

**AROOSTOOK COUNTY
HAZARDOUS MATERIALS
EMERGENCY RESPONSE PLAN**

Attachment 1

**INCIDENT COMMAND SYSTEM
(ICS)**

Introduction

The National Incident Management System (NIMS) has been adopted for use by all Aroostook County municipalities. The Incident Command System (ICS), an integral part of NIMS, will be used by all public safety agencies and departments when responding to a hazardous materials incident in accordance with both NIMS and OSHA standards.

All emergency response services with Aroostook County have received appropriate levels of training in ICS/NIMS. This Appendix is not intended to replace required training but rather to supplement it by reviewing appropriate guidelines and procedures for establishing and managing an Incident Command System in response to a hazardous materials emergency.

IMPORTANT NOTE: As stated above, these Standard Operating Procedures/Guidelines are not meant to replace required training for each emergency response discipline. Rather, these SOP/SOGs are intended to provide guidelines necessary for carrying out established procedures in the manner learned through required training as defined in 29 CFR, Part 1910.120 paragraph (q) and 40 CFR, Part 311.

Purpose

The purpose of this Appendix is to outline and detail a functional hazardous materials incident command system (ICS) that will result in the use of standard and specialized response elements to establish command, maintain control and be responsive to the characteristics of hazardous materials incidents, regardless of the severity.

SPECIAL NOTES: A hazardous materials incident command system (ICS) will not differ significantly from an ICS established for any other hazard. The same operational objectives apply, but the tactics will differ.

This Hazardous Materials Incident Command System (ICS) is developed under the following rules and standards, already in existence and utilized by the Emergency Services across the Country:

- OSHA 29 CFR, Part 1910.120 Subpart (q)(3)(i) to (vi); Subpart (q)(6)(v) and Appendix C to Subsection 1910.120 - Compliance Guidelines Nos. 6 & 7
- EPA 40 CFR, Part 311 (mirrors OSHA 29 CFR above)
- NFPA 471 – Recommended Practice for Responding to Hazardous Materials Incidents
- NFPA 472 – Standards for Competence of Responders to Hazardous Materials Incidents
- NFPA 1500 – Standard for Fire Department Occupational Safety and Health Program
- NFPA 1561 – Standard for Fire Department Emergency Management System
- NIMS – National Incident Management System

Establishing Incident Command and Initial Responsibilities

At least initially, the senior public safety official responding to a hazardous materials (HazMat) emergency shall become the individual in charge of a site-specific Incident Command System (ICS). [29 CRF, 1910.12(q)(3)(i)] The Incident Commander, will be overall responsible for managing and directing operations of a HazMat incident through the use of an organized system of described roles, responsibilities and standard operating procedures / guidelines. As the incident increases in scope, it may become necessary to form a Unified Command to manage, direct and maintain control.

Incident Command for a HazMat emergency in Aroostook County will initially be established by the first-responding agency responsible for operations on site, usually fire or law enforcement, and should rapidly develop into a Unified Command structure. Once Incident Command has identified that a HazMat emergency exists and determined the need for an activation of the HazMat Regional Response Team (RRT) or Decon Strike Teams (DSTs), the Incident Commander shall immediately prepare for a transition to Unified Command to include representatives from any and all RRT & DSTs, the spiller, and any other jurisdiction, agency or entity having a statutory responsibility to respond to that particular incident. Unified Command will consist of, at a minimum, senior responding officials, or their designees, from the fire department and law enforcement agency having primary jurisdiction, along with the RRT or DST team chief or similar senior official. As other agencies or entities having responsibility to respond to the incident arrive on scene, individuals from each with authority to commit resources should be added to the Unified Command in keeping with the modular concept of ICS.

Incident Command shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies. [1910.120(q)(3)(ii)]

Based on the hazardous substances and/or conditions present, Incident Command shall implement appropriate emergency operations, and assure that the personal protective equipment worn is appropriate for the hazards to be encountered. However, personal protective equipment shall meet, at a minimum, the criteria contained in [1910.156(e)] when worn while performing firefighting operations beyond the incipient stage for any incident. [1910.120(q)(3)(iii)]

Incident Command System (ICS) Structure

The Incident Command System for any HazMat emergency response in Aroostook County shall include, at a minimum, the following positions as part of the overall organizational structure:

- **Incident Command** – Single Command initially followed by a Unified Command, if necessary, as described above. An Incident Command Checklist can be found under Tab 1;
- **Command Staff** – Comprised of Public Information Officer, Safety Officer and Liaison Officer;
- **Operations** – The chief of which shall be either from the fire department having primary jurisdiction, or from the RRT or DST responding to the emergency;

The ICS structure will otherwise be modular in nature to expand and contract in accordance to the incident's needs.

