

# City of Cordova



## ANNEX K: HAZARDOUS MATERIALS

### Purpose

**This annex provides for a coordinated emergency response by Local Government and industry to mitigate the adverse effects on the population and environment resulting from an uncontrollable release of /or exposure to hazardous materials**

- The annex primarily addresses the local Designated Emergency Response Agency (DERA), which is the City of Cordova. The DERA has the responsibility to identify response capabilities, including on-scene control, request additional outside resources as needed, and to ensure that emergency response procedures are developed. The annex also discusses Alaska Wildlife Trooper (AST) participation, as well as coordination with the private sector.

### Situation

**Hazardous materials pose a potential threat to a community at both fixed facilities and during transport.**

- Numerous facilities use and transport chemicals which pose threats to public and private sectors. They routinely provide Material Safety Data Sheets (MSDS) to the supporting fire departments which are responsible for training of the fire fighters who respond to hazardous materials incident.

- Over 400 hazardous materials have been identified by EPA as subject to the requirements for Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III.
- The City of Cordova, like any community, has identified many of these hazardous materials.

## Assumptions

- Safety of all responders is the number one priority.
- The First On-Scene Responder may not be a highly trained hazardous materials handling specialist, but as first on-the-scene, becomes the initial response force.
- Local, state and federal hazardous materials response teams and other support agencies will respond with technical expertise and resources upon request by the local officials.
- Emergency response personnel will be trained in hazardous materials control (within the capabilities and resources available, and based on known local hazards) and all response vehicles will be equipped with emergency response reference materials guidebooks.
- Facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986 (SARA), will provide Material Safety Data Sheets or list of MSDS chemicals to the appropriate fire department and the Alaska State Emergency Response Commission (SERC).
- Private agencies involved in the manufacture, use, storage and transportation of hazardous materials will cooperate with local governments in preparing for response to hazardous materials incidents.

## Limitations

**The City of Cordova has limited resources with which to respond to a hazardous material incident.**

# Concept of Operations

## **This annex anticipates an initial accident report or request for assistance.**

- The initial report should be investigated by the first responding. That First On-Scene Responder must act quickly .
  - Initial reports of an incident rarely reflect the true nature of the situation. The worst situation must be assumed and an objective on-the-scene evaluation and assessment must be made as soon as possible.
  - It may not be immediately possible to identify the hazardous or toxic materials or chemicals involved in the spill, although every attempt should be made to do so. Stay UPWIND, UPHILL, and/or UPSTREAM at a safe distance. Look for information on labels, shipping paper, placards, license plate numbers, tank/container types, etc.
  - Emergency response personnel should always assume the materials are highly toxic, even in small quantities; and take protective action.
  - Of special interest and value to the local agencies is the requirement that all facilities subject to the provisions of SARA Title III must in addition to their other responsibilities, immediately notify the local jurisdiction and the State Emergency Response Commission if there is a release of a listed hazardous material that exceeds the reportable quantity for that material. The initial notification can be by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be satisfied by dialing 911, or calling the district office of DEC or to place a call to the DEC Division of Environmental Quality on the spill hotline, 1-800-478-9300.
- Once the jurisdiction has been tentatively identified, and the responsible DERA and/or designated response agency notified, established procedures will be utilized.
  - An appropriate response team will be dispatched as provided in the DERA and local emergency response SOP's. The Position Checklist is included herein.
- The Alaska Wildlife Troopers (AST), as DERA for incidents occurring on highways outside municipal city limits, will follow their operations manual.
- Major marine oil spills in the Prince William Sound will be managed by the Alyeska Oil Spill Response Plan. See Tab 1 for details. Oil/fuel spills of a smaller scale will be handled by local contractors and CVFD. See Tab 2 for details.

