

Hazardous Materials Emergency Response Annex

An Annex to the
*Westchester County
Comprehensive Emergency Management Plan*



October 15, 2019
(Supersedes all previous editions)

Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

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Revision Log

| Date | Description of Revision | Name(s) |
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| 10/2019 | Format modification, Concept of Operations updates | LEPC HazMat Advisory Committee. |
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I. INTRODUCTION

Purpose

The Westchester County Hazardous Materials Emergency Response Plan has been developed to meet the statutory planning requirements of the Federal Superfund Amendments and Reauthorization Act (SARA) Title III - Emergency Planning and Community Right to Know Act (EPCRA), NYS General Municipal Law, NYS Executive Law Article 2B, and OSHA 1910.120. The plan establishes the general guidelines and procedures intended to coordinate the actions of emergency officials and response organizations in the event of a hazardous materials incident in Westchester County thereby minimizing the exposure to or damage from materials that could adversely impact human health and safety or the environment.

The guidance established by this plan is intended to be supplemental to local fire service hazardous materials and supporting agency tactical plans, and should serve as the foundation for hazardous materials incident preparedness, response, and recovery planning for all Westchester County based government agencies, non-for-profit organizations, and private entities with a role in a hazardous materials event.

Scope

The Westchester County Hazardous Materials Emergency Response Plan is an annex to the Westchester County Comprehensive Emergency Management Plan (CEMP). Other annexes of the CEMP may be referenced in this plan or utilized during an event. SARA Title III identifies this plan as the “Comprehensive Emergency Response Plan”, and the State Emergency Response Commission refers to it as the “LEPC Plan”. To avoid confusion, Westchester County has titled this plan the Westchester County *Hazardous Materials Emergency Response Annex (HMER A)*.

The HMER A applies to all hazardous materials release or threat of release into the environment, from a fixed operating facility or involving transportation critical infrastructure.

It’s understood that a hazardous material emergency may require a broad range of response organizations, including multiple levels and agencies of government, industry, and the private sector. The need for specialized equipment and technical knowledge during a response may be extensive to support critical decisions regarding containment, worker safety, public protective actions, and environmental protection. It is therefore commonly accepted that response organizations will likely employ standard operating plans and procedures, including mutual aid plans, in conjunction with this plan in order to provide the necessary response required to deal with the specific incident.

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System’s (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring and transitioning response operations to effectively address accidental hazardous materials incidents, criminal acts (e.g., environmental crimes, drug labs), and threatened, suspected and actual acts of terrorism involving chemical, biological, radiological, nuclear and explosives (CBRNE).

II. AUTHORITY

The Westchester County Local Emergency Planning Committee (LEPC) has been established pursuant to Section 301(c) of EPCRA. The principle duty of the LEPC is to prepare a Comprehensive Emergency Response Plan for its designated planning district (the County of Westchester and its included municipalities), and to review the plan annually. This plan is designed to address all the elements set forth in EPCRA for such plans (currently nine planning standards):

- Identify facilities and transportation routes of extremely hazardous substances;

- Describe emergency response procedures, on and off site;
- Designate a community coordinator and facility coordinator(s) to implement the plan;
- Outline emergency notification procedures;
- Describe how to determine the probable affected area and population by releases;
- Describe local emergency equipment and facilities and the persons responsible for them;
- Outline evacuation plans;
- Provide a training program for emergency responders (including schedules); and,
- Provide methods and schedules for exercising emergency response plans.

The following statutes are recognized by this plan:

- SARA Title III (Public Law 99-499)
- NFPA 472 – Standards for Competence of Responders to hazardous materials/WMD incidents
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 260 – Regulations governing hazardous waste
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- 29 CFR Part 1910 (OSHA) – Subpart H – Hazardous Materials
- NYS General Municipal Law 204f – Plan for hazardous materials Incident Response
- NYS General Municipal Law 209u – Notification of presence of hazardous materials
- NYS General Municipal Law 209y – Establishment of hazardous materials response teams
- NYS Executive Law, Article 2B – Community Plan

III. MISSION

The mission of this plan is to:

- Establish a common strategy to minimize the adverse effects of hazardous materials upon life, health, property and the environment.
- Identify community resources for emergency planning, response, and recovery activities.
- Coordinate an effective and efficient response model for a hazardous materials incident.
- Establish a community “Hazardous Materials Response Plan” for inclusion in the Westchester County Comprehensive Emergency Management Plan.

IV. SITUATION AND ASSUMPTIONS

Situation

History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that exist in Westchester County. The Westchester County HEMERA addresses the rare incident that may have an adverse health impact beyond the immediate site of a release.

However, several circumstances in Westchester produce a need for hazardous materials contingency planning. A hazardous materials incident can happen anywhere within Westchester County and involve any potentially hazardous material. There exist several facilities that manufacture and/or store hazardous materials throughout the county.

Five major parkways and four interstate highways, as well as commuter and freight railways traverse the County, with the potential for accidents involving spills of hazardous cargo or fuel. Hazardous materials transported over water also present potential risk, including but not limited to the Hudson River, Eastchester

Creek, and the Byram River. Additionally, numerous water and sewage treatment plants, several of which make use of gaseous chlorine, are scattered throughout the County. A release of chlorine or other water treatment chemicals could have significant adverse effects on neighboring populations.

Assumptions

An incident could occur anywhere in the County – at a fixed facility that may or may not be subject to the planning requirements of SARA Title III, or during transportation. Further, the incident might involve material(s) on the Extremely Hazardous substances list, and/or a “non- listed” hazardous material that poses a threat to the community.

An incident in a neighboring county may cross the border and impact Westchester County. Likewise, large incidents outside of Westchester County may prompt mutual aid. For example, bulk crude oil that is transported by rail in large quantities in some of the counties near Westchester County could prompt mutual aid.

V. ORGANIZATION

The Westchester County HEMERA recognizes the local jurisdiction Fire Service as the lead agency for hazardous materials incidents. The Command Fire Officer at the scene has the authority, as incident commander, to direct and control emergency actions.

A unified incident command system is recommended to be employed for incidents involving multiple organizations or jurisdictions to facilitate a coordinated response by all responding local, state and federal agencies and disciplines.

Upon initial assessment, the Incident Commander will declare a Level of Magnitude (HazMat Notification- Level 0, Level 1, 2, or 3) and announce this declaration to the Public Safety Answering Point or agency dispatch entity having jurisdiction, who will in turn, dispatch additional help as per protocol and/or Incident Command requests.

