**HAZARDOUS MATERIALS ANNEX**

MUNICIPALITY

 COUNTY OF MONMOUTH STATE OF NEW JERSEY

**I. INTRODUCTION**

**A.** MUNICIPALITY has adopted the National Incident Management System (NIMS) as its all-hazards emergency response system for all incident management, coordination, and support activities.

**B. Statement of approval:**

The Hazardous Materials Annex of the MUNICIPALITY Emergency Operations Plan meets the approval of the Emergency Management Coordinator and is hereby approved. This Annex supersedes any previously written Hazardous Materials Annexes.

Approval Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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 County Hazardous Materials Coordinator

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Emergency Management Coordinator

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Fire & Rescue Coordinator

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Police Coordinator

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EMS Coordinator

Hazardous Materials Annex

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**II. AUTHORITIES AND REFERENCES**

**A. Laws, ordinances, regulations, resolutions, and directives.**

1. Federal

a. Emergency Planning and Community Right-To-Know Act of 1986, PL 99-

499. (SARA Title-Ill)

2. State.

a. New Jersey Statutes Annotated (N.J.S.A.) 13:1K-l6 & 17, Notification of the New Jersey Department of Environmental Protection (NJDEP) Hotline, (877) 927-6337.

b. N.J.S.A. 26:3A2-21, County Environmental Health Act.

c. Other state statutes and directives as listed in “New Jersey Laws

Applicable to Hazardous Materials Response and Planning”, New Jersey

Office of Emergency Management.

3. County

a. As cited in the Basic Plan

4. Municipal

a. As cited in the Basic Plan

**B. References, guidance material and other documents.**

1. Federal

|  |  |  |
| --- | --- | --- |
|  | a. b. c. d. | Hazardous Materials Emergency Planning Guide, NRT-1, NRC.Emergency Response Guidebook, United States Department ofTransportation (USDOT).Chemical Hazards Response Information System (CHRIS) manuals, USDOT/United States Coast Guard (USCG)NIOSH Pocket Guide to Chemical Hazards, US Dept of Health andHuman Services. |
| 2. | State |  |
|  | a. b. c.d. e. f. | NJ Hazardous Materials Emergency Response Course, NJOEM. NJ Hazardous Substance Fact Sheets, NJDOH.Standardized Hazardous Materials Training Comes to New Jersey, NJOEM.Guidelines for Public Evacuation, NJOEM. Preparing a Traffic Diversion Capability, NJOEM.Emergency Response Reference Guide for Chemical Handling Facilities, NJOEM. |

3. County

a. As cited in the Basic Plan

4. Municipal

a. As cited in the Basic Plan

5. Other

a. Emergency Handling of Hazardous Materials in Surface Transportation, Association of American Railroads.

b. Hawley’s Condensed Chemical Dictionary, revised by Sax and Lewis.

**III. PURPOSE**

**A.** The purpose of the Hazardous Materials Annex is to define and to provide guidance for the development and operation of a viable hazardous materials program during any emergency or disaster situation and to ensure the completion of required emergency actions.

**IV. SITUATION**

The Monmouth County Health Department Hazmat Unit is the leading agency for hazardous materials response in MUNICIPALITY.

In most cases, The Monmouth County Health Department will be called to respond to

Hazardous Materials incidents within MUNICIPALITY. If needed, the Health Department will work with the local police Department when investigating illegal dumping and determining the responsible party.

The Hazardous Materials Organization within the MUNICIPALITY consists of the following:

- Fire Department (lead agency, initial response, incident command)

- Fire Prevention Bureau

- Local OEM

- Police Department (initial notification, alert and warning, incident assessment, scene security, route alerting)

- Monmouth County Health Department Hazmat Unit (CBRN response)

- Monmouth County OEM (When deemed appropriate)

- NJ DEP/ Bureau of Emergency Response

- Local Health Department

- Public Works Department (resources assistance)

The MUNICIPALITY FIRE COMPANY consists of NUMBER OF MEMBERS. The membership has various degrees of fire training, including limited training in hazardous materials incidents.