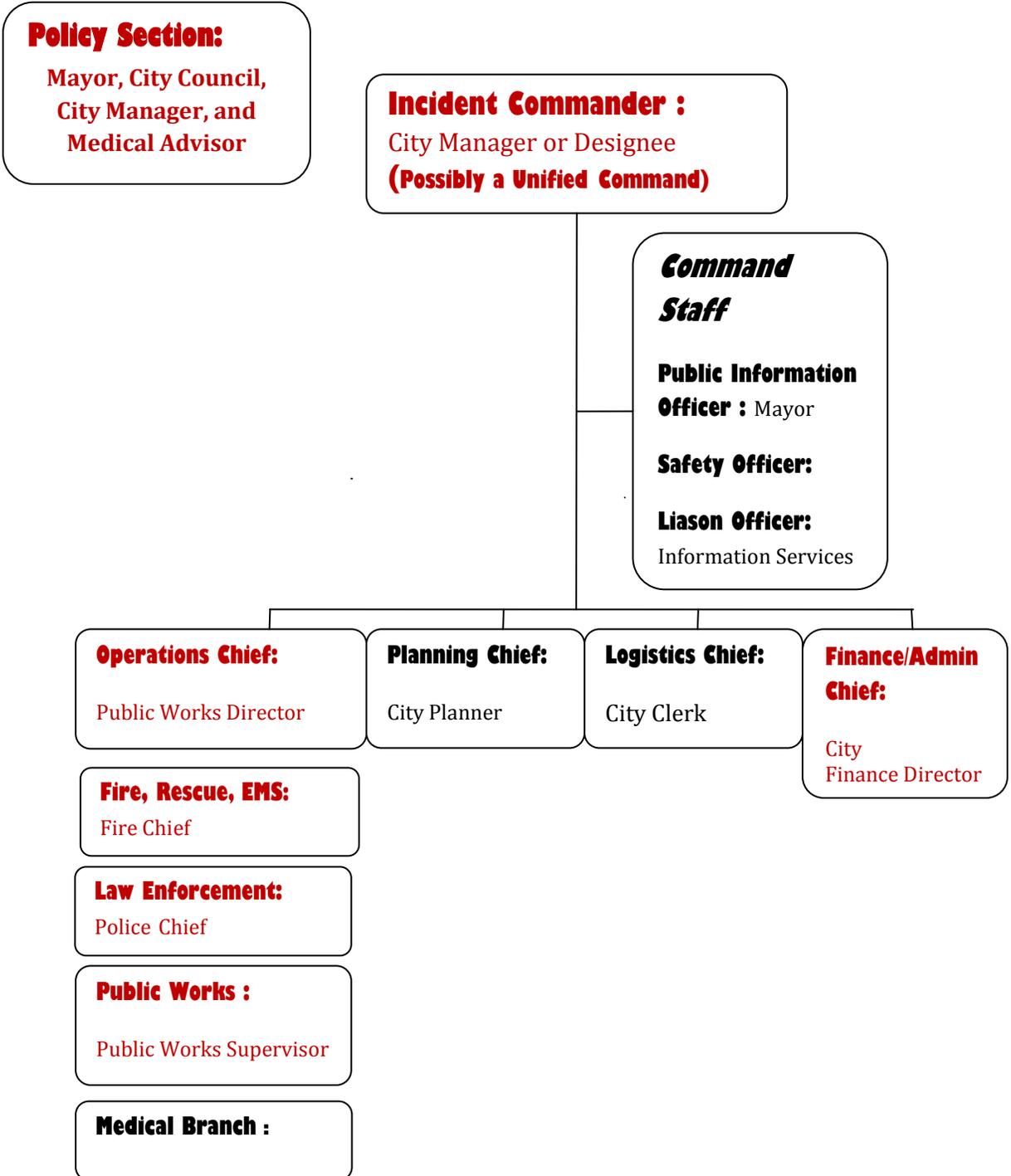
- Hazardous material emergency response personnel will operate as a team and will function under the concept of the Incident Command System as described in the Direction and Control Annex.
- During the response, if evacuation of the public (or a community) is necessary to save lives and property, the Governor, the AST, or the On-Scene Commander may order this action.
- If the DERA determines not to have the equipment, personnel or expertise necessary to handle a particular hazardous material incident, assistance will be requested .
- The City Emergency Operations Center (EOC) will be activated in support of the on-site Incident Command if the hazardous material incident is of such magnitude as to pose a threat to human life, have a significant impact upon the environment, or affects more than one jurisdiction.
- Public Information and media relations will be given priority attention, especially for any hazardous material incident that will, or is likely to, affect the public. The Emergency Public Information Annex establishes this function.
- Clean-up and removal of the hazardous material involved in an incident will be monitored by the City of Cordova according to local, state, and federal guidelines.
- If a hazardous material incident or release occurs on private property, the owner or operator thereof may undertake the emergency response. If the owner or operator does not undertake such emergency response, or if in the judgment of the DERA there exists an imminent danger to the public health and safety, the DERA should initiate an appropriate emergency response.
- Any facility that produces, uses, or stores any of the over 400 hazardous materials listed by the EPA in a quantity greater than its threshold planning quantity, is subject to the emergency planning and community right-to know provisions of SARA Title III.
- Teir II forms are required to be on file with CVFD. Facilities experiencing a hazardous material incident are advised to check with CVFD to review their Teir II forms.
- State involvement within City disaster damage assessment, emergency response (except for AST) and recovery processes will be coordinated by the State Department of Environmental Conservation (DEC).

