

EMERGENCY FUNCTION (EF) 10

HAZARDOUS MATERIALS

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EMERGENCY FUNCTION (EF) 10 HAZARDOUS MATERIALS

Coordinator/Primary Agency:	Belmont Fire Department
Supporting Agencies:	Operational Area Fire Mutual Aid Coordinator San Mateo County Office of Emergency Services (OES) San Mateo County Sheriff's Officer Local Law Enforcement San Mateo County Environmental Health

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 10 is to provide guidance regarding actions to coordinate and support hazardous materials operations related to the response and recovery from emergencies and disasters. For the purposes of this annex, a hazardous materials incident is defined as a release or potential release of a hazardous substance into the environment. A hazardous substance is defined as any material that is capable of posing risk to health, safety, property, or the environment. This annex includes the notification and response protocols for incidents involving chemical, biological, radiological, nuclear, and/or high-yield explosive (CBRNE) materials.

B. Mission Statement

To provide a coordinated response to hazardous materials incidents within San Mateo County.

C. Scope

The scope of EF 10 during its activation is to ensure coordination and cooperation between responding agencies and to lessen the threat to the community by increasing public awareness and preparedness by accomplishing actions including (but not limited to) the following:

1. Identify and monitor available public and private resources and capabilities needed for emergency operations.
2. Support and coordinate mobilization of additional hazardous materials response resources from within and outside of the County.
3. Respond to requests for hazardous materials response resources and capabilities needed for emergency operations, and coordinate use of hazardous materials resources for all types of emergency operations.

4. Assess the potential impact of anticipated releases to humans, property, and/or the environment, and the location and magnitude of these impacts. If indicated, secure and coordinate the deployment of environmental monitoring teams and equipment.
5. Implement the necessary controls for the prioritization and allocation of hazardous materials response requests, as required.
6. Coordinate operations for temporary containment of hazardous materials, restore damaged hazardous materials storage and/or transportation infrastructure, and/or develop alternative hazardous materials response capabilities to support County emergency operations.
7. Provide technical support and services to on-scene incident command staff regarding the potential effect of hazardous materials releases and the need for actions to protect the public in the risk area, and advise other EFs of the potential safety threat for emergency workers.
8. Coordinate and facilitate demobilization and restoration resources and capabilities; if needed, initiate operations for post-event decontamination, removal, remediation, and/or disposal of released hazardous and contaminated materials.
9. Provide technical support and services to on-scene incident command staff regarding the potential impact of a CBRNE incident.
10. Conduct a post-incident assessment of hazardous materials response capabilities and infrastructure.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. The designated primary and support agencies are responsible for and committed to staffing and implementing this EF at the time of its activation by the San Mateo County OES.
- B. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the basic plan of the SMC emergency operations plan (EOP), applicable agency guidelines and policies, and all applicable regulations and statutes.
- C. The priorities for emergency operations implemented by this EF will be consistent with and supportive of the San Mateo County emergency operations center (EOC) action plan (AP) for the applicable EOC operational period.
- D. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC-AP, as well as by the following, in descending order of importance:
 1. Protection of human health and safety;
 2. Protection of critical infrastructure;
 3. Protection of property; and

4. Protection of environmental quality.
- E. The primary and support agencies participating in this EF operate in conformance with NIMS and will adopt additional components of NIMS as they are promulgated. NIMS components include incident command system (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations. If necessary, the agencies will implement their continuity of operations plans to support emergency operations.
- B. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a timely basis to support the EF's operations.
- C. Resource requests from mutual aid and/or through the Regional Emergency Operations Center (REOC) will be provided on a timely basis where needed to support emergency operations.
- D. The state, federal agencies, municipalities, and jurisdictions adjacent to the County will cooperate with the EF regarding information exchange and coordination of their emergency operations applicable to the EF.
- E. Members of the affected public will receive emergency instructions regarding protective actions, business openings and closings, and other changes to normal, daily conditions, and the public will endeavor to comply with such instructions to the best of their ability.
- F. Fire service resources may be requested to respond to hazardous materials incidents and to aid in disseminating warnings to the public.
- G. Responding units will perform only to their level of training.

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF during the pre-event timeframe, as well as during emergency response and disaster recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of emergency event.