1. Hazmat Awareness
2. Hazmat Operations

The MUNICIPALITY has identified the MUNICIPAL FIRE COMPANY as the initial response to Hazmat Incidents. The MUNICIPAL FIRE COMPANY has the following capabilities:

-

 Incident assessment

- Fire Control

- Limited Containment

- Defensive actions

- Limited Monitoring

**A.** The MUNICIPALITY Office of Emergency Management is the coordinating response agency for hazardous materials incidents in the MUNICIPALITY. Agencies that support this response include:

- Police Department

- Emergency medical Services

- Department of Public Works.

- Monmouth County Health Department Hazardous Material Unit

- New Jersey Department of Environmental Protection (NJDEP) BER

**B.** If there is no Hazardous Materials Response unit in MUNICIPALITY, the Monmouth County Health Department will respond as the lead agency for Hazardous Materials incidents. The NJDEP maintains a response team which can be utilized by MUNICIPALITY OEM in an emergency.

 The following agencies also have hazardous material response capabilities:

* Neptune Township Office of Emergency Management
* Middletown Township Fire Department
* Southard Fire Department (Howell Township)

 During large scale incidents, the response from the above listed hazardous material response teams will be coordinated by the Monmouth County Hazardous Material Coordinator through the County EOC.

The MUNICIPALITY Fire Department will be activated for all Hazmat incidents but will only work to level One incidents.

**C.** Based on available information, below are specific hazardous materials threats to the MUNICIPALITY

1. - LIST SPECIFIC HAZARDS in MUNICIPALITY

**V. OPERATIONS AND CONTROL**

 A. The following is a description of the total hazardous materials incident response with the municipality of MUNICIPALITY.

**1. INITIAL NOTIFICATION**

Normally, the initial notification of a hazardous material incident is received by the Monmouth County Radio Communications Center.

The State Police Communications Officer shall obtain the applicable information as outlined in the Initial Contact Message Forms. (HMA-4 & LEA-4)

The Communications Officer shall collect as much pertinent data as available, and dispatch normal police, fire and first aid contingents.

It is the responsibility of the Communications Officer to provide all relevant data from the Initial

 Contact Message Form to all responding emergency agencies

The Communications Officer shall immediately notify the Police Department Shift Supervisor of the incident and status. (LEA-4)

 The Emergency Management Coordinator shall be notified and dispatched. Their primary purpose would be to offer technical assistance if necessary. During off-duty hours, they shall be activated through the recall roster system. (HMA-5)

The Police Department will be notified for investigation of complaints of any suspected criminal intent and determining responsibility.

The Monmouth County Health Department shall be notified for level II and III HAZMAT incidents. It is the responsibility of the Communications Center to make all notifications and recalls at the request of the Materials Incident Commander.

**2. INCIDENT ASSESSMENT**

APPLIES TO ALL POLICE. FIRE AND OTHER FIRST RESPONDERS

Incident assessment is the responsibility of the first arriving Police or Fire Department unit. The first arriving unit will assess the situation before approaching in an “Awareness Level” technique. This unit will report findings to responding units to ensure safety. This unit will also notify Emergency Management of findings, so OEM may make secondary notifications as needed.

The assessment should be made using the following concepts:

- The first responder should use caution when approaching any potential HAZMAT

Incident. He or she will always consider personal safety first.

If a Police Department officer arrives at an incidence scene first, he or she will have to make judgments whether to risk personal injury if there are any trapped or injured parties due to the accident.

He or she will take into consideration the surrounding environment, (i.e., highway traffic, population, etc.). He or she should look at the “overall picture.”

Visual Observations - These observations should be made by the first responder after considering personal safety, including:

**Type of Incident: (i.e., motor vehicle accident, etc.)**

 - Any personal injuries

 - Fire

 - Actual Spill

 - Fumes

 - Run-Off

 - Type of Vehicle (See “Vehicle Information”)

**Obtain Vehicle Information:**

 - Placards, (UN# -used in conjunction DOT Response Guidebook)

 - Type of Container (i.e., tanker, box car, etc.)

 - License Plate Number of Cab and Trailer.