Incident Command Responsibilities

Incident Commander

The Incident Commander is responsible for direction and control of the following command functions:

- Incident analysis (size-up) to assess incident priorities.
- Implement the hazardous materials emergency response plans, SOPs/SOGs, and the Site Safety Plan, to include an incident-specific Decontamination Plan.
- Immediately designate the Staging Officer who will manage and deploy incoming vehicles, equipment and personnel.
- Immediately designate the Site Safety Officer who will carry out the provisions of the broad-based Safety Plan as well as develop a Site-Specific Safety Plan.
- Designate Command Staff.
- Establish communications according to the Aroostook County All Hazards Emergency Communications Plan/All Hazards Emergency Communications Standard Operating Procedures and CONOPS.
- Determine and implement strategic and tactical objectives (protective actions).
- Assess adequacy of resources based on changing status of the incident.
- Coordinate and control interagency/inter-jurisdictional response activities in a Unified Command structure.
- Coordinate and authorize dissemination of emergency and other incident-related information to the media and public officials.
- Terminate emergency operations upon assessment that incident has been effectively abated.
- Implement appropriate decontamination process.
- Terminate event with debriefing, post-incident analysis and After Action Report/Improvement Plan.

In managing these command functions, the Incident Commander will ensure that all ICS functions of operations, site planning, logistics and response finances are effectively carried out. See Tab 1 for Incident Command Check List, Tab 2 (or Attachment F. of the Plan) for Hazardous Materials Incident Initial Notification AR-1 form and Tab 3 for Site Safety Plan (NIMS Form 208).

The Incident Commander should have the level of training prescribed in the **Incident Command Levels of Training** section of this Plan.

Site Safety Officer

The Incident Commander shall designate a safety officer, who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.

[1910.120(q)(3)(vii)]

When activities are judged by the safety officer to be an IDLH and/or to involve an imminent danger condition, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety official shall immediately inform the Incident Commander of any actions needed to be taken to correct these hazards at the emergency scene. [1910.120(q)(3)(viii)]

The Safety Officer may perform the following functions:

- Prepare a site-specific Safety and Health Plan and publish Site Safety Plan summary (See, for example, Tab 3 for Site Safety and Control Plan, OSHA ICS Form 208 HM) as required.
- Identify and cause correction of occupational safety and health hazards.
- Continuously monitor workers for exposure to safety or health hazardous conditions.

- Alter, suspend, evacuate or terminate activities that may pose imminent safety or health danger to the workers.
- Take appropriate action to mitigate or eliminate unsafe conditions, operations, or hazards.
- Provide training and safety and health information.
- Perform assessment of engineering controls and PPE.
- Comply with OSHA Standards.
- Document both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan (IAP) for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the medical plan.
- Maintain Incident Action Plan Site Safety Analysis (ICS Form 215A).
- Maintain Unit/Activity Log (ICS Form 214).

The Safety Officer should have the level of training prescribed in the **Incident Command Levels of Training** section of this Plan.

Public Information Officer

The Public Information Officer may perform the following functions:

- Advise the Incident Commander on information dissemination and media relations.
- Determine from the Incident Command (IC) if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Maintain Unit/Activity Log (ICS Form 214).

The Public Information Officer should have completed ICS/NIMS position-specific training.

Liaison Officer

The Liaison Officer may perform the following functions:

- Review Common Responsibilities.
- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs with the Operations Section Chief (OPS) during oil and HAZMAT responses.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.

- Have debriefing session with the Incident Commander prior to departure.
- Maintain Unit/Activity Log (ICS Form 214).
- Coordinate activities of visiting dignitaries

The Liaison Officer should have completed ICS/NIMS position-specific training.

Operations Section Chief

The Operations Section Chief may perform the following functions:

- Review Common Responsibilities
- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Supervise Operations Section.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to the Operations Section.
- Report information about special activities, events, and occurrences to the IC.
- Respond to resource requests by coordinating with the Logistics section.
- Maintain Unit/Activity Log

The Operations Section Chief should have completed ICS/NIMS position-specific training.

