CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Revised May 2016

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CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Revised May 2016

CONTRA COSTA HEALTH SERVICES

CONTRA COSTA HEALTH SERVICES
HAZARDOUS MATERIALS PROGRAMS OFFICE

Approved By:

[Signature]

Date: 5/4/16

Randall L. Sawyer
Chief Officer – Environmental Health & Hazardous Materials Programs
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<td>AAPCC</td>
<td>American Association of Poison Control Centers</td>
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<td>ACC</td>
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CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN
DEFINITIONS

Administrating Agency - The local agency authorized pursuant to California Health and Safety Code (HSC) Chapter 6.95 - §25502 to implement and enforce HSC Chapter 6.95.

Area Plan - The plan established pursuant to HSC Chapter 6.95 - §25503 by the administering agency to address emergency response to a release or threatened release of a hazardous material.

Business Plan - A facility specific document that consists of hazardous materials inventory information, emergency response and evacuation plans and procedures, an employee hazardous materials training program, facility map, owner information, and other information as requested by the administering agency. The minimum requirements of a business plan are set forth in HSC Chapter 6.95.

Containment - The immediate actions to confine a hazardous material release to its immediate area of influence and prevent further contamination.

Contamination Reduction Corridor - The specified area within the Contamination Reduction Zone where decontamination activities occur.

Corrective Actions - The specific actions taken by trained response personnel to mitigate a release or threatened release of a hazardous material.

Certified Unified Program Agency (CUPA) - The agency certified by the California, Secretary of Environmental Protection to implement the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program specified in HSC Chapter 6.11.

Decontaminate - The act of removing or neutralizing any contaminant from people or equipment.

Emergency Alert System (EAS) - Formerly known as the Emergency Broadcast System, EAS uses electronic media (i.e. radio and television) as a resource for providing the public with information in the event of an emergency. The Incident Commander can access EAS through the Contra Costa County Office of Emergency Services.

Emergency Digital Information Service (EDIS) - Provides local, state and federal agencies with a direct link to the news media, other agencies and the public. EDIS advises news networks and they in turn advise the public about emergencies. EDIS is intended to make urgent information more accessible to the public, including the Emergency Response Personnel.

Emergency Operations Center (EOC) - An established emergency center where incident information, resources, and planning are coordinated.

Fire Control - Activities necessary to prevent, confine, or extinguish fire, or protect people, property, or the environment from fire.

Hazardous Material - A material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or the administering agency has a reasonable basis for believing that it

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would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment.

**Incident** - A release or threatened release of hazardous materials.

**Incident Command** - The responsibility for overall coordination of the emergency incident which includes operations, planning and finance procedures as defined in the Incident Command System.

**Incident Command System (ICS)** - ICS provides a standardized organizational structure, terminology, and procedures for use during any serious multi-disciplinary emergency. ICS is designed to make the most efficient use of multi-agency/jurisdictional resources in order to more effectively combat the effects of a hazardous materials incident.

**National Incident Management System (NIMS)** - NIMS integrates existing best practices of SEMS into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. NIMS uses ICS and Unified Command for multi-agency coordination.

**Notification** - The process of informing the appropriate regulatory authorities and agencies of a hazardous materials incident.

**Operations** - The development, implementation and supervision of incident strategy and tactical objectives.

**Personnel Protective Equipment (PPE)** - Safety equipment utilized by a responder to protect them from the chemical and physical hazards associated with the hazardous materials incident.

**Response/Coordination Plans** - Response and coordination plans identify the roles and capabilities of each individual emergency response agency - including agency specific standard operating procedures.

**Safe Refuge Area** - An area within the Contamination Reduction Zone where identified individuals, who were at the site of the release and may have been exposed/contaminated, are assembled in order to reduce the risk of further contamination or injury.

**Standardized Emergency Management System (SEMS)** - The state-wide emergency management system that provides an organizational framework and guidance for each level of emergency operations. SEMS integrates several primary emergency response programs into a single program (Government Code §8607).

**Shelter-in-Place** - The initial protective action necessary to safeguard the public from the imminent threat of an airborne hazardous materials release. To Shelter-in-Place is to isolate oneself from an airborne hazardous materials release by going inside, remaining indoors, closing all doors and windows, and taking the necessary steps to prevent the ingress of contaminated air.