## Organization and Assignment of Responsibilities

- The following organizational chart indicates what City Departments would be involved in a hazardous materials event.

# Organizational Chart for Hazardous Materials

\*\*\*RED indicates activation of that entity for HAZARDOUS MATERIALS



**Specific responsibilities for the following jobs are found in the Position Checklist. The abbreviation for each job is found in the table below.**

Incident Commander	IC
Policy Section	PS
Operations Section Chief	OSC
Dispatch	DIS
Police Department	PD
Cordova Volunteer Fire Department	CVFD
Emergency Medical Services	EMS
Public Works	PW
Water and Sewer Department	WSD
Alaska Wildlife Troopers	AWT
Cordova Electric Cooperative	CEC
Cordova Telephone Cooperative	CTC
Alaska Department of Transportation	DOT
Finance/Administration Section Chief	FASC
Public Health Nurse	PHN

## **POSITION CHECKLIST: HAZARDOUS MATERIALS**

\*\*\*If it is a PRIMARY responsibility, it will be in **BOLD and underlined**

<b>Responsibility/Task</b>	<b><u>Who is Responsible?</u></b>
<b>PREPARATION</b>	
Have vital equipment in the condition necessary for major emergencies	<b><u>ALL ENTITIES</u></b>
Develop/update plans and operating procedures for services. Coordinate all plans and standard operating procedures with those of other first responders.	<b><u>ALL ENTITIES</u></b>
Mitigate fuel spills through the monitoring of derelict vessels and through public awareness of fuel tank stabilization	<b><u>ALL ENTITIES</u></b>
Maintain an inventory of all first responder resources within the City and develop plans to make such resources available	<b><u>ALL ENTITIES</u></b>

Upon receipt of an impending hazard report, verify the report with authorized agencies	<u>ALL ENTITIES</u>
Estimate possible effects and consequences of impending hazard	<u>ALL ENTITIES</u>
Train and perform regular hazmat drills	<u>CVFD</u>
Locate and document locations of stored hazardous materials	<u>CVFD</u>
<b>RESPONSE</b>	
Notify the City Manager or Emergency Management Coordinator of hazard (if not already accomplished) who will mobilize other resources	<u>IC</u>
Establish command and appoint Safety Officer	<u>IC</u>
Insure that the Department of Homeland Security and Emergency Management is kept advised of the emergency.	<u>IC</u>
Contact Department of Environmental Conservation (DEC) for assistance and information regarding environmental health dangers and population protection	<u>IC</u>
Determine, from Communications Unit Leader, what frequencies to use on the radios	<u>ALL ENTITIES</u>
Review assignments of all personnel and brief those who will have emergency tasks to perform	<u>ALL ENTITIES</u>
For a MAJOR oil spill, inform Dispatch. That will activate the Aleyska Oil Spill Response Plan, if it hasn't been already activated. <b>See TAB 1 for major oil spill response details.</b>	<u>ALL ENTITIES</u>
For an oil/fuel spill on a smaller scale, contact Dispatch, who will contact the Fire Marshal and the local contractor immediately	<u>ALL ENTITIES</u>
Control and direct the entire, on-scene response activity	<u>IC</u>
Identify materials involved.	<u>IC</u>
Select PPE based on hazards presented, establish zones, and continue air monitoring	<u>IC</u>
Eliminate ignition sources and consider confinement/containment options	<u>IC</u>
Establish crowd control, traffic control and scene security. Prevent anyone from entering or accessing the hazard area.	<u>PD</u>
Initiate perimeter control , including atmospheric monitoring	<u>IC, PD</u>
Assess the situation to determine type of release, approximate size, weather factors, etc.	<u>IC</u>
Assist in necessary road closures, detours and establishment of control zones.	<u>PW</u>
Advise Water and Sewer Dept. immediately if the City water supply could be affected	<u>IC</u>
Provide remedial actions when a hazardous material may affect water sources and distribution systems	<u>WSD</u>