 - Any Writing on Cab or Trailer (i.e., name of company)

 - Locate Driver or Owner/Operator

 - Obtain Bills of Lading (Shipping Papers)

 - Obtain Product Information from Driver (i.e., Product Origin and Destination) This information can also be obtained from the Bill of Lading (Shipping Papers)

 **Fixed Site Incidents:**

If it is a fixed site incident, the police officer will respond to the security officer or company representative (if present) of the facility who shall contact facility contact person(s). (HMA-l)

All of the prescribed steps in the above sections should be considered here, including identification of:

 - Plant Manager

 - Safety Engineering

 - Fire Brigade

 - Actual Location of Incident at Facility

The police officer shall take into consideration the environment when requesting response agencies, (i.e., routes of travel, wind directions, and affected areas in order to protect those responding agencies.)

It is the responsibility of the Police Communications Center personnel to transmit this information to responding agencies.

If Fire Department personnel arrive on the scene of a HAZMAT incident first, they will follow the Standard Operating Procedures and the intent of this Annex for incident assessment. (HMA-4)

It is the responsibility of the first-arriving Fire Department personnel to obtain all pertinent information concerning the incident from the police officer and assume control of the incident.

When the Fire Department’s Officer-In-Charge arrives at the scene of a HAZMAT incident, he or she shall make a determination of the level of the incident in accordance with the Fire Department SOP. (HMA-4)

The first arriving police officer at the scene of the HAZMAT incident shall assist the Fire Department Officer-In-Charge (Incident Commander) with incident command. The initial police officer shall become the police Branch Director in the command post until relieved by higher authority.

It is the responsibility of the Incident Commander or his designee to inform the Police Communications Center of any potential health hazard as soon as practical after the initial assessment.

Upon verification of a HAZMAT emergency by the Incident Commander, the State Police Department Communications Center shall notify the NJ DEP Hotline at (1-877-WARNDEP)

It is also the responsibility of the Police Department Communications Center to notify surrounding towns of an incident which may affect their communities. (AWCA-2)

Municipal Public Notification by the Police Department would advise citizens of the incident, the potential of any health hazard, recommendations for in-house or in-place sheltering and/or orders to evacuate the area.

When Public Notification, Protective or Preventive Actions are anticipated, the

MUNICIPALITY Office of Emergency Management Coordinator or their designee will respond to ICP or the EOC to assist in the coordination of Municipal, County, State of Federal response.

Public Notification shall be accomplished in accordance with the Alert/Warning Annex. It is the duty of the Fire Department Officer-In-Charge to notify the Police Department.

Communications Center when he or she determines it necessary to alert and/or warn the public (AWCA-2&4).

The decision to alert/warn the public should be made by the use of ALL AVAILABLE INFORMATION AT THAT TIME.

The assessment should take into consideration “To err on the side of caution”.

The Incident Commander should confer with representatives from the following agencies during ongoing incident assessment:

- MUNICIPALITY Fire Department Chief or Officer in charge

- State Police Department

- Capital Health Emergency Medical Services (EMS)

- Monmouth County Health Department Hazmat Unit

- Department of Public Works

- Fire Prevention Bureau

- Facility Officials, as necessary (HMA-5)

Also, he or she should confer with any and all agencies which may respond to the scene, including:

- MUNICIPALITY Emergency Management Coordinator

- Monmouth County Office of Emergency Management

- Responding Monmouth County Departments/Agencies

- NJ Department of Environmental Protection

- NJ State Police

- US Environmental Protection Agency

- Private Clean-Up Contractor

- Tow-Truck Operators

- Facility Officials or Representatives (HMA-5)

The above-listed are responsible to report to the Incident Command Post and assist the

Incident Commander in monitoring the Incident.

They shall also assist the Incident Commander in the development of their respective manpower and/or resources.

**3.** The office of Emergency Management will be the lead agency at any hazardous material incident where there is no fire involvement. The OEMC will appoint an Incident Commander in this situation. For fire related incidents, the Fire Chief will be the Incident Commander, as provided by New Jersey Statute, and the OEMC will provide assistance.

**4.** According to NFPA Standard 471, emergency responders are to utilize a system for classifying incidents. As outlined in the New Jersey Hazardous Materials Emergency Response Course, this classification scheme is broken down into three categories which are based on the three levels of response function as follows:

*Level-I* incidents involve minor situations requiring only defensive actions.