The Incident Commander(s) will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander(s) will secure the site with the aid of law enforcement and other available agencies.

Law enforcement will assist the Incident Commander(s) by securing and controlling access to the scene.

The Incident Commander(s) will designate a Public Information Officer (PIO) for media representatives. Appropriate public alerting means will be employed to deliver information about protective actions.

Emergency Medical Services (EMS) will assist the Incident Commander(s) with on-scene triage, treatment, and transportation of victims.

The Westchester County Emergency Operations Center (EOC) may be activated for incidents requiring the coordination of a major response involving multiple jurisdictions. Westchester County EOC activities are coordinated by the Westchester County Department of Emergency Services, Emergency Management Division. The Emergency Management Director oversees the Emergency Management Division activities and fulfills the role of Community Emergency Coordinator as established by Section 303 of EPCRA.

Additional resources are available from state and federal sources. Support for local response and/or additional capacity can be obtained through chain-of-command and mutual aid requests. Special response teams, (e.g. Hazardous Materials Teams, Confined Space Rescue Teams, Bomb Squads, Canine Search & Rescue Teams and Emergency Task Forces) are available from public and private sector sources.

In the event of a disaster, NYS Executive Law, Article 2B may apply. While the Incident Commander(s) assumes operational authority, the Chief Elected Official of the affected municipality has overall responsibility for the emergency when a disaster is declared. A declaration of the State of Emergency utilizes and expands the authority of the local Chief Elected Official to use any and all facilities, equipment, supplies, personnel, and other resources of the political sub-division to cope with the disaster or any emergency resulting therefrom.

VI. CONCEPT OF OPERATIONS

EPA guidance is limited to Extremely Hazardous Substances (EHS), and does not address other hazardous materials that may pose hazards to the community. The Westchester County LEPC, Westchester County based

HAZMAT Teams, and industrial HAZMAT Teams support response capabilities for all chemical/physical hazard types, instead of an approach directed at a list of particular chemicals.

Preparedness

Preparedness involves the planning, training and exercise actions necessary to develop an appropriate response prior to an emergency.

- **Hazard Analysis**

- *Hazards Identification*

The Local Emergency Planning Committee is required to identify facilities that use or store Hazardous Materials and Extremely Hazardous Substances (EHS) and routes that are likely to be used for transportation of such. A list of EHS can be found at the US Environmental Protection Agency website:

https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

The Westchester County LEPC has identified facilities that use or store Hazardous Materials and EHS from facility reporting process known as Tier 2 reports. The information from these reporting facilities is maintained in the national E-Plan reporting database, and may be made available by the LEPC upon request.

Westchester County is largely a suburban county with an airport, several railroad lines extending to New York City, a major river way, and several major pipelines traversing the county. There exist numerous fixed facilities throughout with the highest concentration in the industrialized southern end of the county. The following transportation systems have been identified:

Highways (including Interstates 87, 287, 95, and 684): Many shipments of Hazardous Materials and EHS are in transit throughout the region. Quantities can range from small shipments to tank cars. It is possible that EHS could be shipped through the region. Typical accidents can include ruptured fuel tanks, low overhead clearance accidents and collisions. Major accidents often include highway closure and traffic control. This can cause a large disruption in traffic and cause a large short-term economic impact. In addition, an accidental release of a large quantity could result in protective action for the vicinity.

Railroads (east-west and north-south): Westchester County is serviced by two railroads, Amtrak and the Metropolitan Transit Authority.

Air (Westchester County Airport): Westchester County has an airport for commercial and private aircraft. Airplanes may carry “Dangerous Goods” as classified by the US Department of Transportation. The size, quantity and packaging of dangerous good are strictly controlled. The physical hazard from a plane crash and the resulting fuel fire would virtually outweigh any hazard from the cargo on board.

River: The western boundary of Westchester County is the Hudson River and the southern boundary is Long Island Sound. Westchester County does not restrict navigable transportation of goods and additional locations of interest include the Eastchester Creek in Mount Vernon and the Byram River in Port Chester.

Due to the transportation routes that carry hazardous materials throughout Westchester County on a daily basis, there is a clear possibility that the entire residential area of the County is at risk.

- *Risk Analysis*

Risk Analysis is an attempt to rank hazards by comparing the probability of a release with the severity of consequences of that release.

Occurrence: Westchester County has already experienced hazardous materials incidents at fixed facilities and on some transportation systems. The LEPC expects that incidents will continue to occur at a similar rate.

Consequences: Westchester County has already experienced minor or moderate magnitude hazardous materials incidents. The LEPC expects that minor and moderate incidents will continue to occur, and that a major incident is possible.

○ *Vulnerability Zone*

Any part of Westchester County may be subject to airborne material during a release of a hazardous material. Therefore, for the purposes of this Plan and its activities the entire County of Westchester is designated as the “vulnerable zone”.

○ *Response Capabilities*

Westchester County’s hazardous materials (HazMat) response capabilities are comprised of several collaborating local, county and regional emergency response agencies and disciplines with specialized equipment, training and procedures necessary to manage a HazMat incident. Furthermore, HazMat planning and response activities are augmented by expertise and support from public health, private-sector, and environmental organizations. For uniformity, HazMat response teams are described and categorized by capability in accordance with the NY State Hazardous Materials Team Accreditation Program and National Incident Management System (NIMS) resource typing for fire and hazardous materials resources.

Hazardous Materials Response Team Capabilities by Type:

A **Type III Team** is appropriately equipped and trained to respond to incidents involving all KNOWN industrial chemical hazards in liquid, aerosol, powder and solid forms. The team is NOT expected to be fully equipped to intervene and handle vapor/gas emergencies nor incidents involving WMD chemical and biological substances.

A **Type II Team** meets all Type III requirements and is appropriately equipped and trained to respond to incidents involving all UNKNOWN industrial chemical scenarios in liquid, aerosol, powder, solids, AND vapor/gas forms. They are NOT expected to be fully equipped to intervene and handle incidents involving WMD chemical and biological substances.

A **Type I Team** meets all Type III and Type II requirements, AND is appropriately equipped and trained to respond to incidents involving all known and unknown WMD chemical and biological substances.

Hazardous Materials Response Teams:

Westchester County:

Westchester County Department of Emergency Services Hazardous Materials Response Team. (**Type II** HazMat Entry Team)

Yonkers Fire Department Hazardous Materials Response Team. (**Type II** HazMat Entry Team)

Regional Hazardous Materials Response Partnership:

Westchester County’s Hazardous Materials Response Team has developed a partnership with both Dutchess and Putnam counties to share the resources, equipment and personnel of their respective teams in accordance with current New York State guidance.