Assist in product analysis, if requested.	<u>WSD</u>
Establish a decontamination area for exposure victims, if necessary	<u>CVFD</u>
Consider isolating exposure victims from others, especially if biohazards are involved	<u>CVFD</u>
Maintain government and public awareness of the incident situation	<u>PIO</u>
Disseminate public information about evacuation or shelter in place	<u>PIO</u>
Initiate evacuation , if necessary	<u>IC</u>
Activate shelters or locate emergency housing for evacuees, if necessary	<u>IC</u>
Inform hospital and EMS of injuries	<u>IC</u>
Assess, treat, transport, and account for injured and ill patients	<u>EMS</u>
Establish a radiological monitoring strike team and/or task force if radioactive materials are believed to be involved	<u>IC</u>
Activate IMT and EOC, if necessary	<u>IC</u>
Monitor public health and safety and respond to developing hazards	<u>PHN</u>
If conditions warrant, declare a local disaster emergency and request state assistance	<u>MAYOR</u>
Request assistance from statewide Hazmat Response team, through the SECC, if applicable	<u>IC</u>
Provide the Public Information Officer with appropriate information	<u>ALL ENTITIES</u>
Maintain records accurately, including using NIMS logs daily (Form 214)	<u>ALL ENTITIES</u>
<b>RECOVERY</b>	
Assist in appropriate disposal of recovered product(s) and contaminated soils.	<u>IC</u>
When feasible, restore the incident area to a safe condition and return evacuees as appropriate	<u>ALL ENTITIES</u>
All exposures to responders will be documented	<u>ALL ENTITIES</u>
Prepare emergency public information about procedures to follow in the recovery phase	<u>PIO</u>
Take actions necessary to restore public confidence	<u>ALL ENTITIES</u>
Restock supplies and equipment used in the event and return any rented/borrowed equipment after proper cleaning/inspection	<u>ALL ENTITIES</u>
Itemize all damaged equipment and supplies and submit list to Finance/Administration Section	<u>ALL ENTITIES</u>
Restore and maintain essential services	<u>ALL ENTITIES</u>
Assist in ensuring that all hazardous materials have been disposed of or neutralized	<u>CVFD</u>
Perform post-incident cleanup and restore damaged utilities and transportation	<u>PW,CEC, CTC,</u>

systems	<b><u>DOT, HAR</u></b>
Coordinate recovery activities with state and federal relief agencies. The governing body of the jurisdiction is responsible for claiming reimbursement from the parties or persons responsible for a hazardous material incident in concert with the State Department of Environmental Conservation (DEC).	<b><u>IC, FASC</u></b>
Establish disaster aid centers to process applications for the rehabilitation of individuals and families	<b><u>FASC</u></b>
Release unnecessary personnel and equipment	<b><u>OSC</u></b>
Contact SECC and request damage assessments teams	<b><u>IC</u></b>
Provide financial figures necessary to support a request for disaster declaration	<b><u>FASC</u></b>
Complete and submit necessary reports and paperwork to appropriate agencies	<b><u>ALL ENTITIES</u></b>
Perform a post incident briefing and an incident critique	<b><u>ALL ENTITIES</u></b>

# TAB 1: City of Cordova Oil Spill Response- Major

## **PURPOSE:**

The purpose of TAB 1 is to define the organization, strategies, equipment and manpower needed by the City of Cordova in the event of a major oil spill (e.g tanker spill) which could impact the daily operations of the City of Cordova.