*Level -II* incidents often require only defensive actions but may involve some offensive response.

*Level-Ill* incidents require more involved defensive and offensive actions and will most likely involve considerations such as public exposure and/or evacuation. A full layout of the classification scheme is provided in chart form is provided in HMA-4.

**5**. To activate a multi-agency response to a hazardous material situation, the Police dispatcher will page the Office of Emergency Management, Fire Department and Emergency Medical Services via established procedures. Outside agencies will be requested by the OEM via county radio and/or telephone.

When mutual aid is requested by the incident commander, the incident commander will assist an Operations Section Chief and DV Financial Branch Director

The responsibility of the fire department liaison is to coordinate the activation and recall of outside response agencies. (HMA-5)

The message form shall include the following necessary information when notifications are made:

- Agency Contacted

- Person Contacted (operator # Or Duty Officer)

- Telephone number of contact person

- Time of notification

- Call-back requirement (if any)

- Response request made

**6**. It is impossible to predict the proper response to all hazardous materials incidents in advance of an actual occurrence. In most cases, however, the response will be directed through a command post operation. For situations requiring large scale evacuation and multi-agency coordination the EOC will also be activated. This decision will be made by the Incident Commander in consultation with the Emergency Management Coordinator, if he is not the Incident Commander and any department heads present on-scene. In either case, the command post operation will remain as the primary point for direction and control.

**7.** As required by OSHA Law 29-CFI-1910.120, the Incident Command System (ICS) is used for directing the response phase to hazardous materials emergencies. There are five functional areas under the ICS, including command, planning, operations, logistics, and finance. Depending on the severity of the situation, the Incident Commander may delegate the responsibility for the remaining functions of the ICS to the appropriate department heads on-scene. These sub commanders will report directly to the Incident Commander and will

be in command of each of their delegated functions. An expanded description of the five functional areas of the ICS is provided in HMA-4.

**8**. The Monmouth County Health Department provides offensive actions in hazardous materials situations. Should the situation warrant, NJDEP, County Hazardous Materials Team or a private contractor may be requested.

The following is an outline of incident levels, the departments involved and the actions that may be required to bring the incident under control:

Level I MUNICIPALITY Deploy booms, Fire vapor control.

Fire Department and absorbent material in limited quantities

Level II Monmouth Co. Health Container or tank car spill or leak control Evacuation of victims in hot zone transfer of product.

Level III NJDEP-BER All required offensive actions for

 MCHD control and mitigation within “HOT” zone. Manpower assistance in “SAFE” areas by the Manasquan Fire Department

**B.** The following table has been prepared as a planning tool to provide emergency responders with a rough idea of how long it will take to muster necessary support for hazardous materials response.

**RESPONDING AGENCY**

Police Dept Fire Dept EMS

OEM

Health Dept

Public Works

Monmouth County Hazmat

Monmouth County OEM NJDEP

NJOEM USEPA

US Coast Guard NJSP Marine Police Private Contractors

**NORMAL CONDITIONS**

2-3 minutes

3-5 minutes

3-5 minutes

3-5 minutes

15-30 minutes

20-45 minutes

20-45 minutes

15-30 minutes

30-90 minutes

15-30 minutes

30-90 minutes

15-30 minutes

20-45 minutes

45-120 minutes

**SEVERE CONDITIONS**

4-5 minutes

5-7 minutes

5-7 minutes

5-7 minutes

30-60 minutes

30-60 minutes

30-60 minutes

30-60 minutes

90-240 minutes

30-60 minutes

90-240 minutes

30-90 minutes

45-90 minutes

120-360 minutes

From the chart it is important for the first responders to be aware that there may be substantial time lag before assistance from the Monmouth County Hazmat Team may arrive to perform advanced or offensive response actions. Procedures will be implemented to notify and activate these agencies as soon as it is determined that their assistance will be needed.

**C.** Communications with the hazardous materials team will be similar to regular protocol.

When outside agencies are requested, county frequencies will be used.