Dutchess County Department of Emergency Response Hazardous Materials Response Team. (**Type III** HazMat Entry Team)

Putnam County Bureau of Emergency Services - Hazardous Materials Response Team. (**Type III** HazMat Entry Team)

Additional Hazardous Materials Response Resources in Westchester County:

WMD Squads are fire departments that are trained and equipped to handle supplemental response to Hazardous Materials/WMD situations for Technical and/or Mass Decontamination.

Squad 2 – New Rochelle, Larchmont, Pelham Manor Fire Departments

Squad 3 – Mount Vernon Fire Department

Squad 4 – White Plains Fire Department

Squad 5 – Eastchester, Pelham and Scarsdale Fire Departments

Squad 6 – Fairview, Greenville and Hartsdale Fire Departments

Toxic Substances and Hazardous Waste:

The Westchester County Department of Health provides environmental health professionals to investigate potential exposures from environmental contaminants at inactive hazardous waste sites and from petroleum and chemical spills, fires and other environmental incidents. Chemical Emergency Response is also provided on a 24-hour basis to emergencies involving chemical and hazardous spills.

Bomb Squad/Hazardous Device Resources:

Westchester County Department of Public Safety – Hazardous Device Unit (HDU)

HDU is credentialed through the FBI and handles all incidents involving hazardous devices, including explosives and/or potential explosives.

HazMat Equipment and Supplies:

Westchester County Department of Emergency Services Hazardous Materials Response Team maintains a cache of equipment for both chemical and WMD incidents at the Fire Training Center and Support Services Building in Valhalla, New York. Resources include but are not limited to a Mass Decon trailer, foam assets, and assorted equipment and supplies.

○ **Facility Planning**

○ Non-Regulated Facilities should:

- ✓ Maintain a list of 24-hour contact person(s) and submit it to the local fire department.
- ✓ Establish internal procedures for evacuation in the event of a hazardous materials incident.

○ Facilities regulated by SARA Title III, must meet planning requirements:

- ✓ Prepare both an analysis of hazards at the facility (“Facility Hazard Analysis”), and response procedure for those hazards (“Facility Response Procedure”). Copies are submitted to the local fire department, the LEPC, the State Emergency Planning Commission.
- ✓ Comply with the applicable SARA reporting requirements and OSHA regulations. Facilities are required to promptly inform the LEPC of any relevant changes occurring at the facility as such changes occur, or are expected to occur. (EPCRA §304, Title 42)
- ✓ Participate in training programs as identified in the “Training and Exercising” section.
- ✓ Designate a facility representative(s) as an official Emergency Contact (available 24/7) who has the authority to and is capable of assisting emergency responders with the following:
 - Identify the location, type and quantity of hazardous/flammable chemicals or materials, Provide SDS information and technical data on properties of the chemicals or materials present;
 - Implement the Emergency Action Plan for the facility (“Facility Emergency Contingency Plan”), if applicable and available.

● **Facility Reporting**

Westchester County’s response is based upon effective planning and training. Primary emergency response is most effective when the community receives prompt notification of an incident. This section provides guidance to facilities and stresses the critical need for prompt and accurate reporting.

○ *Reporting Requirement*

A facility must immediately report the release of a reportable quantity of a hazardous substance or extremely hazardous substance when it is released into the environment (EPCRA §304, 40-CFR§355.40).

The report is to be made by calling:

9-1-1 to notify the Local Incident Commander / Emergency Manager,
914-813-5000 Westchester County Department of Health, and
1-800-457-7362 New York State Department of Environmental Conservation

This reporting requirement does not apply to any release that results in exposure to persons solely within the site or sites on which a facility is located (EPCRA §304(d)).

o *Local Reporting Guideline*

In order to better protect safety and to support the primary emergency responders, the LEPC requests that facilities immediately report “Perceptible Exposure” releases by calling 9-1-1. In turn, the WC ECC will notify the appropriate emergency responders as needed.

A “Perceptible Exposure” means: Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing eye irritation, itchy skin, damaged vegetation, chronic injury, etc.

o *Follow-Up Notice*

As soon as practicable thereafter, a written follow-up emergency notice shall be submitted to:

Westchester County LEPC
c/o Westchester County Office of Emergency Management
200 Bradhurst Avenue
Hawthorne, NY 10532

NYS Spill Response Commission

Bureau of Spill Prevention & Response
State Emergency Response Commission (SERC)
625 Broadway, 11th Floor
Albany, NY 12230-7060

A sample follow-up notification form is provided in Appendix A

Note: *This section is intended to facilitate emergency response and does not guarantee compliance with reporting requirements under any other environmental or health and safety law. There may be other applicable reporting requirements depending on the circumstances of the release.*

● **Training and Exercises**

o *Training*

The LEPC supports a comprehensive training program for agency personnel and emergency staff to ensure a safe and effective response to hazardous materials incidents.

Training requirements are established by state and federal regulations. The employer has the responsibility, under the OSHA 1910.120 regulation, to provide and arrange training for those responsible to implement chemical emergency plans. In-service training will be based upon the level of knowledge or skill required to perform the tasks associated with the job assignment.

Local agencies, facilities and organizations should provide training to address the unique concerns and needs of the local hazardous materials preparedness program, satisfy operational needs, to maintain appropriate certification standards and to comply with applicable regulatory standards. Training deficiencies should be identified through appropriate administrative channels for resolution. It is recommended that a training officer be designated to establish an annual training program designed to meet requirements. Individual training records should be maintained on all emergency responders.

The LEPC works in conjunction with the State Emergency Response Commission and Westchester County Emergency Services, Health and Public Safety Department leaders to evaluate the hazardous materials training needs of local emergency response personnel. The LEPC will monitor and/or coordinate local training initiatives to ensure consistency with this plan and intends to utilize courses sponsored by the federal and state governments, and private organizations to fulfill this requirement.

○ *Exercises*

The LEPC supports a comprehensive Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise process to effectively implement and evaluate the Westchester County Hazardous Materials Response Annex.

Title III, Section 303(c)(9) requires local jurisdictions to establish “methods and schedules for exercising the emergency plan.” An effective exercise program will strengthen response management, coordination and operations, and identify areas for improvement. Corrective actions can then be taken to improve and refine public safety capabilities.