## **OIL SPILL RESPONSE INTERFACE:**

- As a result of the 1989 oil spill of the Exxon Valdez in Prince William Sound, the new Alyeska Oil Spill Response Plan incorporates the activities of local communities in supplying resources to aid in containment and clean up. The Alyeska Plan also includes provisions for liaisoning between the Valdez EOC and the local communities. It is not necessary to duplicate those provisions in this plan.

## **CONCEPT OF OPERATIONS:**

- In the event of a major spill within the Prince William Sound or Gulf of Alaska, two separate and distinct operations will be conducted within the community:
  1. Dispatching of contracted fishing vessels with clean up equipment to aid Alyeska in their response, and,
  2. The formation of the City's Oil Spill Response Office to provide the official focal point of the City's interests and participation.

## **NOTIFICATION:**

- Millions of gallons of North Slope crude are transported by each tanker leaving the Valdez terminal. Alyeska's escort vessels (SERVs) accompany tankers through the Sound to the Hinchbrook entrance. In the event of an accident and spill the SERVs vessels notify the Valdez EOC to activate an initial Alyeska response and mobilize supplementary resources from surrounding communities.

The Valdez EOC will notify Cordova through Dispatch (24-hour manning). The dispatcher, after making a confirming return call, notifies the Fire Marshal. The Fire Marshal, after confirming that the primary function in Cordova is underway (CDFU notified via phone or pager to begin dispatching boats), notifies the City Manager, and Mayor, who, in turn, calls an emergency meeting of the City Council.

**ACTIONS:**

- The City Council may direct the following actions:
  - A. Appoint an Oil Spill Response Office Coordinator and make provisions for staff, office space, equipment and supplies.
  - B. Direct the Finance Department to assign a special account number for tracking all expenditures and encumbrances relating to the spill.
  - C. The Mayor or his/her designee be appointed the official Public Information Officer (PIO).
  - D. Notify all appropriate persons and agencies of the establishment of the Oil Spill Response Office, and that the Office is the focal point and clearing house for spill related activities and information.
  - E. Make provisions for office space for representatives of state agencies and for the spillers representative (liaison) expected to arrive in Cordova.
  
- The Oil Spill Response Office Coordinator shall:
  - A. Receive, from the governing body, clarification as to the scope of the City's involvement in the spill response.
  - B. Keep the governing body abreast of all situation updates received from Valdez EOC and act as official liaison to Valdez EOC.
  - C. Establish the "Cordova Fact Sheet" as the mechanism to keep the public informed of events surrounding the oil spill.
  - D. Run all public announcements through the PIO for release of information to the media.
  - E. It is the responsibility of the Coordinator to assure the receipt of the situation updates, objectives of the Incident Action Plan, and spill trajectories from Valdez EOC, possibly through the City's representative on the Regional Citizens' Advisory Council (RCAC).
  - F. The Coordinator shall schedule daily briefings for the governing body and appropriate city officials.
  - G. The Coordinator shall maintain copies of information to and from the Oil Spill Response Office.

### **FISHING VESSEL RESPONDERS:**

- The governing body may direct the Oil Spill Response Office to provide aid (if requested) to the Cordova District Fishermen's United (CDFU) in their efforts to dispatch the fishing fleet to the spill site, such as snow removal in staging areas where spill equipment must be maneuvered. CDFU and Alyeska have already arranged for the boom trucks, cranes, flat bed trucks, tractors, forklifts, and longshoremen for moving oil boom and spill equipment from Alyeska storage vans to the docks.