**Waybill** - The railroad shipping papers that accompany a shipment and are carried by the conductor.

**Weapons of Mass Destruction (WMD)** - An instrument or device that kills or injures civilians as well as military personnel. WMD may include nuclear, chemical and biological weapons as well as conventional ordnance (i.e. explosive devices, bombs). WMD is sometimes referred to as CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosives) or as COBRA (Chemical, Ordnance, Biological, and Radiological).

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THE CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

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1 PLANNING BASIS

1-1 PURPOSE

.1 The Contra Costa County Hazardous Materials Area Plan (HMAP or Plan) is a
dynamic document designed to protect human health and the environment through
hazardous materials emergency planning and community right-to-know programs;
.2 The HMAP describes the overall hazardous materials emergency response
organization within Contra Costa County;
.3 Establishes the lines of authority and coordination for hazardous materials
incidents affecting Contra Costa County;
.4 Identifies the roles and responsibilities of local, State and Federal government
agencies necessary to minimize the impacts of a hazardous materials incident;
and,
.5 Meets the requirements of the California Code of Regulations (CCR) Title 19,
Article 3 - §2722 et seq.

1-2. SCOPE

.1 The HMAP includes the identification of hazardous materials incident planning,
operations, organization and responsibilities for handling a hazardous materials
incident that may impact Contra Costa County; and,
.2 Provides support for hazardous materials management in Contra Costa County
including the coordination of data management, business plans, and facility
inspections.

1-3 IMPLEMENTATION

.1 The guidelines contained within the HMAP become effective following
completion of the review process and submission to CAL OES.

1-4 ACTIVATION

.1 The HMAP will be activated upon receipt of notification of any hazardous
materials incident that may affect human health or the environment within Contra
Costa County.
.2 The HMAP may be activated by any agency arriving first at a potential hazardous
materials incident.

1-5 AUTHORITY

.1 California Health and Safety Code, Division 20, Chapter 6.95, §25500 et seq.
.2 California Health and Safety Code, Division 20, Chapter 6.11, §25404 et seq.
.3 California Code of Regulations, Title 19, Article 3, §2270 et seq.
.4 Contra Costa County Board of Supervisors' action dated December 17, 1985
designating the Contra Costa County Health Services Department (CCCHSD) as
the administering agency and establishing the AB-2185/AB-2187 Implementation
Task Force.
Contra Costa County Board of Supervisors' Resolution No. 88/21 adopting the HMAP.

1-6 REFERENCES
.1 California Hazardous Materials Incident Contingency Plan.
.2 California Oil Spill Contingency Plan.
.3 California Vehicle Code §2454.
.4 Contra Costa County Interagency Task Force, Inter-Agency Matrix.
.5 Contra Costa County Multi-Casualty Incident Plan.
.6 Contra Costa County Multi-Hazard Functional Plan.
.7 National Oil and Hazardous Substances Pollution Contingency Plan.
.8 San Francisco Bay Area Spill Prevention and Response Plan.
.9 CCHS-Hazardous Material Incident Notification Policy.
.10 Community Warning System Operation Protocols.

2 EMERGENCY RESPONSE PROCEDURES
See Appendix 13-1, the Hazardous Materials Incident Response Action Guide.

2-1 INITIAL RESPONSE
.1 Law enforcement, including the California Highway Patrol (CHP), or fire suppression agencies are expected to make the initial response to a hazardous materials incident. The first arriving agency will initiate the Incident Command System as outlined in §6-3 of this document.
.2 An officer from the first law enforcement or fire suppression agency on scene will be the initial Incident Commander (IC) until relieved by the agency having Incident Command authority for the incident site as stated in §6-3.
.3 Incident Command responsibility will remain with the local government agency unless superseded by State or Federal authority.