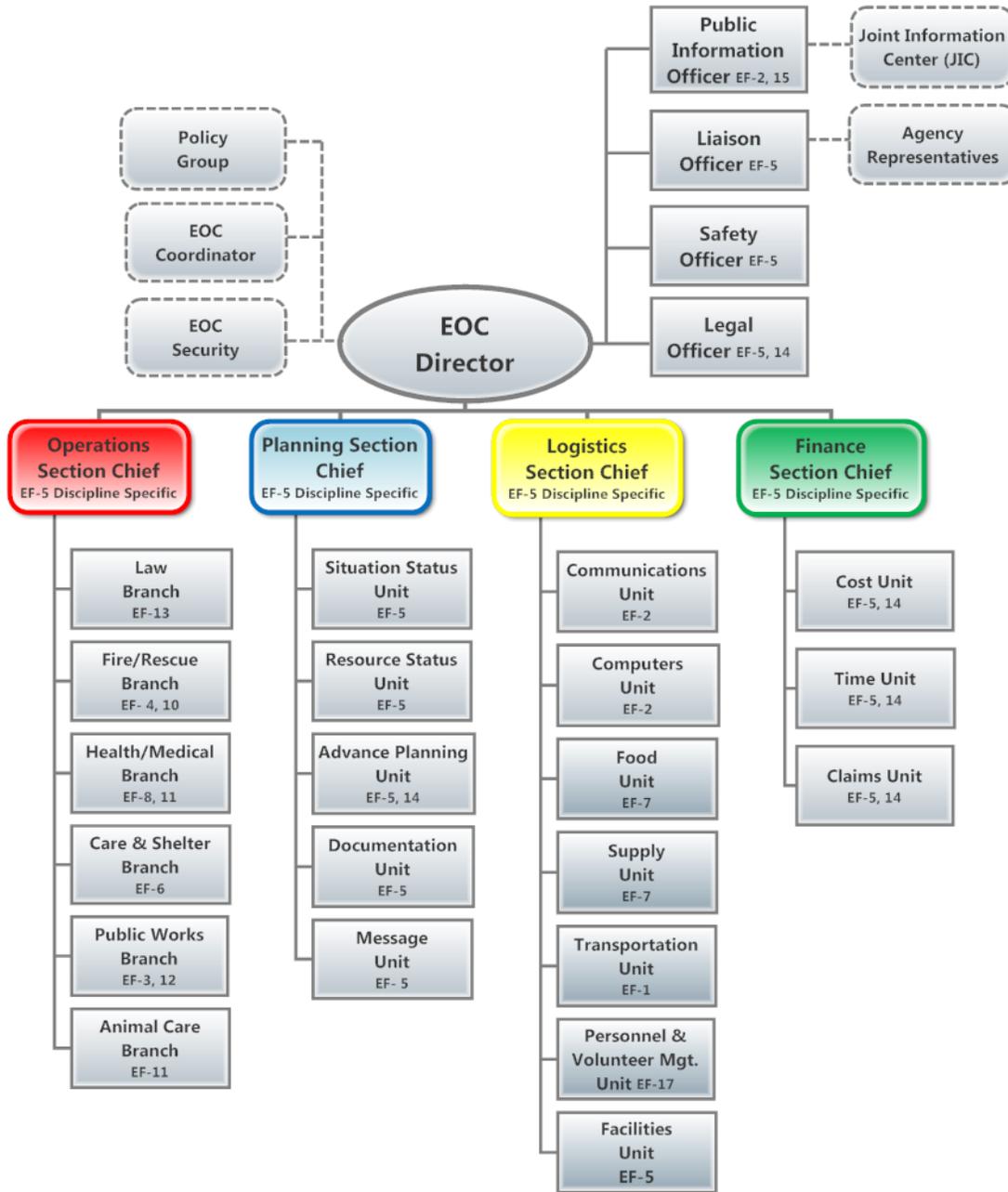
A. General

1. Initial notification of a hazardous materials transportation or fixed-site incident is received by the County dispatch center. The dispatcher will: (1) obtain as much pertinent data as are available; (2) dispatch the appropriate local fire, hazardous materials response team, emergency medical services (EMS), and police units; and (3) make required notifications.
2. This EF will be activated, staffed, and implemented by the primary and support agencies whenever requested to do so by the San Mateo County OES and/or the unified command in the field. The primary agency may be requested to activate the EF prior to the onset of an emergency situation, immediately after its impact on the County, or at any time during the activation of the EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources, as they are needed, as well as for directing mobilization of the personnel and resources of designated support agencies.
3. Once activated, designated personnel from the primary agency will coordinate operations of the EF from its position in the EOC, where adequate communications and data management systems are available. Coordination of the EF operations from the EOC also will be used to ensure coordination of all EF operations with emergency actions being taken by other EFs. Operational coordination by the primary agency will continue from the EOC until the EF is authorized to deactivate and terminate operations.
4. The San Mateo County OES and/or the unified command in the field will activate the EF whenever the known or anticipated effects of the event require its services and capabilities.

B. Organization

1. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 10 falls under the Fire Rescue Branch of the Operations Section.
2. The Belmont Fire representative serves as the coordinator and facilitator of operations implemented by the EF and, in this capacity, is assisted by the designated support agencies.
3. The organization of the EF is expected to remain the same for both emergency-response and disaster-recovery operations.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

The San Mateo County OES will be responsible for notifying the EF coordinator (or EF alternate coordinator) in the primary agency of the need to activate the EF, or (if indicated) to stand by in the event that EF activation is required. In turn, the EF coordinator (or alternate coordinator) is responsible for notifying the designated support agencies of the notification to activate the EF or to stand by for possible activation. The EF coordinator (or alternate coordinator at the time) is responsible for determining whether personnel from some or all of the support agencies should be notified and mobilized.

The primary agency maintains an up-to-date, 24-hour notification roster of its personnel assigned to this EF, as well as representatives of the support agencies. (This roster could be an attachment to the EF or maintained as a separate document because it will have home phone numbers and other private information).

D. Emergency Operations

This section describes the emergency operations that may be required by the primary and support agencies to be prepared for EF activation and for the operations to be implemented during the response-and-recovery phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF coordinator has management oversight for the EF. To ensure readiness to activate the EF, the primary and support agencies will check that the following actions are taken prior to the onset of an emergency:

- a. Detailed standard operating procedures (SOP), action checklists, and job aids needed by EF personnel will be developed and available for use. SOPs and checklists should detail:
 - i. Actions necessary to prevent, minimize, or mitigate an oil or hazardous materials release;
 - ii. Methods to detect and assess the extent of contamination;
 - iii. Methods to stabilize a release and prevent the spread of contamination; and
 - iv. Options for environmental cleanup and waste disposal with approved contractors.
- b. Equipment inventories and personnel rosters necessary for EF implementation are up-to-date and immediately available. Categorizing and classifying response and recovery resources must be provided by or available to the primary agency in accordance with resource-typing guidelines issued by the NIMS integration center.
- c. As indicated, agencies will ensure that primary and support agency personnel designated for EF implementation have received all necessary and required training and are appropriately credentialed and certified in accordance with guidelines issued by the NIMS Integration Center.

- d. Agencies will assist the designated alternate EF coordinator(s) and the assigned personnel from the EF primary and support agencies in understanding their duties for the EF maintenance and activation, as well as continually improving their capabilities for effective EF implementation.
 - e. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to the EF.
 - f. Agencies will coordinate EF preparedness activities related to all levels of planning for response and recovery operations, from County agency response-and-recovery activities to regional and statewide catastrophic planning, as appropriate.
 - g. Agencies will protect facilities, systems, equipment, and supplies that are necessary for EF implementation from the effects of the event to the greatest extent feasible.
 - h. If indicated, personnel will be pre-deployed to protected locations or facilities within the County to expedite implementation of the EF.
 - i. Agencies will identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
 - j. Agencies will designate representatives for the EOC.
 - k. Agencies will maintain and update locations where hazardous materials are stored, used, and/or produced; and ensure that all public safety responders are supplied with information on these materials.
 - l. Agencies will ensure that all public safety agencies have current copies of the U.S. Department of Transportation Emergency Response Guide.
 - m. All agencies should ensure that personnel have the appropriate level of personal protective equipment (PPE) for expected responses.
2. Response Operations

Response operations are conducted during an event, and are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for the EF are considered in two phases: (1) initial actions for the period when the EF is first activated, and (2) continuing actions that are to be implemented, as needed, during each EOC operational period for the response phase until the EF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action, and may be modified as needed to suit to the particular circumstances of the situation. The phases of the response operations are described below:

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC operational period for activation of the EF:

- i. It is impossible to predict the proper response to all hazardous materials incidents in advance of actual occurrences. In most cases, however, the response is directed through a local command post operation. For situations requiring large-scale evacuation and multiagency coordination, the appropriate EOC and/or department operation center (DOC) may also be activated. This decision is made by the Incident Commander in consultation with the emergency management coordinator and any department heads present on the scene. In either case, the command post operation remains as the primary point for operations and control.
 - ii. When the EOC is activated, the EF coordinator or designee will staff the EF 10 workstation, identify which support agencies are needed, and take steps to ensure that support agencies are activated or on alert, as appropriate.
 - iii. Ensure the functionality of telecommunications and data management systems to be used by the EF, and take corrective actions as needed.
 - iv. Access needed procedures, checklists, rosters, and inventories.
 - v. Complete notifications of primary- and support-agency personnel.
 - vi. Receive an initial briefing and/or information regarding the situation and the status of emergency operations by other EFs.
 - vii. If indicated, notify mutual aid partners (as well as necessary vendors and contractors) of the activation of the EF and determine the availability of services and resources through these organizations; coordinate with appropriate private-sector organizations to maximize use of all resources.
 - viii. The EF coordinator will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
 - ix. Implement necessary initial actions specific to the EF based on direction and objectives set forth by the EF 5 (Emergency Management) coordinator.
- b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.
- ii. Review the EOC-AP for the operational period and prioritize EF operations and resource allocation in accordance with its directives.
- iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
- iv. Respond to requests from EF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.

- v. Use software (such as ALOHA, CAMEO, etc.) for identification, plume analysis, and projections of impacted populations.
- vi. Coordinate with EF 15 (Public Information) for prompt, accurate communication to the public on protective actions (e.g., shelter-in-place or evacuation).
- vii. Maintain communication with the weather service for real-time weather at the incident scene.
- viii. Ensure that proper decontamination procedures have been implemented and communicated to all first-responders.
- ix. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- x. Coordinate with other activated EFs and respond to requests for assistance.
- xi. Provide information regarding EF operations, problem areas, and resource needs to County EF 5 (Emergency Management) for development of the EOC situation report (SITREP) and EOC-AP.
- xii. Participate in EOC briefings when held.
- xiii. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations, and provide EF recovery plans to EF 5 (Emergency Management).

3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
- b. Advise all activated EF support agencies of the initiation of recovery-phase operations and provide coordination and guidance regarding needed support-agency actions.
- c. Advise, as applicable, County EOC regarding the transition to recovery-phase operations; determine the status of operations and the need for continuing assistance from the EF.
- d. Review the EOC-AP for recovery and, if indicated, adjust EF recovery actions to be consistent.
- e. Provide updated information regarding completion of EF response-phase operations to EF 5 (Emergency Management).
- f. Implement the planned EF recovery-phase operations to include, but not be limited to, the following:
 - i. Coordinate with EF 3 (Construction and Engineering) on a damage assessment to hazardous materials storage sites.
 - ii. Ensure coordination with County EOC to reduce any duplication of services.

- iii. Ensure effective transfer of command to the private-sector company tasked with scene cleanup.
- 4. Demobilization Operations

As EF recovery phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) coordinator, including (but not limited to):

 - a. Advise activated primary agency personnel, support agencies, and County EOC of the intent to demobilize the EF; if indicated, define methods for providing continuing assistance to agencies following EF deactivation.
 - b. Review all EF operational and financial documentation to ensure completeness and accuracy.
 - c. Account for all deployed EF personnel, equipment, and supplies.
 - d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations, and assign responsibility for repair or restoration.
 - e. From EF 8 (Public Health and Medical), determine the availability of services for critical incident stress debriefings (CISD) for emergency workers, and ensure that primary- and support-agency personnel are advised on ways to access CISD assistance.
 - f. Upon receipt of authorization from the EOC unified command, obtain the approved copy of the demobilization plan prepared by the Planning Section to demobilize the EF, and provide completed EF documentation to the OES. Notify County EOC and all support agencies, of the demobilization of the EF.

V. RESPONSIBILITIES

This section lists the primary and support agencies and their respective responsibilities.