Exercises are generally classified into two categories: Discussion based (seminars, workshops, table-tops, games) or Operations based (drills, functional, and full-scale). Each exercise type varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides its own benefits and should be considered in the development of an exercise program to satisfy community and facility needs.

Each facility should conduct at least one annual test of their emergency plan. These tests should be coordinated, when possible, with the appropriate local fire department and other applicable emergency services. Facilities should conduct an exercise debriefing, and within 30 days prepare an after-action report noting corrective action and lessons learned to be share with all exercise participants.

EMERGENCY RESPONSE OVERVIEW

- **Level of Magnitude** (based on NFPA Standards)

These Levels of Magnitude express the impact of a hazardous materials incident upon the community:

- Initial Response (Level-0 HazMat Notification):

Definition: A hazardous materials incident that is not likely to adversely impact or threaten life, health, property or the environment; where control of the incident is within the capabilities of resources available to the local response jurisdictions.

Criteria:

- ✓ Incident controlled by the facility or the local response jurisdictions;
- ✓ HazMat Team advice may be required for technical assistance.

- Level-1 HazMat Response

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment within an area immediately surrounding the point of release or potential release; where control of the incident is within the capabilities of the resources locally available to responders in Westchester County. Action is focused on recognition, identification and basic decision making with the emphasis on safety of the public, as well as that of emergency responders.

Criteria:

- ✓ Incidents that can be controlled by the local fire departments with Westchester County;
- ✓ HazMat Team support;
- ✓ May require evacuation or sheltering for the area immediately affected by the release or potential release.

○ Level-2 HazMat Response

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment beyond the point of release; may be across municipal jurisdictions; where control of the incident remains within the capabilities of the resources based within Westchester County.

Criteria:

- ✓ Incident that is beyond the capabilities of any one response agency and requires broad- base community resources that are appropriately organized, trained and proficient in the use of specialized protective equipment, detection devices and spill control equipment;
- ✓ Participation or support by mutual aid agencies;
- ✓ Evacuation or sheltering of residents or facilities should be considered.

○ Level-3 HazMat Response

Definition: A Hazardous materials incident that adversely impacts or threatens life, health, property or the environment in a large geographic area. Additional State, Federal and private sector resources are required to supplement those available within Westchester County.

Criteria:

- ✓ Serious hazard or severe threat to life, health and the environment; Large geographic or dense population impact;
- ✓ Major community evacuation or sheltering; Multi-jurisdictional involvement;
- ✓ Prolonged incident that may last days;
- ✓ Requires broad based resources.

● **Dispatch & Notification**

The purpose of this section is to provide for the coordination of initial dispatch to emergency response agencies of a hazardous material emergency and the subsequent notification of other local authorities.

All reports of hazardous materials incidents should be made to the local 911 Public Safety Answering Point (PSAP) including, at a minimum, the exact incident location, hazardous condition, and other pertinent details related to the event. Initial dispatch notifications should be made to the local fire department, police department, and EMS agency having jurisdiction. *Incident Command may request additional notifications as deemed necessary. Mutual aid requests are coordinated by the Westchester County Emergency Communications Center (WC ECC).*

Requests for HazMat Team response should be consistent with local standard operating protocols that are predicated on the following criteria. Actual involvement will be determined by the nature and magnitude of the incident.

○ Initial Response (Level-0 HazMat Notification)

Upon declaration of a Level 0 hazardous material incident, dispatch may notify the following as required:

- ✓ Local Fire Department, EMS, Law Enforcement
- ✓ Westchester HazMat Team (County HMRT or Yonkers HMTF) Duty Officer
- ✓ Westchester County Health Department Spill Response

- ✓ NYS Department of Environmental Conservation
 - ✓ Other agencies as requested by Incident Command
- Level-1 HazMat Response

Upon declaration of a Level 1 hazardous material incident, dispatch may notify the following as required:

 - ✓ Local Fire Department, EMS, Law Enforcement
 - ✓ County HMRT Duty Officer
 - ✓ Westchester HazMat Team (County HMRT OR Yonkers HMTF)
 - ✓ County Fire Coordinator
 - ✓ County Police
 - ✓ County Health Department Spill Response
 - ✓ NYS Department of Environmental Conservation
 - ✓ Other agencies as requested by Incident Command
- Level 2-HazMat Response

Upon declaration of a Level 2 hazardous materials incident, dispatch may notify the following as required:

 - ✓ Local Fire Department, EMS, Law Enforcement
 - ✓ Westchester County HMRT Duty Officer
 - ✓ Westchester HazMat Team (County HMRT OR Yonkers HMTF)
 - ✓ Westchester WMD/HazMat Squad
 - ✓ County Fire Coordinator
 - ✓ County Police
 - ✓ County EMS Coordinator
 - ✓ County Health Department Spill Response
 - ✓ NYS Department of Environmental Conservation
 - ✓ County Emergency Management
 - ✓ American Red Cross
 - ✓ Other agencies as requested by Incident Command
- Level-3 HazMat Response

Upon declaration of a Level 3 hazardous materials incident, dispatch may notify the following as required:

 - ✓ Local Fire Department, EMS, Law Enforcement
 - ✓ County HMRT Duty Officer
 - ✓ Westchester HAZMAT Teams (County HMRT AND Yonkers HMTF)
 - ✓ Regional HAZMAT Teams
 - ✓ Westchester WMD/HazMat Squads
 - ✓ County Fire Coordinator
 - ✓ County Police
 - ✓ County EMS Coordinator
 - ✓ Westchester County Health Department Spill Response
 - ✓ NYS Department of Environmental Conservation
 - ✓ County Emergency Management
 - ✓ American Red Cross
 - ✓ Other local, State and/or Federal agencies as requested by Incident Command
- **Direction and Control**

Upon notification of a hazardous materials emergency, the fire department having jurisdiction shall serve as the Lead Agency. A qualified on-scene member of that fire department will act as initial incident commander. As the situations and conditions surrounding the emergency change, the Incident Commander may also change. The Incident Commander(s) will control and direct all activities at the scene in accordance with the Incident Command System.

If a disaster is declared, the Chief Executive (or designee) will exercise Executive Authority (as defined in NYS Executive Law, Article 2B) over all disaster operations in the municipality in accordance with this, and locally established plans.