2-2 INCIDENT CONTROL
.1 The first arriving agency will establish perimeter boundaries and control access to the incident (see Appendix 13-2).
   a. Exclusion Line - The inner perimeter boundary securing the Exclusion Zone. No one may enter the Exclusion Zone except appropriately trained responders who are directly involved with a specific mission assignment in incident operations and are wearing the proper level of personnel protective equipment (PPE).
   b. Contamination Control Line - The secondary perimeter boundary designating the Contamination Reduction Zone. The Safe Refuge Area and the Contamination Reduction Corridor are located in this zone. Responders must don the appropriate level of PPE while in the Contamination Reduction Zone.
   c. Beyond the Contamination Control Line is the Support Zone. Equipment staging and strategic operations (Incident Command Post, Media Area) are established in this zone.
   d. Beyond the Support Zone is the Incident Perimeter Line - beyond which the public is held back.
.2 The first arriving law enforcement or fire agency will establish an Incident Command Post.
.3 Unless directed to report elsewhere, all agencies and persons responding to a hazardous materials incident will report to the Incident Command Post.
.4 All agencies and persons who have been directed to respond to the staging area, will report to the Staging Area Officer. The Staging Area Officer will notify the IC of their arrival.

2-3 INCIDENT EVALUATION
.1 The priority of the following initial response actions is incident specific. Initial responders should base their actions on their level of training (see §10-1), available PPE, and the protection of human health and the environment.
   a. Assess the incident and request the necessary resources to mitigate the incident.
   b. Notify the Contra Costa Health Services - Hazardous Materials Programs Office (CCHMP) and other appropriate agencies.
   c. Determine the need for immediate protective actions necessary to safeguard public health (shelter-in-place, evacuation).
   d. Determine the Community Warning System (CWS) Level of the Incident: Level 0, 1, 2, 3 (see Appendix 13-3).
   d. Identify the involved hazardous material and the hazards associated with material - only if identification can be done safely and from a safe distance.
   e. If necessary, rescue victims - if rescue can be done safely.
   f. Basic containment and control of the release - if these actions can be done safely.
   g. Provide emergency medical attention, including decontamination, to victims.

2-4 PERSONNEL MONITORING & DECONTAMINATION
   .1 The IC is responsible for personnel monitoring and decontamination.
   .2 The local fire agency shall support decontamination activities.
   .3 The Contra Costa Health Services - Hazardous Materials Incident Response Team (CCHMP IR Team) shall advise the IC and coordinate the appropriate personnel monitoring and decontamination procedures.

2-5 EQUIPMENT MONITORING & DECONTAMINATION
   .1 The IC is responsible for equipment monitoring and decontamination.
   .2 The local fire agency shall support decontamination activities.
   .3 The CCHMP IR Team shall advise the IC and coordinate the appropriate equipment monitoring and decontamination procedures.

2-6 MANAGEMENT OF INCIDENT ESCALATION
   .1 For major hazardous materials incidents that exceed the resources available either immediately within the County or through mutual aid, the resources of contiguous jurisdictions will be requested by the IC through the Contra Costa County Fire Protection District - Mutual Aid Coordinator.
PESTICIDE DRIFT PROTOCOLS (SB 391)

Senate Bill 391 which became law on September 30, 2004, requires the California Environmental Protection Agency (CAL EPA) to establish minimum standard protocols for responding to pesticide drift emergencies, and local governments to include these protocols in their Hazardous Materials Emergency Response Plans (Area Plans). As of September 26, 2005, the proposed protocols include, but are not limited to, all of the following:

a. Protocol for requesting and providing immediate access to pesticide-specific information necessary to assist emergency medical services personnel in identifying pesticides that may be causing a pesticide drift exposure incident and appropriate treatments.
   - At the request of the incident commander, CCHMP in coordination with County AG will provide technical information regarding the suspected pesticide(s) involved during a pesticide drift incident to the Contra Costa County Emergency Medical Services (County EMS). County EMS will be responsible for disseminating that information to local medical care providers.

b. Protocol to delineate specific agency responsibilities and the process for responding to calls, notifying residents, and coordinating evacuations, if needed.
   - When the suspected material is potentially an agriculture product, CCHMP in coordination with County AG and the Incident Commander will determine the best action, including, but not limited to, notifying residents of a pesticide drift exposure incident and coordinating evacuation to a safe refuge area, if deemed necessary.

