Gather completed Controller/Evaluator information	Design Committee
2. Complete an After Action Report to determine if objectives were met and what corrective actions may be needed	Design Committee
3. Prepare the corrective action plan for presentation to the LEPC and EMA	Design Committee
4. Review and update methods and schedules for exercising the plan based on the above evaluation.	LEPC/EMA
5. Adopt a corrective action plan and determine the necessary time needed to complete it	LEPC/EMA

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Attenuation

- 1 If any section, clause, or provisions of this manual shall be held invalid, the invalidity thereof shall not affect the other provisions of this plan.
- 2 All regulations, or parts of regulations or ordinances, conflicting with any of the provisions of this plan shall be hereby repealed.
- 3 This disaster plan shall be in full force and effect from its approval as provided by law.

I hereby approve the above and foregoing Chemical Emergency Response Plan.

Chairman, RICO LEPC

Director, RICO EMA

Coordinator, Illinois Emergency Management Agency Region 2

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