Incident Command Levels of Training¹

Incident Commander

Incident commanders who assume control of the incident scene beyond the first responder awareness level should receive at least 24 hours of training equal to the first responder operations level. In addition, the employer must certify that personnel in this position:

- Are able to implement the employer's incident command system
- Are able to implement the employer's emergency response plan
- Understand the risks associated with working in chemical protective clothing
- Know how to implement the local emergency response plan
- Know of the State emergency response plan and the Federal regional response team
- Understand the importance of decontamination

Hazardous Materials Branch Officer (Operations)

The hazardous materials branch officer is that person who is responsible for directing and coordinating all operations assigned to the hazardous material branch by the incident commander. This function is akin to that of hazardous materials team leader and encompasses both the general command functions at the branch chief level in an incident command system and in addition includes the responsibility for technical and tactical leadership of the team of hazardous materials technicians at the incident. While the function of hazardous materials branch officer is not directly specified in OSHA 1910.120 or EPA 311, the branch officer function is a natural derivative of the incident command system requirements and incident commander delegation options which are themselves specified as required under the OSHA and EPA regulations for hazardous materials incident response. NFPA 472, Chapter 9: Competencies for Hazardous Materials Branch Officer include:

¹ *Guidelines for HazMat/WMD Response, Planning and Prevention, Training Guidance for Hazardous Materials Emergency Preparedness (HMEP) Grant Program, April 2003 Edition, FEMA.*

- Analyzing the incident
- Planning the response
- Implementing the response
- Reporting and documenting the hazardous materials incident

Safety Officer at Hazardous Materials Incidents

OSHA 29 CFR 1910.120(q)(3)(vii-viii) specifies certain performance and competency requirements for the safety officer at hazardous materials incidents, and employers are required to ensure that employees demonstrate competency in the skills defined. Although the safety officer was initially defined in OSHA as advising the incident commander only, subsequent OSHA interpretations acknowledge that there may be multiple safety officers at the incident scene, advising to several levels of command.

OSHA competencies include:

- Identify and evaluate hazards, and assist in developing a safe response plan
- Identify and evaluate unsafe operations, activities, and/or conditions
- Identify appropriate interventions and coordinate with incident commander

Hazardous Materials Branch Safety Officer (HazMat Team Safety Officer)

NFPA 472, Chapter 10: Competencies for Hazardous Materials Branch Safety Officer defines the hazardous materials branch safety officer as that person who works within an Incident Command System to ensure that recognized safe practices are followed within the hazardous materials branch. The hazardous materials branch safety officer will be called upon to provide technical advice or assistance regarding safety issues to the hazardous materials branch officer and incident safety officer at a hazardous materials incident.

Competencies include:

- Analyzing the incident
- Planning the response
- Implementing the response
- Reporting and documenting the hazardous materials incident

Levels of Response

The level of response to any hazardous materials incident will be dependent on the number of resources needed to effectively and safely resolve the incident. Accordingly, the organizational structure of the Incident Command System will develop, in a modular fashion, as the hazardous materials incident expands and more agencies become involved. While it may not be necessary to establish Unified Command for every HazMat response, it may be prudent to do so rapidly as the incident expands.

HazMat RRT levels of response to hazardous materials incidents are:

Simple Incident (Hazmat Response Level I)

Level I Response

Definition - Level I incidents are those incidents that can be readily controlled/stabilized by trained and equipped first responders.

- LEVEL I A. Telephone Advisory – RRT team personnel provide telephone assistance to local responders.
- LEVEL I - B. On-Site Advisory - RRT team member responds to provide on-site assistance to local responders.

- LEVEL I - C. On-Site Analysis - One to two RRT team personnel respond for on-site reconnaissance at the scene.

Expanding Incident (Hazmat Response Level II & III)

Level II Response

Definition - Level II incidents are those incidents that required special resources (WMD/HAZMAT Team) for control/stabilization.

- LEVEL II - A. Hazcatting / Product Identification - Two to four team personnel to sample and provide product identification.
- LEVEL II - B. Small Team Response - Six to eight team personnel respond to mitigate medium/moderate incidents. This can be Level A and/or Level B trained and equipped personnel.