c. Protocol to establish emergency shelter procedures and locations to be used in the event evacuation is needed.
   - In coordination with the County AG, CCHMP will identify areas of safe refuge where further pesticide exposure via inhalation or dermal contact will not occur, and assist in the coordination of an evacuation, if deemed necessary.

d. Protocol to access services in all languages known to be spoken in the affected area in accordance with Government Code Section 11135.
   - CCHS has pre-existing contracts with two (2) outside vendors to provide language translation services. CCHMP will access a language translation service to assist the Incident Commander in communicating with affected individuals in their native language, should there be no other emergency responder on-scene who can do so in person.

e. Protocol to ensure access to health care within 24 hours of an exposure resulting from a pesticide drift incident and up to a week after the exposure.
   - CCHMP in coordination with County AG and County EMS will disseminate information to affected communities regarding treatment options for possible exposure(s) that may have occurred during a pesticide drift incident.
f. Protocol to notify medical providers regarding eligibility for reimbursement pursuant to Government Code Section 12997.5.
   • The Department of Pesticide Regulation (CAL EPA-DPR) has developed a brochure regarding the eligibility for medical cost reimbursement as the result of a pesticide drift incident. CCHMP in coordination with County AG and County EMS will disseminate this information to medical providers.
     o English: http://www.cdpr.ca.gov/docs/county/sb391.pdf
     o Spanish: http://www.cdpr.ca.gov/docs/county/sb391sp.pdf

3 WEAPONS OF MASS DESTRUCTION

3-1 CCHMP believes that weapons of mass destruction (WMD) meet the definition of hazardous materials and therefore fall under the Area Plan. The CCHMP IR Team has prepared for responding to WMD incidents by purchasing additional equipment and by attending additional training.

3-2 The Federal Bureau of Investigation shall be notified of all hazardous materials incidents that have been determined by the Incident Commander or the CCHMP IR Team to be a credible WMD event.

3-3 CCHMP and CCHS-Public Health Lab used grants from the United States Department of Homeland Security to purchase advanced analytical equipment which is capable of detecting and identifying WMD agents.

3-4 CCHMP IR Team members have attended training courses sponsored by the Office of Domestic Preparedness, a branch of the United States Department of Homeland Security. These courses include the following:
   • Emergency Response to Domestic Biological Incidents
     National Center for Biomedical Research and Training
     Louisiana State University
   • Public Safety WMD Response – Sampling Techniques and Guidelines
     National Center for Biomedical Research and Training
     Louisiana State University
   • WMD Hazardous Materials Technician Training
     Fort McClellan, Anniston, Alabama
   • WMD Radiological/Nuclear Course for Hazardous Materials Specialists
     U.S. Department of Energy, Nevada Test Site, Mercury, Nevada
   • Incident Response to Terrorist Bombings
     New Mexico Tech, Socorro, New Mexico
   • Advanced Chemical/Biological Integrated Response Course
     U.S. Army, West Desert Test Center, Dugway Proving Ground, Utah
4 PUBLIC SAFETY & INFORMATION

4-1 SITE PERIMETER SECURITY
   .1 Site perimeter security shall be established to protect the public from becoming involved in the hazardous materials incident.
   .2 During a hazardous materials incident, the law enforcement agency having jurisdiction at the location of the incident is responsible for isolating the incident site and securing the scene perimeters. This law enforcement agency will regulate all persons and equipment entering and exiting the incident site.

4-2 SAFETY PROCEDURE INFORMATION
   .1 The following measures have been developed to inform the affected public of safety procedures to follow during a release or threatened release of a hazardous material:
      a. Contra Costa County will use the Community Warning System (CWS), to the extent available, to disseminate information to the public in the event of a release or threatened release of a hazardous material. The CWS focuses on the integration of warning sirens, the local media through EAS and EDIS, NOAA weather radios, computer terminals, emergency response personnel pagers, and emergency phone notification through the Telephone Emergency Notification System (see Appendix 13-3);
      b. CWS Protocols have been established and approved by the Contra Costa County Board of Supervisors.
      c. The CWS can be activated by the IC, the CCHMP IR Team, Sheriff, or facilities equipped with CWS computer terminals.
      d. The CWS system contains programmed emergency messages that can be used to provide concise incident information to the public.
      e. "Fill-in-the-blank" emergency message forms are available when pre-recorded messages are not appropriate or for use during live media broadcasts.
      f. In addition to CWS media notification, radio station KCBS (740 AM) has been designated by CCHS as the primary contact for the immediate broadcasting of emergency information regarding a hazardous materials incident.