A Command Post will be established by the Incident Commander(s). This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander(s) should be limited to primary responders; fire, law enforcement, EMS, communications and others who may be appointed by the Incident Commander(s). Those agencies present will maintain a presence in and participate from the Incident Command Post.

o *Unified Command*

A hazardous materials incident may require a broad range of on-scene response organizations including: emergency response personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in the area of the incident: containment, emergency worker safety, public protective actions and environmental protection. All on-scene actions shall be consistent with the objective of ensuring the safety of all emergency responders and the public.

In the event of a Level 2 or 3 hazardous material incident, responders shall utilize Unified Command to provide effective leadership, coordination and unified on-scene command of emergency response forces.

The concept of “Unified Command” applies to incidents involving multiple jurisdictions or organizations but utilizes a single Incident Command Post facility and integrated General Staff. Unified Command enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan and interact effectively through a shared set of incident objectives, single planning process, and one Incident Action Plan (IAP) that allows for:

- ✓ Determining overall response objectives;
- ✓ Selecting response strategies;
- ✓ Ensuring joint planning and application of tactical and operational activities;
- ✓ Maximizing use of available resources;
- ✓ Public alerting and press releases.

o *First Responder*

The primary responsibility of the first responder is to determine the potential hazards to life, health, property and the environment resulting from the incident. If it is determined that the incident presents a potentially hazardous situation, the first responder should promptly communicate this to 911. The first responder should then initiate the following actions:

- ✓ Evacuate all non-emergency personnel from the hazard area
Attempt to identify the material(s) involved;
- ✓ Establish a Command Post;
- ✓ Determine if the community notification, sheltering or evacuation is needed and the geographical area likely to be impacted;
- ✓ Isolate contaminated persons in a safe location;
- ✓ When representatives of the Lead Agency having jurisdiction designate an Incident Commander(s), the first responder should brief the Incident Commander(s) on the extent of injuries, damage and the status of efforts to control the incident.

o *Incident Commander*

Assignment of responsibilities to all other emergency response units will be coordinated by this individual until such time that unified command is in effect The Incident Commander is responsible for:

Using the definitions described, the Incident Commander shall declare a Level of Magnitude for the incident. If conditions change, the Level of Magnitude may be upgraded or downgraded as appropriate.

Initial Response (Level-0 HazMat Notification):

Implement Incident Command; the Incident Commander shall:

- ✓ Establish contact with a facility representative;
- ✓ Determine the number and type of response units that are needed to handle the incident;
- ✓ Evaluate the need to declare a higher or lower Level of Magnitude Respond to public and media requests for information.

Level-1 HazMat Response:

In addition to Level 0 activities, the Incident Commander(s) shall also:

- ✓ Establish a Command Post
- ✓ Establish liaison with the Facility Emergency Coordinator
- ✓ Ensure that all appropriate agencies are represented in the Command Post Designate Sections and Section Chiefs, as appropriate

Level-2 HazMat Response:

Levels 0 and 1 activities, plus the Incident Commander(s) shall:

- ✓ Consult with the County Department of Emergency Services about activating the Emergency Operations Center. The Department of Emergency Services shall notify and brief the County Executive;
- ✓ The Chief Elected Official shall evaluate the need to declare a State of Emergency under N.Y.S. Executive Law, Article 2B.

Level-3 HazMat Response:

In addition the Levels 0, 1 and 2 activities:

- ✓ The Incident Commander(s), in conjunction with local officials (including local law enforcement) and county officials (Fire Coordinator, EMS Coordinator, Emergency Management Director, Public Safety Representative, Health Commissioner, and the County Executive) shall reevaluate the existing designation of the Incident Commander.

When the designation of the Incident Commander(s) needs to be evaluated, the following factors should be considered:

- ✓ Geographic area affected;
- ✓ Impact upon the community;
- ✓ Single or multiple jurisdictions affected ;
- ✓ Number of response agencies ;
- ✓ Operational requirements;
- ✓ Resources commitments;
- ✓ Scope and technical complexity of the incident;
- ✓ Need for "State of Emergency".

Direct on-scene operations to ensure that objectives are identified and assignments are made including hazard assessment and first responder briefings.

Coordinate actions through support agency representatives who will retain control of their respective forces under the National Incident Management System.

Designate a hazard area, define its limits and establish other zones as needed.

Determine the need for public alerting, sheltering-in-place or evacuation and notify the appropriate law enforcement (agency) representative who will initiate actions.

Establish the Incident Command System (ICS) structure and staff the Command Post to handle the operation. ICS unit responsibilities may include:

- ✓ Risk evaluation/case and response Securing the area
- ✓ Public alerting/evacuation/shelter-in-place Rescue
- ✓ Fire or leak control
- ✓ Diking and/or neutralizing Re-entry and recovery

Establish functional sections to support operations. Functional sections may include:

- ✓ Resources Unit (within the Planning Section)
- ✓ Medical and Communications Units (within the Logistics Section)

The Incident Commander(s) must ensure that all participating agencies (local, state and federal) are effectively communicating within the designated command structure.

If the designation of Incident Commander(s) changes where the Incident Commander(s) is not physically at the scene, it may be necessary to designate an Operations Section Chief.

○ *Emergency Operations Center (EOC)*

Depending on the scope of the incident, other governmental agencies may be required to support containment, control and recovery. These requests may include transportation, communications, equipment, supplies, personnel and other resources. An EOC provides off-site incident coordination and assistance upon request, as required.

The Westchester County Department of Emergency Services, Emergency Management Division maintains procedures for activating Westchester County's EOC.

Upon notification of a Level 2 HAZMAT incident, the Department of Emergency Services, Emergency Management Division may contact the Incident Commander to assess any unmet resource needs to determine whether the Westchester County's EOC needs to be activated.

The County EOC coordinates the following:

- ✓ Agencies within county government, the community and the private sector;
- ✓ Command and control on behalf of the County Executive (upon Article 2B declaration);
- ✓ Requests for state and federal agency response.

○ *Public Information Officer (PIO)*

The spokesperson designated to speak on behalf of the Incident Commander(s) is the Public Information Officer. The PIO shall assist in coordinating media requests for information. If the County's EOC is activated, the EOC Public Information Officer may disseminate information in conjunction with the on-scene PIO.

Facilities and public agencies should develop associated media relations plans. Such plans should designate spokespersons who are available on 24-hour call, and who are prepared and authorized to discuss an emergency situation with the media.

As appropriate, the PIO in conjunction with a facility spokesperson should make joint media releases, and may coordinate with the EOC or Joint Information Center to develop a unified communication strategy.

○ *Joint Information Center (JIC)*

The PIO is responsible to establish a Joint Information Center (JIC) where the media can obtain information.