Level III Response

Definition - Level III incidents are those incidents that require special resources (one or more RRT) and other outside agencies for support.

- LEVEL III - A. Expanded Response - Six to eight team personnel plus any additional personnel or resources required to mitigate large/severe incidents.
- LEVEL III - B. Multiple Team Response - Multiple RRTs plus any additional personnel or resources required to mitigate large/severe incidents (i.e., Decon Strike Teams).

A Single Incident Commander may be adequate for a Simple Incident (Level I HazMat response). Unified Command should be established for an Expanding Incident (HazMat Level II or III).

Incident Action Plan

A written Incident Action Plan (IAP), an incident-specific plan developed at the time of the response and revised prior to each operational period to address changes and developments, is required for every HazMat emergency response within Aroostook County. [29 CFR 1910.120] It is the responsibility of Incident Command to develop, revise and disseminate the IAP. This is generally accomplished with the assistance of a Planning Chief when the incident moves into a second or subsequent operational period(s).

The IAP will formally document incident goals (known as control objectives under NIMS), operational period objectives, and the response strategy defined by Incident Command during response planning. It will contain general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters. Equally important, the IAP will facilitate dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, the IAP must be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

The following should be considered for inclusion in an IAP:

- Incident goals (where the response system wants to be at the end of response);
- Operational period objectives (major areas that must be addressed in the specified operational period to achieve the goals or control objectives);
- Response strategies (priorities and the general approach to accomplish the objectives);

- Response tactics (methods developed by Operations to achieve the objectives);
- Organization list with ICS chart showing primary roles and relationships;
- Assignment list with specific tasks;
- Critical situation updates and assessments;
- Composite resource status updates;
- Health and safety plan (to prevent responder injury or illness);
- Decontamination plan;
- Communications plan (how functional areas can exchange information);
- Logistics plan (e.g., procedures to support Operations with equipment, supplies, etc.);
- Responder medical plan (providing direction for care to responders);
- Incident map (i.e., map of incident scene); and
- Additional component plans, as indicated by the incident.

Incident Commander Checklist

- Assume command of the scene.
- Conduct brief incident analysis/size-up.
- Determine Hazmat incident response level: I II III
- Implement County Hazardous Materials Emergency Response Plan and SOPs/SOGs
- Determine initial isolation and protective action zones, and initiate protective actions.
- Isolate hazard area and deny entry.
- Establish command post and report its location to communications.
- Report existence of Hazmat emergency to Community Emergency Coordinator (EMA Director).
- Consider activation of Reverse 911, EAS and/or other warning mechanism to alert the public.
- Request activation of RRT or DST through Emergency Management.
- Initiate establishment of Unified Command.
- Assign command structure positions.
 - Assign Site Safety Officer. _____
 - Assign Liaison. _____
 - Staging Officer. _____
 - Assign Public Information Officer. _____
 - Assign Operations Section Chief. _____
 - Assign Planning Section Chief. _____
- Establish Hot, Warm, and Cold Zones, based on recommendation of HazMat Safety Officer.
- Request CONOPS activation through EMA, if necessary.
 - Establish and announce command frequency. _____
 - Establish and announce tactical frequency. _____
- Contact Law Enforcement and Public Works to assist with traffic control, scene security and possible evacuation.
- Request EMS to stage in Cold Zone.
- Alert hospitals of possible influx of both victims and the worried well.
- Establish media area for PIO.
- Refer to Pre-Plan (for pre-plan locations).
- Contact property owners for assistance (if fixed facility).
- Determine need for evacuation or in-place sheltering. Initiate if necessary.
- Develop Incident Brief using ICS Form 201.
- Finalize Unified Command structure.
- Conduct initial Unified Command meeting.
- Develop and review incident objectives with UC staff.
- Meet with and brief command and general staff.
- Receive briefing from Operations Section Chief.
- Conduct Tactics Briefing.
- Prepare for and attend Planning Meeting.
- Review and approve written Incident Action Plan (IAP) to include Site Safety Plan.
- Attend Operations Meeting.
- Monitor on-going operations.
- Review progress on assigned tasks.
- Receive periodic situation briefings from command and general staff.
- Coordinate and authorize dissemination of information to media.

Incident Commander Checklist (continued)

- Prepare for transition to next operational period, if necessary.