4-3 INFORMATION RELEASE RESPONSIBILITY
   .1 During a hazardous materials incident, the IC is responsible for disseminating information to the public and the media.
   .2 The IC will designate a Public Information Officer, as part of the Command Staff, as identified in the Incident Command System.
   .3 The IC should contact Contra Costa County Office of Emergency Services (County OES) at (925) 228-5000 (24 hrs) if there is a need for:
      a. Additional public information resources;
      b. Access to the local EAS and EDIS.
      c. The centralized coordination of information from responding agencies.

4-4 MEDICAL NOTIFICATION
   .1 During a major hazardous materials incident, CCHMP will ensure that Sheriff’s Dispatch notifies the On-Call Health Officer.
.2 During a major hazardous materials incident where multiple injuries have occurred, or where offsite injuries may occur, the Contra Costa County Multi-Casualty Incident Plan can be activated by contacting the Sheriff's Communications Center.

.3 During a major hazardous materials incident (CWS level 3), where CCHMP becomes aware that a large number of the public will be impacting local Emergency Rooms, CCHMP will notify the Sheriff's Dispatch and request a Medical Advisory Alert. Sheriff's Dispatch will automatically notify EMS and all acute care hospitals.

4-5 SHELFER-IN-PLACE & EVACUATION PLANS

.1 The following procedures have been developed to safeguard the public affected by a hazardous materials incident:
   a. Determine the properties of the hazardous materials involved, including toxicity, physical, chemical, fire, explosion, quantity, concentration, vapor pressure, density and potential health effects;
   b. Evaluate area topography, meteorology, hydrology, demography and facility characteristics, including the delineation of potentially impacted areas;
   c. Determine whether shelter-in-place or evacuation is necessary;
   d. The affected public are to Shelter-In-Place first, and remain Sheltered-In-Place until it is determined that an evacuation is necessary;
   e. Timely notification of the affected public through activation of the CWS;
   f. Coordinate available information with responding agencies and EMS to determine logistics (i.e. evacuation routes, mass-care facilities, and shelter and reception areas);
   g. Hospitals will be notified by EMS of shelter-in-place and shelter-in-place release.

4-6 HAZMAT - BRANCH OPERATIONS CENTER (HAZMAT-BOC)

.1 During a major hazardous materials incident, CCHMP shall activate the HAZMAT-BOC. When the County OES - Emergency Operations Center is not activated, the HAZMAT-BOC is the central off-site location for the coordination and dissemination of public health and incident information.

5 ENFORCEMENT & CLEAN-UP

5-1 ENFORCEMENT

.1 The Contra Costa County District Attorney's Office is the lead agency in criminal and civil enforcement of all statutes, regulations and ordinances in Contra Costa County relating to hazardous materials. This includes cases involving illegal storage, transportation or disposal of hazardous materials.

.2 A variety of violations may arise from a hazardous materials incident. These violations may extend to the authority or jurisdiction of several agencies; therefore, the incident may be investigated by multiple agencies.

.3 The incident investigation shall begin as soon as the incident is stabilized and conditions allow safe access. The investigation of a hazardous materials incident shall have priority over cleanup.
.4 All observations pertaining to the investigation or suspected violations must be appropriately documented.

.5 All potential witnesses and responsible parties should be interviewed and written statements obtained. If written statements cannot be obtained, written summaries should be made of all oral interviews. Documentation must include the name, address and telephone number of the witness or responsible party.

.6 At a minimum, incident documentation should include the following:
   a. A written report of the incident (as described in §12-2);
   b. Any photographs or video tapes taken of the incident;
   c. A diagram containing:
      i. details of the incident scene,
      ii. North orientation and the scale of the drawing,
      iii. the date the diagram was drawn,
      iv. the date of the incident,
      v. the locations where photographs, video tape or samples were taken, and,
      vi. the signature and printed name of the person drawing the diagram.
   d. Samples of hazardous materials involved in an incident may be evidence and are required to have a chain of custody.