The Joint Information Center should be located in a safe and secure area. Media representatives should be directed away from the Command Post as it can be disruptive. However, cooperation with the media is essential to ensure that the public is informed of the situation including what precautions and/or protective actions are necessary.

The news media should be directed to assemble at the JIC and when the Incident Commander(s) deems the site safe and accessible, be escorted to the scene staging area (designated by the Incident Commander(s).)

- **Fire Service and Hazardous Materials Response Teams**

Fire department responsibilities may include the identification of materials, decontamination, bringing fires under control and the containment of spills. The fire department coordinates and notifies appropriate authorities to implement the safe removal of the product and may monitor the cleanup and decontamination of the site.

Fire Coordinator

If requested by the Incident Commander, or if conditions warrant, may provide:

- ✓ An on-scene fire liaison.
- ✓ Act as the principal coordinator of the *Westchester County Fire Mutual Aid Plan* and the County Hazardous Materials Response Team.
- ✓ Provide scene support and assistance as required.

Hazardous Materials Response Team (HMRT)

- ✓ The HMRT may make entry into the hot zone to control, contain and stop the leak and/or spill.
- ✓ The HMRT will identify the product, its potential hazards and provide this information to the Incident Commander(s).
- ✓ The HMRT will provide overall technical assistance in conjunction with the on-scene qualified facility/industrial representative.
- ✓ HMRT operations will be conducted in accordance with appropriate OSHA and NFPA regulations.

- **Facility Operator/Transporter**

Facility representatives may be instrumental to emergency response as they implement the facility emergency response plan, provide supplies, trained personnel and equipment to mitigate the incident, and may provide technical support to Incident Commanders. Representatives are responsible to report hazardous materials releases that are greater than the reportable quantity and/or conditions that could result in an incident that may affect personnel and/or the environment.

- **Law Enforcement**

Law enforcement duties may include securing the immediate area at the scene of the incident, rerouting traffic, public alerting and limiting access to the area to emergency personnel only.

- **Emergency Medical Services (EMS)**

EMS will coordinate on-scene emergency medical triage, treatment and transportation for victims of a hazardous materials incident. They will also ensure that mutual aid plans for both EMS and the hospitals are implemented.

A release of hazardous materials into the environment may cause multiple casualties. EMS may be needed to provide medical care to those injured and/or exposed, (e.g. facility employees, emergency responders, the public). Furthermore, a hazardous materials incident may require mutual aid among Emergency Medical Service providers and hospitals.

EMS is in charge of all patient care at the scene. Patient care decisions are protocol driven based on the highest level of certified EMS provider at the scene

Due to varying hospital capabilities for handling potentially contaminated patients, communications should be established with receiving hospitals as soon as practicable.

Westchester County EMS Coordinator

The emergency medical responsibilities of the EMS Coordinator include the following:

- ✓ Coordination of EMS activities in accordance with the *Westchester County EMS Mutual Aid Plan*;
- ✓ Coordination with the Incident Commander(s), EMS responders, area hospitals and the Westchester County Health Department;
- ✓ Implementation of the *NYS Statewide EMS Mobilization Plan*, as appropriate.

- **Hospitals**

Hospitals provide primary medical care to persons who are injured and/or exposed to hazardous materials in accordance with internal capabilities, policies and procedures.

- **American Red Cross**

Congress established the American Red Cross as the principal organization to undertake relief activities during time of disaster. Services include:

- ✓ Identifying and staffing emergency shelters;
- ✓ Providing food for victims and emergency workers;
- ✓ Assisting with evacuation and distribution of emergency supplies;
- ✓ Supporting local damage assessment with regional and national Red Cross assets;
- ✓ Assisting to coordinate volunteer relief agencies in disaster operations.

- **Public Health**

The Westchester County Health Department shall serve as the lead agency for public health related matters and provides notification to the New York State Department of Health as well as the regional office of the New York State Department of Environmental Conservation (NYSDEC) of incidents that result in the release of hazardous materials to the environment.

- **Operations Overview**

Actions taken by emergency responders shall be based up on the need to protect life, health, property and the environment while at all times assuring they themselves do not come in contact with the hazardous materials unless properly equipped and trained, in order to prevent injury or contamination.

Operations shall comply with applicable OSHA regulations which may include:

- ✓ 29 CFR 1910.120 – HAZWOPER
- ✓ 29 CFR 1910.134 – Respiratory Standard
- ✓ 29 CFR 1910.156 – Fire Brigade Standard SOPs and SOGs from individual agencies

It is highly recommended that emergency responders shall comply with the latest editions of:

- ✓ NFPA 471 Recommended Practice for Responding to Hazardous Materials Incidents
- ✓ NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- ✓ NFPA 475 Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program

- *Approaching the Scene*

Emergency responders should approach the scene of a hazardous materials incident from upwind and uphill if possible. Emergency responders should not pass through a vapor cloud or a spill.

- *Arriving at a Scene*

The first arriving emergency responder(s) should meet with a facility representative, or other accessible person familiar with the situation, to learn about the nature of the incident. Establish a perimeter to isolate the hazard area and deny entry. Address immediate life-threatening situations. If possible, begin decontamination triage. Communicate to the local PSAP and/or WC ECC initial findings and provide requested details as able to trigger the appropriate HazMat Response Level.

- *Identifying the Materials Involved*

Identify hazardous materials BEFORE exposing personnel or taking remedial action. Binoculars may be used to view placards, license plates, vehicle identification information, and containers for clues about product(s) involved. Obtain shipping papers and/or Safety Data Sheets (SDS). *Correct spelling of the chemical is critical.*

- *Obtaining Hazard and Handling Information*

The physical and chemical properties of a product, as well as its hazards and handling information, may be obtained from sources including:

- ✓ US DOT – Emergency Response Guidebook
 - ✓ Safety Data Sheets (SDS)
 - ✓ *Globally Harmonized System of Classification and Labeling of Chemicals (GHS)*
 - ✓ National Fire Protection Association (NFPA) Handbooks
 - Chemical reference books
 - ✓ Chemtrac 800-424-9300
 - ✓ Chemical data base (e.g. E-Plan, CAMEO)
 - ✓ EPA Chemical Profiles (for extremely hazardous chemicals)
- *On-scene measurements*
On-scene measurements may be taken with direct-reading instruments including but not limited to:
- ✓ Carbon monoxide meter Multi Gas Meters Combustible gas indicator Leak detector
 - ✓ Oxygen meter
 - ✓ Colorimetric Gas Detection Tubes pH paper
 - ✓ Radiological survey instruments Biological test/detection equipment
 - ✓ Other Chemical test/detection equipment
- *Weather*
Weather may play an important role in the outcome of a hazardous materials incident. The National Weather Service can supply:
- ✓ Wind speed and direction, temperature, relative humidity precipitation, stability of the lower atmosphere, and forecast.
- *Expertise*
Technical expertise may be obtained from sources including but not limited to:
- ✓ Manufacturer, Shipper Carrier Consignee, Facility representative, HAZMAT Team, Chemical industry personnel, Farm and related industry personnel.
- *Site Control*
The Incident Commander(s) shall establish exclusion zones for emergency responders and the public immediately surrounding a hazardous materials incident which extends far enough to prevent adverse effects from released hazardous substances to personnel outside of the zone. The zone (“Hot Zone”) is limited to properly trained, equipped, and protected individuals. Law Enforcement shall assist with the restriction of access to the incident to essential personnel only, and hazmat responders shall establish control zones based on observation, metering, research, and available information on the product(s) released.
- *Decontamination*
A decontamination area (“Warm Zone”) will be established for victims and equipment to minimize the spread of contamination. If a person(s) is contaminated with hazardous material: move the victim(s) to fresh air, remove contaminated clothing and flush the victim(s) with water before performing emergency medical treatment. It is the Incident Commander(s) responsibility to see that if decontamination is needed, it is accomplished properly at the scene under the direction of a HazMat Team before any patient is processed from the decontamination area, turned over to EMS, or transported to a hospital. Prior to departing an incident scene, all contaminated personnel and equipment shall be decontaminated as much as possible. Equipment marked for further decontamination must be completely decontaminated before returning to service.
- *Occupational Safety and Health*
The Incident Commander(s) shall designate an on-scene Safety Officer who shall ensure that emergency responders use personal protective equipment and procedures that comply with OSHA regulations.
- *Mitigating the Incident*
The Incident Commander(s) in conjunction with facility personnel and other technical specialists shall develop a written incident action plan and carry-out that plan to avoid unnecessary exposure.
- Containment and control:
Qualified, equipped, and protected emergency responders may perform containment and control tasks to mitigate the incident and to minimize adverse environmental impacts.

Containment and control may include: closing valves, plugging or patching holes, transferring materials from one container to another, damming, diking, booming, absorbing, neutralizing, diluting, suppressing vapors, extinguishing and using water spray to keep containers cool. If flammable vapors and gases are present, combustible gas indicators may be used to determine the potential ignition area. All ignition sources in the area should be eliminated. Some materials are water reactive. Water used to extinguish a fire may potentially exacerbate a situation due to contaminated run-off.

In cases where contamination of the environment has occurred, the New York State Department of Environmental Conservation shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the water-supply system has occurred, the New York State Department of Health and the appropriate water supplier shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the sewer system has occurred, the Westchester County Health Department and the Department of Environmental Facilities shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of a navigable waterway occurred, the U.S. Coast Guard (via National Response Center) shall be informed so they may evaluate the situation and take appropriate action

o *Incident Radio Communications*

Radio Communications are primarily between the incident site and PSAP for:

- ✓ Dispatch and information exchange
- ✓ Command of personnel and resources Coordination among agencies (mutual aid)
- Support agencies:
- ✓ WCDES, WC ECC, Communications Unit (Field Comm-1)
- ✓ RACES

In situations involving mutual aid, or similar multi-agency or multi-jurisdictional response, integration of the various communication systems (i.e. National Interoperability Frequencies) can be achieved by coordinating information through the Westchester County Interoperability Coordinator, on-scene COML, WC ECC, Command Post, Field Comm-1, and/or EOC.

• **Protective Actions**

Evacuation, sheltering-in-place, or a combination should be considered in defining protective actions to reduce or eliminate public exposure to hazardous materials that are released during an incident.

o *Evacuation*

Evacuating the public is a decision based on information indicating that the public is at greater risk by remaining in or near-by the hazard are. Information that should be considered in the decision to evacuate includes:

- ✓ Severity of dangers;
- ✓ Population affected;
- ✓ Availability of resources to evacuate the affected population;
- ✓ Inclusive notification means to provide emergency instructions;
- ✓ Safe passage for the evacuees, including adequate time;
- ✓ Availability of reception centers, shelters, and sustenance;
- ✓ Any special needs of evacuees.

o *Shelter-In-Place*

Sheltering-in-place means advising the affected population to seek protection within the structure they occupy or in a nearby structure. Like evacuation, this decision is based upon hazard analysis. If the danger to the public is mitigated by sheltering-in-place, then it should be employed as a protective measure. With certain hazards, (e.g. short-term exposure, line-of-sight exposure) the best decision maybe to shelter-in-place. One distinct advantage of sheltering-in- place is the relative ease of implementation. Some considerations are:

- ✓ Availability of resources;

- ✓ Time available to take protective actions;
- ✓ Public's understanding of sheltering-in-place.

For some hazards, sheltering-in-place can be enhanced by seeking the most protected refuge in the structure. For chemical, radiation and some biological hazards it is enhanced by reducing the indoor-outdoor air exchange rate.

○ *Combination Protective Actions*

There may be circumstances when using both evacuation and sheltering-in-place is appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard and at greater danger could be instructed to evacuate, while people inside the immediate area would be advised to shelter-in-place.

○ *Implementation of Protective Actions*

Upon the decision to implement a protective action, the Incident Commander will be responsible for its implementation under the authority of the local chief executive. Assistance from the County Health Department and other County, State and non-governmental agencies may be requested as needed. Protective actions may require the declaration of a local state of emergency under NYS Executive Law Article 2B.

- ✓ Traffic Control Points and Access Control Points shall be established to direct traffic and people out of the affected area and to prevent entry;
- ✓ Sources of transportation capable of supporting an evacuation on the specific needs of the affected population shall be identified;
- ✓ All residents of the affected area should be identified and accounted for;
- ✓ Forced entry into homes and businesses shall only be performed if there is a reason to believe that a victim may be inside;
- ✓ In the case of persons who refuse to leave their homes during an evacuation order, their names, address, next-of-kin and time of notification should be recorded.

○ *Temporary Shelters and Family Assistance Centers*

The evacuees may need to stay at a temporary staging area until a suitable family assistance center can be established. The Family Assistance Center shall be coordinated by the local jurisdiction with assistance and support from the designated county departments and agencies, American Red Cross, and other key partners from the Westchester Community Organizations Active in Disasters (COAD).