Post Incident

- Conduct on scene debriefing before units are released.
- Obtain other positional checklists and notes for final report.
- Retain all documentation as required by law.
- Organize and facilitate Post Incident Analysis meeting.
- Prepare and disseminate After Action Report/Improvement Plan (AAR/IP).
- Prepare and submit additional reports, as needed.

HAZARDOUS MATERIALS INCIDENT INITIAL NOTIFICATION

1.	Date of Incident:	Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM
2.	Location (street or route, town, and county):	
3.	Contact Information:	
	Spiller/Responsible Party:	Call back Person/Number:
4.	Type of Incident:	
5.	Material Released (if known):	
	Quantity Released (if known):	
6.	Is the Release on going: <input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	Released to: <input type="checkbox"/> Soil <input type="checkbox"/> Water <input type="checkbox"/> Ocean <input type="checkbox"/> Air <input type="checkbox"/> Well <input type="checkbox"/> Sewer <input type="checkbox"/> Containment <input type="checkbox"/> Other:	
8.	Any Injuries or Fatalities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Assistance Needed: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> HazMat Team <input type="checkbox"/> Other:	
10.	THE FACILITY MUST CALL THESE NUMBERS IMMEDIATELY: <input type="checkbox"/> <input type="checkbox"/> CLOSEST LOCAL FIRE DEPARTMENT <input type="checkbox"/> DEP 1-800-482-0777 (before 5:00pm) <input type="checkbox"/> MEMA 1-800-452-8735 (before 5:00pm) <input type="checkbox"/> MAINE STATE POLICE 1-800-452-4664 (After 5:00pm to reach DEP and MEMA) <input type="checkbox"/> COUNTY SHERIFF'S OFFICE (see reverse for telephone number) for Local Emergency <input type="checkbox"/> Coordinator notification <input type="checkbox"/> NATIONAL RESPONSE CENTER 1-800-424-8802	
11.	Notification: Date: Time:	Received by:

This report is required for any release that goes beyond the facility boundary and is a release of a reportable quantity of a CERCLA Hazardous or Extremely Hazardous Substance. All chemical spills must be reported to the Maine DEP.

A follow-up report is required within 14 days regarding actions taken to respond to and control the release; the cause and events leading to the release; known or anticipated health risks, medical attention needs of exposed persons; and measures taken to avoid re-occurrence. (Ref. SARA, Title III, sec. 304)

LOCAL EMERGENCY COORDINATOR CONTACTS	
Androscoggin County	784-3622
Aroostook County	800-432-7842
Cumberland County	893-2810
Hancock County	667-8866
Franklin County	778-2680
Kennebec County	623-3591
Knox County	593-9132
Lincoln County	882-7332
Oxford County	800-733-1421
Penobscot County	942-7911
Piscataquis County	800-432-7372
Sagadahoc County	443-9711
Somerset County	877-200-9070
Waldo County	800-660-3398
Washington County	800-432-7303
York County	324-1111

1. Incident Name					Site Safety Plan						
2. Operational Period to be covered by IAP (Date/Time) From: _____ To: _____					Attach Material Safety Data Sheets (MSDS) for each chemical. Attach any Unit Health and Safety SOPs or Plans.						
3. Hazardous Materials/Chemical, Biological, Radiological, Nuclear, Explosives (HazMat/CBRNE) Assessment Team Personnel											
Task Force Leader			Entry Team			Backup Team			Tech Decon Team		
4. HazMat/CBRNE Hazards											
HazMat/CBRNE Material	Hazards	Target Organs	Exposure Routes	PPE	PPE Type						
	Explosive	Eyes	Inhalation	Eye Glasses							
	Flammable	Nose	Absorption	Hearing Prot.							
	Reactive	Skin	Ingestion	Helmet							
	Biomedical	Ears	Injection	Gloves							
	Toxic	Throat	Membrane	Footwear							
	Radioactive	Lungs		HazMat Suit							
	Carcinogenic	Heart		Respiratory							
	Oxidizer	Liver		Fall Protection							
	Corrosive	Kidney		Fire Resistance							
	Other:	Blood		Face Protection							
		Lungs		Explosive							
		Bone									
		Circulatory									
		Respiratory									
		Gastrointestinal									
		Central Nervous									
5. HazMat/CBRNE Physical Data											
HazMat/CBRNE Material	TLV	IDLH	LD ₅₀	LC ₅₀	Miosis	Freeze Pt	Flash Pt	SG	Boil Pt	Vap Pres	Vap Den
6. HazMat/CBRNE Detection Equipment											
Radiac	△ M8/9	△ APD-2000	△ Photo Ionization	△ _____							
Dosimeter	△ M-256A1	△ Ph Meter/paper	△ Hand Held Assay	△ _____							
Staplex Air Sampler	△ CAM	△ Oxygen Meter	△ XMx	△ _____							