5-2 CLEAN-UP

.1 The Incident Commander is responsible for the overall operations to return the incident scene to a normal condition.

.2 It is the policy of Contra Costa County that the IC identifies and encourages the responsible party to take prompt remedial action.
   a. The responsible party may be the individual, business, agency or organization that caused the release or threatened release of a hazardous material. The responsible party may also include the property owner where the hazardous materials incident occurred.
   b. Prompt remedial action by the responsible party includes funding the cost of containment, removal, disposal and restoration of the scene to a normal condition under the direction of the Contra Costa County Health Officer.
   c. When the responsible party accepts responsibility for a hazardous materials incident, responding agencies may submit any claims for the recovery of costs to the responsible party.

.3 CCHMP will work the IC to locate funding sources for the mitigation and cleanup of a hazardous materials incident whenever the responsible party is:
   a. Unknown;
   b. Unable to pay;
   c. Unwilling to accept responsibility; or,
   d. Not conducting an adequate cleanup.

.4 Cleanup must ultimately meet health and safety standards as prescribed by the Contra Costa County Health Officer. The Contra Costa County Health Officer is the local government authority for determining when:
   a. The cleanup operation is complete; and,
   b. Secured areas may be reopened (e.g., buildings, roadways, waterways and evacuated areas, etc.)
5. CCHMP or the IC should not enter into a contract or agree to pay for the cleanup costs of a hazardous materials incident unless approved by the appropriate Department Chief/Director, City Manager or County Administrator.

6. The Contra Costa County Board of Supervisors by Resolution 86/543, has authorized the California Highway Patrol to commit County funds in the event of life threatening hazardous materials releases on highways in unincorporated areas of the County (see Appendix 13-4).

5-3 EMERGENCY FUNDING ACCESS

.1 Local funds may be accessed through CCHMP on incidents when an imminent threat to human health or the environment exists and no responsible parties have been identified or will not assume financial responsibility for clean-up costs. County funds are normally limited to $5,000 per incident.

.2 On incidents where a responsible party has not been identified or does not assume financial responsibility for clean-up costs, State funds may be accessed through the Governor’s Office of Emergency Services (CAL OES) at (800) 852-7550 (24 hrs).
   a. Access to the emergency reserve account for hazardous materials incidents must be in accordance with the guidelines contained in the California Environmental Protection Agency - Department of Toxic Substances Control’s (CAL EPA-DTSC) document entitled "Funding for Hazardous Materials Incidents Using the Emergency Reserve Account." This form is available through CAL EPA-DTSC or CCHMP.
   b. All incidents involving State funding must be reported to the CAL EPA-DTSC. Funding requests must be approved prior to funds being spent. No retroactive payments will be made.

.3 On incidents where a responsible party has not been identified or does not assume financial responsibility for clean-up costs, and when local and State funds are not available or costs will exceed local and State resources, Federal funds may be accessed through the United States Coast Guard (USCG) and the United States Environmental Protection Agency (US-EPA).
   a. USCG and US-EPA’s contact information is listed in Appendix 13-10.
   b. See Appendix 13-5 for explanation of USCG zones.
   c. Funding requests must be approved prior to funds being spent. No retroactive payments will be made.
   d. All incidents involving Federal funding must be reported to the National Response Center at (800) 424-8802 (24 hrs).

5-4 EMERGENCY CONTRACTOR ACCESS

.1 CCHMP maintains a list of State certified cleanup companies and their capabilities. This list is located in the Incident Response Go Kit that is stored on the CCHS iSite.

5-5 DISPOSAL FACILITY ACCESS

.1 It is the responsibility of the contracted cleanup company to access State approved and permitted hazardous waste disposal facilities.
6  PRE-EMERGENCY PLANNING

6-1  PRE-INCIDENT SURVEY
.1  On January 1, 1997, CCHMP was authorized by the California Environmental Protection Agency to be the Certified Unified Program Agency (CUPA) for all cities and unincorporated areas within Contra Costa County. As the CUPA, CCHMP is the only local agency responsible for administering the six elements of the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program (Unified Program) as defined in the California Health and Safety Code Chapter 6.11, §25404 et seq. and the California Code of Regulations Title 27, §15100 et seq.
.2  Regular reviews of facility business plans and contingency plans shall provide a continuing assessment of the potential hazardous materials emergencies that could be encountered within Contra Costa County.