**D.** The MUNICIPALITY Office of Emergency Management will ensure that proper notifications and responses are requested by the responsible party in all hazardous material situations. In some cases, the OEM will make said notifications to expedite response. MUNICIPALITY will supervise all hazardous material clean-up operations to ensure legality. In certain situations. MUNICIPALITY OEM may be overruled by NJDEP or United States Environmental Protection Agency (USEPA). (See HMA -7)

**VI. RESPONSIBILITIES**

**A.** The Emergency Management Coordinator or Hazmat Organization is responsible for implementing this Annex.

 The Incident Commander will be designated from the lead agency involved in the hazardous material scene and will be responsible for directing the hazardous materials emergency response with the assistance of the Emergency management Coordinator.

**B**. The Monmouth County Hazmat Unit has written standard operating guidelines that address how the hazardous materials functions will be accomplished.

**C.** Agreements for the hazardous materials function are as follows:

1. County Health Department

Further details on these agreements are provided in HMA-6.

**D.** The Emergency Management Coordinator will oversee the training of personnel in the

Hazardous Materials function. (See HMA-7)

**E.** If it is determined that due to incident conditions it is possible that emergency responders may be exposed to a hazardous substance, the Incident Commander will assure that self-contained breathing apparatuses are worn.

**F.** The Incident Commander will assure that personal protective equipment (PPE) will be worn only by trained qualified emergency responders and will be done in accordance with occupational Safety and Health Administration Law (OSHA) and established procedures.

**G**. For incidents requiring the establishment of site control measures, the Incident

Commander will limit and control the number of responders entering the “hot zone”.

**H**. If a hazardous materials response team is undertaking offensive actions in order to mitigate an incident, the Incident Commander will assure that responders follow the “buddy system” by working in groups of two or more.

**I.** The jurisdictional Emergency Medical Services (EMS) will provide basic life support service as required.

**J.** The Fire Coordinator will be responsible for coordinating safety monitoring and decontamination as required.

**K.** All New Jersey Hospitals are required to receive and treat citizens and/or emergency responders injured and/or contaminated as a result a hazardous materials incident.

**L**. The Police Department and Fire Department will be responsible for maintaining safety zones, providing site security and traffic control. The Emergency Medical Services will

be responsible for providing places of refuge for both emergency workers and the public.

**M**. The Office of Emergency Management will be responsible for providing and maintaining exposure records for responders. At this time, the municipality of MUNICIPALITY has no personnel trained as “team” members or specialists, however, any responder exhibiting symptoms of overexposure shall receive immediate medical attention and follow-up medical surveillance.

**N.** Individual departments will be responsible for the maintenance and calibration of response equipment according to established procedures which follow manufacturers and National Fire Protection Association (NFPA) recommended practices.

**0.** The Emergency Management Coordinator will be responsible for establishing and coordinating a hazardous materials public information and education program. All information which must be made available to the public will be on file at the MUNICIPALITY Municipal Building of EOC.

**VII. CONTINUITY OF GOVERNMENT FOR A HAZARDOUS MATERIALS RESPONSE**

**A.** There is a need for a line of succession for the person responsible for hazardous materials response functions in order to ensure continuous leadership, authority, and responsibility. This procedure will be consistent with the structure to be used under the Incident Command System.

Therefore, even though individual lines of succession exist for each department, a separate line of Succession for hazardous materials response will also be established. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. Monmouth County Environmental Health Coordinator

2. Deputy County Hazmat Coordinator

3. Monmouth County Hazmat Specialist

**B.** Essential records and logs will be protected and preserved in accordance with standing departmental orders. Copies of records and logs pertaining to hazardous materials emergency operations will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the hazardous materials incident response is available for post operation analysis and possible use in litigation.

**VIII. ADMINISTRATION AND LOGISTICS**

**A.** The Emergency Management Coordinator is responsible for the maintenance of all records and reports required for the hazardous materials functions in an emergency. In addition, current files will be maintained on all Right-To-Know, United States Superfund Amendments and Reauthorization Act (SARA) and New Jersey Toxic Catastrophe Prevention Acts (TCPA) facilities in this jurisdiction. Emergency Response Reference Guides will be kept in each emergency vehicle and in the EOC for use during emergencies.