8. Site Map (Work Zones, Hazard Locations, Places of Refuge, Decon Line, Evac Routes)

Blank area for Site Map.

9. Decontamination

Technical Decon	Outer Boots/Gloves removal	Bottle Exchange	SCBA/Mask Removal
Casualty Decon	Outer Boots/Gloves disposal	Outer Suit Removal	Inner Glove Removal
Runoff Control	Suit Wash	Inner Suit Removal	Work Clothes Removal
Instrument Dropoff	Decon Agent	SCBA/Mask Rinse	Body Shower

10. Evacuations

Evacuation Alarms Horn Blasts; # Bell Rings; # Radio Code	Emergency Prevention and Evacuation Procedures
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11. Radio Frequencies

Command:	Tactical:	Entry:
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12. Weather Hazards

Precipitation:	Temperature:	Winds:
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13. Prepared By (Safety Officer):	Date/Time Prepared
14. Approved By (Incident Commander):	Date/Time Approved

INSTRUCTIONS FOR COMPLETING THE SITE SAFETY PLAN (NIMS FORM 208)

#	Title	Instructions
1.	Incident Name	Print name and/or incident number.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Assessment Team	Enter names of all team leaders assigned to HazMat/CBRNE Team
4.	HazMat Hazards	Determine what hazards are present from the known hazmat material. Indicate which organs are targeted by the specific hazard by what exposure routes. Determine what personal protective equipment is necessary.
5.	Physical Data	Enter names and pertinent information of all known chemical products. Enter "UNK" if material is not known. Include any which apply to chemical properties (Definitions: TLV = threshold limit value, IDLH = Immediately Dangerous to Life and Health, LD ₅₀ = Lethal Dose to 50% of population, LC ₅₀ = Lethal Concentration to 50% of population, Miosis = dose at which effects are first noticed, Freeze Pt. = Point at which liquid starts to turn to a solid, Flash Pt = flash point, SG = Specific Gravity, Boil Pt = Boiling point, Vap Pres. = Vapor Pressure, Vap Den = Vapor Density,
6.	Detection Equipment	List the instruments which will be used to monitor for chemical.
7.	Hazard Control	Indicate what job tasks will be accomplished within the Warm and Hot Zones. Determine what hazards, potential health effects and exposure routes are present for each job task. List the hazard controls for each task.
8.	Site Map	Sketch or attach a site map which defines all locations and layouts of operational zones.
9.	Decontamination	Check the Decontamination issues and PPE to be established.
10.	Evacuations	Indicate what type of alerting systems and procedures will be used.
11.	Radio Frequency(s)	Enter the radio frequency(ies) which apply to each HazMat component.
12.	Weather Hazards	Enter precipitation, temperature and wind speed and direction.
13.	Prepared By	Enter the Safety Officer (or HazMat Super) who prepared this form.
14.	Approved By.	Enter the Incident Commander who approved this form.
	Date and Time	Enter date (month, day, year) and time (24-hour clock) prepared.

A Site Safety and Control Plan must be completed by the Incident Safety Officer or the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

AR-1

GENERAL INFORMATION

rev 7/12

This report is required for any release that goes beyond the facility boundary and is a release of a reportable quantity of a CERCLA Hazardous or Extremely Hazardous Substance. All chemical spills must be reported to the Maine DEP.

A follow-up report is required within 14 days regarding actions taken to respond to and control the release; the cause and events leading to the release; known or anticipated health risks, medical attention needs of exposed persons; and measures taken to avoid re-occurrence. (Ref. SARA, Title III, sec. 304)

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Oxford County	800-733-1421
Penobscot County	942-7911
Piscataquis County	800-432-7372
Sagadahoc County	443-9711
Somerset County	877-200-9070
Waldo County	800-660-3398
Washington County	800-432-7303
York County	324-1111