6-2  PLANNING & COORDINATION
.1  HSC Chapter 6.95 - §25503c(2) places the responsibility for pre-emergency planning with the administering agency - CCHMP.

6-3  INCIDENT COMMAND SYSTEM (ICS)
.1  In Contra Costa County, the adoption and implementation of ICS provides a standardized organizational structure, terminology, and procedures for use during any multi-disciplinary emergency. ICS is designed to make the most efficient use of multi-agency/jurisdictional resources in order to more effectively combat the effects of a hazardous materials incident. The Incident Command System is supplemented by the Contra Costa County Multi-Casualty Incident Plan.
.2  In Contra Costa County, the Incident Commander is responsible for the direction and coordination of the overall incident. Safety, Liaison, and Public Information Officers comprise the Command Staff. The Chiefs of the Operations, Planning, Logistics, and Finance Sections comprise the General Staff.
.3  During a hazardous materials incident, the IC will be established as follows:
a.  The first arriving fire or law enforcement agency will assume the role of IC until relieved.
b.  The law enforcement agency having jurisdiction at the site of the incident will assume the role of IC (except in the City of Richmond).
c.  In the City of Richmond, the Richmond Fire Department will assume the role of IC.
d.  On State highways, freeways, State owned vehicular crossings (toll bridges), and on most highways and roads within unincorporated areas of the State, the California Highway Patrol will assume the role of IC.
.4  The IC is responsible for managing the scene including, but not limited to:
a.  Establish response priorities;
b.  Identify and obtain necessary resources to mitigate the incident;
c.  Coordinate incident operations and the utilization of personnel;
d.  Designate and oversee the development and implementation of the site safety and health plan as defined in CCR Title 8 - §5192(b)(4)(B).
e.  Establish on-scene communications that operate from the Incident Command Post;
f. Coordinate communications with off-site support and resource agencies;
g. Provide information to the public as outlined in §4-3 of this document; and,
h. Coordinate with other agencies to determine immediate actions necessary to protect public health.

A Unified Command enables agencies with different legal, geographical, and functional responsibilities to coordinate, plan, and interact effectively. A Unified Command consists of the Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. Unified Command enables responsible agencies to manage an incident together by establishing a common set of incident objectives and strategies. The Unified Command allows the Incident Commanders of multiple responsible agencies to make joint decisions by establishing a single command structure. Disagreements amongst the incident commanders are worked out within the Unified Command. Anybody tasked/considered qualified to be an Incident Commander, must be able to speak for and commit resources of the organization they represent.

6-4 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

NIMS/SEMS are the emergency management systems which response agencies at all levels will use to function together effectively in an integrated fashion. The use of NIMS/SEMS facilitates coordination between agencies responding to emergencies, the flow of emergency information and resources within and between involved agencies, and the rapid mobilization, deployment, use, and tracking of resources. NIMS/SEMS systems will be used to communicate with the public to disseminate information in order for the public to avoid areas impacted by an incident. NIMS/SEMS will be used when emergency operations centers (EOC) are activated or when a local emergency has been declared. In Contra Costa County, County OES is the NIMS/SEMS coordinator.

6-5 FINANCE

1 Control of County incurred costs during a minor hazardous materials incident is a regular part of CCHMP management of the local hazardous materials clean-up fund.

2 In the event of a major hazardous materials incident, where a variety of elements comprise the overall costs of mitigation, e.g., fire, health, law enforcement, etc., the Incident Command System provides a finance element for tracking and controlling costs.

3 Additional information regarding financing of a hazardous materials incident may be found in §5-2 and §5-3 of this document.

6-6 ADDITIONAL PRE-EMERGENCY PLANNING

1 The Contra Costa County Hazardous Materials Commission was developed to protect and promote the health, safety, and well-being of Contra Costa residents as they are affected by hazardous materials and hazardous wastes. The commission provides and promotes a forum for building consensus on environmental issues affecting Contra Costa County. Additionally, the Hazardous Materials Commission provides recommendations to the Board of Supervisors and the Board’s respective Commissions and Committees regarding policies.
concerning the storage, use and management of hazardous materials and hazardous wastes as they affect the health, safety, and the environment, including land-use planning and economic effects.