● **Public Alerting**

Once a decision has been made to evacuate or shelter-in-place, the Incident Commander(s) shall have the Public Information Officer coordinate alerting the public including individuals with disability, access, and functional needs.

Public Alerting provides timely and reliable emergency information pertaining to the need for protective actions. For protective actions to be effective, the public must first be alerted that an emergency exists, and second be instructed on what to do. Since a hazardous materials incident is normally a rapidly developing situation, initial public alerting by emergency response personnel is a critical aspect of public safety.

○ *When to Alert the Public*

Initial Response (Level-0 HazMat Notification)

This Level of Magnitude does not normally require Public Alerting. However, the Incident Commander should fully monitor the situation and respond to public and media requests for information.

Level 1 HazMat Response

This Level of Magnitude may not require Public Alerting. However, the Incident Commander should fully monitor the situation and respond to public and media requests for information.

Level 2 HazMat Response

This Level of Magnitude may require Public Alerting to an area which local response forces are capable

of managing.

Level 3 HazMat Response

This Level of Magnitude requires Public Alerting. Supporting resources may be required based on the size of the geographical area.

○ *Methods of Public Alerting*

Press Release

A press release may be relayed through WC ECC to media representatives. A press release may be made directly to on-scene media representatives.

Route Alerting

Emergency personnel utilizing emergency vehicles, equipped with a siren, a public address system and appropriate personal protective equipment may drive through the affected area and announce the emergency situation.

Residential Door-to-Door Alerting

Emergency personnel, equipped with appropriate personal protective equipment, may walk through the affected area and announce the emergency situation on a door-to-door basis.

Mass Notification System Alerting

Most jurisdictions maintain a local capability to provide mass notification system alerts (“Reverse 911”, e-mail, text message, cell phone, social media, blast fax, etc.). County assistance with mass notifications may be requested by the Incident Commander to WC ECC.

Emergency Alert System

The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. Activation of the EAS can only be accomplished by pre-designated government officials or the National Weather Service.

○ *Components of a Public Alert Message should include:*

- ✓ Affected area;
- ✓ Health hazards;
- ✓ Protective actions;
- ✓ Evacuation routes;
- ✓ Location of Family Assistance Center(s);
- ✓ Medical treatment;

● **Recovery**

Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions and may include:

- ✓ Requesting a Presidential Disaster Declaration;
- ✓ Maintaining access control;
- ✓ Clearing debris Restoring public utilities;
- ✓ Providing emergency social services (shelter, clothing, food, etc.);
- ✓ Rebuilding;
- ✓ Investigating the incident;
- ✓ Demobilizing emergency personnel and resources, which may include emergency worker counseling;
- ✓ Adjusting traffic control perimeters;
- ✓ Continuing public information – general purpose and health-related Maintaining security in restricted areas;
- ✓ Providing long-term counseling for residents;
- ✓ Continuity planning for business and industry (economic preservation).

○ *Cleanup and Disposal.*

Once the incident is stabilized, the Incident Commander should ensure the scene is turned over to the proper authorities for appropriate remediation.

- ✓ The party responsible for the incident is legally and financially responsible for the cleanup and disposal of hazardous wastes.
 - ✓ The County Health Department shall monitor cleanup activities and disposal of hazardous wastes for compliance with applicable local, state and federal regulations
 - ✓ Emergency responders may need to maintain a continued presence during cleanup activities to provide site security and prevent injuries.
 - *Relocation and Re-entry*
 - ✓ Relocation:
In cases where contamination of the environment has occurred and the long-term relocation of residents is necessary, the Westchester County Department of Social Services may be requested provide relocation assistance.
 - ✓ Re-entry:
Re-entry to an area that has been sheltered-in-place or evacuated shall not be allowed until authorized by the Incident Commander(s). The Incident Commander(s) shall confer with the Westchester County Health Department and other appropriate officials to establish re-entry procedures that will include:
 - A time to return
 - Safety precautions
 - Health precautions
 - Decontamination
 - Symptoms of illness as a result of exposure
 - ✓ The Public Information Officer shall inform the public, including individuals with disability, access, and functional needs, of the re-entry procedures. This may be done by the following methods:
 - Social media
 - News release
 - Emergency Alert System
 - Reverse 911 and other Mass Notification Systems
 - Announcements and/or printed materials at reception/congregate care centers
 - Printed materials issued at Traffic Control Points and Access Control Points
 - ✓ Traffic Control Points and Access Control Points shall be maintained, as necessary, to ensure an orderly re-entry by the public.
- Incident Evaluation
 - OSHA Standard 1910.120 requires the Incident Commander(s) (IC) to debrief and evaluate the emergency response as soon as possible.
 - Incident Debriefing – The IC should ensure that an incident debriefing occurs at the incident conclusion or as responders leave the scene. The debriefing should include, but not be limited to providing the following information:
 - ✓ Hazard information
 - ✓ Exposure signs and symptoms of materials involved
 - ✓ Name of individual responsible for post-incident medical contact
 - Administrative procedures
 - ✓ Gather name(s) of all outside responders and agencies
 - Critique – The IC should conduct a critique for all Level 1 or greater hazardous material incidents. Such critique will review the incident with the purpose of identifying both those areas that worked well and those areas that need improvement. The critique process should include, but not be limited to the following:
 - ✓ Be held after allowing sufficient time for the emergency to be investigated and

appropriate information collected.

- ✓ Include at least one representative of each agency that played a role in handling the incident.
- ✓ May consist of a single multi-agency meeting or various inter-agency meetings.
- ✓ The findings of such critique, and identity of its participants, shall be documented in writing.
- ✓ Areas of improvement or changes identified in local or community plans or training will be incorporated in local or community activities as appropriate.
- ✓ If requested, the Department of Emergency Services can provide support to coordinate the critique.

VII. Plan Updates

As required by statute, the Local Emergency Planning Committee performs an annual review of the Plan. Comments, corrections or suggestions on the Plan should be forwarded to:

Westchester County Local Emergency Planning Committee
C/O Westchester County Office of Emergency Management
200 Bradhurst Ave.
Hawthorne, NY 10532

Summary of plan distribution:

State Emergency Response Commission;
All police, fire and EMS agencies within Westchester County;
All 'covered facilities' within Westchester County (within the meaning of PL 99-499);
New York State Office of Fire Prevention and Control;
Members of the LEPC.

The base plan is posted on the Westchester County LEPC website.