A. Primary Agency

- 1. Belmont Fire
 - a. Coordinate hazardous materials response operations.
 - b. Maintain contact with supporting agencies.
 - c. Assist with appropriate state and federal notifications.

B. Support Agencies

- 1. Operational Area Fire Mutual Aid Coordinator
 - a. Provide additional hazardous materials teams when requested.
- 2. San Mateo County Office of Emergency Services
 - a. Send Duty Officer to the scene when requested.
- 3. San Mateo County Sheriff's Office and Local Law Enforcement

- a. Assist with evacuation and site security for hazardous materials releases as appropriate.
- b. Provide crowd and traffic control.
- 4. San Mateo County Environmental Health
 - a. Assist in monitoring and reporting environmental hazards.
 - b. Coordinate the abatement of dangerous buildings and structures.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 10 will be to coordinate local government actions in response to incidents involving CBRNE or other hazardous materials incidents. As a result, EF 10 must work closely with numerous other EFs to establish an effective process of communication and information collection.

Critical Coordination Points for EF 10

EF 1 – Transportation	Provides evacuation assistance.
EF 3 – Construction and Engineering	Provides heavy equipment, barriers, diking and sandbagging when necessary.
EF 4 – Fire and Rescue	Provides initial response, equipment, and manpower assistance.
EF 6 – Care and Sheltering	Coordinates shelter of evacuated populations.
EF 8 – Public Health and Medical	Provides EMS support.
EF 13 – Law Enforcement	Provides scene security and traffic control.
EF 15 – Public Information	Provides emergency notifications and public information.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain resources that may be required for implementation. Resources, as a general term, refers to the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for EF implementation.

1. In all cases, the primary agency, with continuing representation in the EOC, will serve as the point of coordination to identify resources needed for EF implementation. The primary agency will also be responsible for requesting and directing mobilization of the resources.

2. When resources are needed, the primary agency representative will use one or more of the following for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under the direct control of the primary agency;
 - b. EF support agencies;
 - c. Other activated EFs through each EF's representative in the EOC;
 - d. Adjacent counties or municipalities through mutual aid agreements; and
 - e. Private-sector vendors or contractors that have the resources available.
3. The EF coordinator will be responsible for determining the process of procurement authorization established by the EF 5 (Emergency Management) coordinator and EF 7 (Resources).
4. In all cases, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 10 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.
2. For reporting purposes, support entities will document their expenditures and submit them directly to the Finance and Administration Section or a designated finance service officer as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with assistance and cooperation of the designated support agencies.
2. The EF, as well as associated SOPs, checklists, and other documentation, will be reviewed by the EF coordinator and modified (if indicated) in response to any of the following events:
 - a. By request of the EF 5 (Emergency Management) coordinator;
 - b. Following any activation of the EF for response to an actual incident or an exercise;
 - c. Following any change or development in any municipal government, or any non-governmental organization (NGO) assigned responsibility for EF implementation; and
 - d. On the opening or closing of any major facility of the primary or support agencies that is considered essential to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the basic plan of the San Mateo County EOP are considered applicable to this EF. In addition, the following authorities and references are specific to this EF:

1. Laws, ordinances, regulations resolutions and directives
 - a. Emergency Planning and Community Right-To-Know Act of 1986, PL 99-499. (U.S. Superfund Amendments and Reauthorization Act Title III).
2. References, guidance material and other documents
 - a. California Fire Service and Rescue Emergency Mutual Aid Plan, 2002.
 - b. Hazardous Materials Emergency Planning Guide, NRT 1, NRC.
 - c. Emergency Response Guidebook, USDOT.
 - d. Chemical Hazards Response Information System (CHRIS) manuals, USDOT/USCG.
 - e. NIOSH Pocket Guide to Chemical Hazards, U.S. Department of Health and Human Services.

IX. **ACRONYMS**

CBRNE	Chemical, biological, radiological, nuclear, and/or high-yield explosive
CISD	Critical Incident Stress Debriefing
DOC	Department Operations Center
EF	Emergency Function
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
NGO	Non-governmental Organization
NIMS	National Incident Management System
OES	Office of Emergency Services
PPE	Personal Protective Equipment
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures
SOP	Standard Operating Procedures

X. **ATTACHMENTS**

Insert agency specific attachments here