**B.** The Emergency Management Coordinator is responsible for records of expenditures for the hazardous materials functions in an emergency. Accurate record keeping is of paramount importance if any future claims are made against a responsible party. This activity will be coordinated with the NIJDEP regional responder in accordance with established procedures.

**C.** The procedures for obtaining supplies and equipment during an emergency will be in accordance with the Resource Management Annex.

The Emergency Management Coordinator will coordinate all requests for supplies and equipment through agreement with neighboring jurisdictions, industry or from the county Office of Emergency Management. (See HMA-5, HMA-6, and RMA-8)

**IX. ANNEX DEVELOPMENT AND MAINTENANCE**

**A.** The Emergency Management Coordinator is responsible for the maintenance of the Hazardous Materials Annex and for ensuring that necessary changes and revisions to the Annex are prepared, coordinated, approved, and distributed to all agencies participating in hazardous materials planning and response.

**B**. The Emergency Management Coordinator is responsible for review and updating of the Hazardous Materials Annex, SOPs and attachments based on changes or additions to existing hazardous materials laws or directives, and deficiencies identified through drills, exercises, and actual emergencies on an annual basis. It is important to note that exercising of the EOP is also required by SARA Title-Ill, Section 303.

**X. DEFINITIONS**

The following terms and acronyms were used in addition to those defined in the Basic Plan:

|  |  |  |
| --- | --- | --- |
| 1. | CEHA | - N.J. County Environmental Health Act |
| 2. | ICS | - Incident Command System |
| 3. | NFPA | - National Fire Protection Association |
| 4. | NIOSH | - National Institute for Occupational Safety and Health |
| 5. | NJDEP | - N.J. Department of Environmental Protection |
| 6. | NIJDOH | - N.J. Department of Health |
| 7. | NRC | - National Response Center |
| 8. | OSHA | - U.S. Occupational Safety and Health Administration |
| 9. | PPE | - Personal Protective Equipment |
| 10. | RTK | - Right-To-Know |
| 11. | SARA | - U.S. Superfund Amendments and Reauthorization Act |
| 12. | SCBA | - Self Contained Breathing Apparatus |
| 13. | TCPA | - N.J. Toxic Catastrophe Prevention Act |
| 14. | USCG | - U.S. Coast Guard |
| 15. | USDOT | - U.S. Department of Transportation |
| 16. | USEPA | - U.S. Environmental Protection Agency |

**XI. REQUIRED APPENDICES AND ATTACHMENTS**

(These attachments must be included with the Plan unless special arrangements have been made with the NJOEM HMERP Unit.)

HMA-l Chemical Handling Facilities A listing (name, address, contact person and phone number) of facilities subject to and broken down by SARA, Toxic Catastrophe Prevention Act (TCPA), or NJ Right-To-Know (RTK) regulations which pose a threat to

your jurisdiction. Identify if an Emergency Response Reference Guide has been prepared by the facility and where it is filed for emergency use.

HMA-2 Facilities Location, Transportation and Vulnerability Map A local map of the facilities described in HMA-l along with the major routes used to transport hazardous materials to and from these facilities and through your jurisdiction. Establish a circle of vulnerability for each of the facilities and routes depending on the chemicals, quantities and operations involved. Also map the special facilities identified in your Law Enforcement and Evacuation Annexes to identify their proximity to your chemical handling facilities.

HMA-3 Hazardous Materials Evacuation and Traffic Rerouting, Special evacuation, and traffic rerouting procedures beyond the scope of the Evacuation Annex for each of the facilities and transportation routes identified in HMA-l and HMA-2. If you are in a heavily industrialized region you may want to prepare procedures for areas around groups of facilities.

HMA-4 Hazardous Materials SOP’S List and describe any hazardous materials specific SOP’s. (Include such things as notification, assessment, incident classification levels, ICS, public warning messages, etc.)