### **LOCAL ACTIVITIES AND IMPACT**

- Should the emergency expand to require a long, involved commitment to attack a major spill such as the Exxon Valdez, City Government and the community should prepare itself for the disruption of normal activities.
- Spill materials and equipment (not to mention people) might be arriving daily via Alaska Airlines, ERA, or any number of charter aircraft, and military aircraft to the mile 13 airport. Presumably, equipment and materials shippers arrange for staging and security at the airport. This is to be handled ultimately by the "Out-of-Region Assets Manager" from the Valdez EOC
- Next, that equipment must be transported to town and be staged, inventoried, and have security provided for it. A traffic plan may have to be devised during certain times of the year. This equipment will ultimately be transported to a dock where it would be loaded onto vessels being dispatched to the spill site. It may be necessary to coordinate with CDFU, the use of port space and equipment during certain times of the year.
- The community might expect that repair parts for fleet equipment, and rotation of boat crews, might require considerable floatplane traffic near or in the harbor. The harbormaster may need to establish a plan to handle the increase in floatplane traffic.
- The city should also expect increase aircraft traffic (both fixed-wing, and helicopter) at the city airstrip and Eyak Lake.
- An influx of people from government agencies, the oil industry, workers, and the media may also impact the functions of City employees and elected officials. It is advisable that all City employees and elected officials keep records of their daily activities until the spill event is over.

***For details on the activities directly associated with the spill response, see the Alyeska plan or CDFU's plan.***

## TAB 2: City of Cordova Oil Spill/Fuel Response- Small Scale

### PURPOSE:

The purpose of TAB 2 is to define the organization, strategies, equipment and manpower needed by the City of Cordova in the event of a smaller-scale oil spill which would most likely NOT impact the daily operations of the City of Cordova.

### CURRENT RESOURCES:

Oil/fuel spill resources are stored throughout the City by these entities, in these locations:

<u>ENTITY WITH RESOURCES:</u>	<u>WHERE THE RESOURCES ARE:</u>	<u>WHAT THE RESOURCES ARE:</u>
<b>DEC-</b> Department of Environmental Conservation	1 Connex behind the Harbor Master	Basic spill resources... rakes, absorbents, etc.
<b>Alaska Marine Response-</b> local contractor  Andy Craig 424-5656 Mark Heidbrink 424-5324 Brent Davis 424-7655	Warehouse @ Cordova Coastal Outfitters...	Vinyl containment boom, boats, barge, skiffs, diving gear, misc. response equipment
<b><u>Cordova Harbor Department</u></b>	With the City	Containment boom
<b><u>USCG</u></b>	2 Connexes In the lot next to Bayside Storage	Lots of absorbents
<b><u>Alaska Chadux Corp.</u></b> _Oil Spill Removal Organization for Cordova Non-profit company that provides contingency plan for its members (smaller shippers)	4 Connexes @ Shoreside Petroleum	All the basics for spill removal

**CONCEPT OF OPERATIONS:**

- In the event of a smaller-scaled spill within the Prince William Sound or the local vicinity, these operations will be conducted within the community:
  1. Dispatching of local contractors to the spill in an expedient manner.
  2. Dispatching of Cordova Volunteer Fire Department to assist.
- Small scale responses will happen quickly, through the effort of both entities. Alaska Marine will respond to smaller spills for any initial containment. If there is a prolonged period of clean-up, the City may choose to contract with Alaska Marine Response to finish the job. If the spill exceeds AK Marine resources capabilities, they will then work as an arm of the larger spill response for Cordova, Alaska Chadux Corporation. The City would need to contract with Chadux at that point. If the scope of the job is beyond those resource capabilities, the City will contact Alyeska Oil Response.

**NOTIFICATION:**

- Cordova Dispatch (24-hour manning) will be notified. The dispatcher, after making a confirming return call, notifies the Fire Marshal and the Harbor Master, if appropriate. The Fire Marshal, after confirming that the primary function in Cordova is underway (CVFD has been paged and the local contractor has been notified), notifies the City Manager and the local spill response contractor.
- Keys to USCG connex are carried by the Harbor Master and by Alaska Marine Response (Andy Craig 424-5656). Keys to DEC connex are carried by the Harbor Master. Keys to the Chdux connexes are carried by Shoreside employees.

**ACTIONS:** The Incident Commander may direct the following actions:

- A. Supervise on-scene CVFD members (and Harbor personnel, if appropriate) during assistance to local contractors.
- B. Direct the Finance Department to assign a special account number for tracking all expenditures and encumbrances relating to the spill.
- C. The Mayor or his/her designee be appointed the official Public Information Officer (PIO).

**MITIGATION MEASURES:** Oil Spill recovery is expensive and usually preventable. The City of Cordova will institute mitigation measures by:

- increasing awareness of fuel tank stabilization (of both stationary and mobile tanks)
- monitoring derelict vessels