HMA-5 Hazardous Materials Resources List any resources that you have specific to hazardous materials response and outline a brief procedure for accessing them. (If none, so state) \*

HMA-6 Hazardous Materials Agreements Describe any verbal or formal agreements specific to hazardous materials response. Detail services available from industry teams as well as your county response organization (as per NJ County Environmental Health Act agreement with the NJDEP). (If none, so state)

HMA-7 Hazardous Materials Training According to OSHA Law

29—CFR-19l0.120, as of March 6, 1990 all personnel who may come in contact with a hazardous material during the normal course of their duties must have training specific to their level of involvement. You must establish a program which assures that:

**HMA-l Chemical Handling Facilities**

NJ Right to Know Facilities (RTK)

**Name Address Contact: Phone:**

|  |  |  |  |
| --- | --- | --- | --- |
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Note: An Emergency Response Reference Guide has not been prepared by the above facilities.

Note: OEM maintains copies of all MSDS/RTK data sheets submitted in a file at the 24-hour warning point (police dispatcher)

Note: MUNICIPALITY currently does not have any SARA or Toxic Catastrophe Prevention Act

(TCPA) identified facilities.

**HMA-2**

**Facilities Location, Transportation and**

**Vulnerability Map**

None

 **HMA-3 Hazardous Materials Evacuation and Traffic Rerouting**

**HMA-4 Hazardous Materials SOP’S**

1. Notification of a HazMat incident will be as per standard notification procedures utilized by municipal emergency resources.

2. The Emergency Management Coordinator shall be notified of any Hazardous Materials

Incident.

3. All confirmed Hazardous Materials Incidents shall be reported to the New Jersey Department of Environmental Protection via the 24-hour hotline (877 WARNDEP) by the Police Department Dispatcher.

4. The Emergency Management Coordinator shall determine if additional outside resources are required (County HazMat response, NJDEP Emergency Response, etc.) and shall request response via the Police Department Dispatcher.

5. The Monmouth County Office of Emergency Management shall be notified via the

Monmouth County Communications Center if outside resources are requested.

6. The National Incident Management System (NIMS) shall be employed for all incident management, coordination and support activities related to this annex.

7. Individual response agencies (i.e.: Police, Fire, First Aid, DPW, etc.) shall be governed by

their respective SOG’s and command structure.

8. As outlined in the New Jersey Hazardous Materials Emergency Response Course, this classification scheme is broken down into three categories which are based on the three levels of response function as follows:.

*Level-I* incidents involve minor situations requiring only defensive actions.

*Level -II* incidents often require only defensive actions, but may involve some offensive response.

*Level-Ill* incidents require more involved defensive and offensive actions, and will most likely involve considerations such as public exposure and/or evacuation.

9. Responding agencies shall utilize NFPA 471 Recommended Practice for Responding to

Hazardous Materials Incidents.

**HMA-5 Hazardous Materials Resources List**

The latest NJDOT Emergency Response Guide is carried by all first responding units and incident commanders as per standing Standard operating Guidelines.

The Emergency Response Guidebook is normally revised and reissued every four years. However, in the event of a significant mistake, omission or change in the state of knowledge, special instructions to change the guidebook (in pen-and-ink, with paste-over stickers, or with a supplement) may be issued.

Users of this guidebook should check periodically (about every 6 months) to make sure their version is current. The latest version as of publication of this document is 2012.

For additional copies or online download contact: DOT/PHMSA

<http://hazmat.dot.gov/pubs/erg/guidebook.htm>

**HMA-6 Hazardous Materials Mutual Aid Agreements**

MUNICIPALITY has entered into Intra-County Mutual Aid and Assistance Agreement between the municipality of MUNICIPALITY and participating Monmouth County municipalities and regional agencies as per Resolution 85-15 adopted DATE ADOPTED.

A copy of this resolution is on file with the Office of Emergency Management.

**HMA-7 Hazardous Materials Training**

The MUNICIPALITY Emergency Personnel are trained by each of their respective departments as required to their level of involvement, e.g., First Responder awareness, etc. OSHA Law 29-CFR-1910.120 Dated March 6, 1990. Each department is responsible for maintaining their own training records.

- Training will be provided according to responder function.

- All new employees will be properly trained within 30 days of employment.

- Training levels are targeted for each agency (for example, Police - Awareness; Fire - Awareness and Operational; First Aid - EMS Basic; etc.).

- Training will involve instruction in use and adoption of the Incident Command

System.

- Annual refresher training and exercising will be provided