2 Contra Costa County recognizes the contributions of the Contra Costa County Community Awareness and Emergency Response Group, Inc. (CAER). The goal of CAER is to encourage facility owners and operators to initiate and maintain a dialogue with the residents living in the communities adjacent to their facility; and, to coordinate emergency response planning by integrating a chemical facility's emergency response plan with those of local agencies.

3 Contra Costa County recognizes the contributions of the Petro-chemical Mutual Aid Organization (PMAO). PMAO is an association of industrial facilities with emergency response capabilities that plan, prepare and train for mutual aid responses to major facility incidents. PMAO is a part of CAER.

4 Contra Costa County recognizes the contributions of the Coastal Regional Hazardous Materials Response Organization (CRHMRO). The goal of CRHMRO is to assure that resources and training are provided regionally to minimize the risk and impact of a hazardous materials incident. CRHMRO is a part of CAER.

5 Contra Costa County recognizes the contributions of the Contra Costa County Hazardous Materials Interagency Task Force. The Task Force coordinates and enhances the individual and collective efforts of local, State, and Federal hazardous materials regulatory agencies.

6 Contra Costa County recognizes the contributions of the Local Emergency Planning Committee - Coastal Region. The LEPC develops and maintains the Regional Plan. The Regional Plan assists in identifying the risks and effective uses of regional resources for the maximum benefit and protection of the public during a hazardous materials incident.

7 Contra Costa County recognizes the contributions of the California Hazardous Materials Investigators Association (CHMIA). CHMIA is a nonprofit mutual benefit corporation established in 1985, for the purposes of encouraging the cooperation and coordination of environmental crime investigations conducted by enforcement and administrative agencies, facilitating and promoting educational programs in all aspects of environmental crime investigations.

7 AGENCY COORDINATION

7-1 SUPPORT RESPONSIBILITIES
All agencies having initial and support responsibilities at a hazardous materials incident are required to:

1 Identify their roles and capabilities in an Agency Response Plan.

2 Develop an Agency Coordination Plan and standard operating procedures (SOP's).

3 All agency response coordination plans and supporting SOP's will be submitted to the administering agency - CCHMP for review.

4 Operate within ICS (see §6-3).
7-2 HAZARDOUS MATERIALS INCIDENT RESPONSE MATRIX

.1 Introduction
a. Appendix 13-6 of the Area Plan is the Contra Costa County Hazardous Materials Incident Matrix. The matrix is adapted from the Contra Costa County Hazardous Materials Interagency Task Force's Inter-Agency Matrix for hazardous materials emergency response. The matrix is a management tool that identifies agency responsibilities during a hazardous materials incident.
b. All agencies responding to a hazardous materials incident must understand their responsibilities and equally understand the responsibilities of the other agencies.

.2 Purpose
a. The purpose of the matrix is to establish and identify local, State and Federal responsibilities and functions required to minimize the effects to human health and the environment of a release or threatened release of hazardous material.

.3 Scope
a. The responsibilities and functions outlined in this matrix will be in effect, as needed, throughout Contra Costa County - the incorporated cities, the unincorporated areas and private property.
b. All agencies in and around Contra Costa County that may have a direct or indirect effect on the mitigation of a hazardous materials release are included in the matrix.
c. Major areas of responsibility are identified and assigned to appropriate agencies for the initial period of operations. The initial organization will evolve into a coordinated combination of responsible agencies as the expediency dissolves and other agencies are integrated into the operations.

7-3 NON-GOVERNMENT SUPPORT SERVICE AGENCIES

.1 The Contra Costa County Office of Emergency Services (County OES) maintains a current list of support service agencies that have special capabilities (e.g. Salvation Army, American Red Cross). The IC can access these agencies through County OES.

.2 Support service agencies requested to respond to a hazardous materials incident will coordinate operations with the IC.

8 AGENCY RESPONSIBILITIES

Hazardous materials incidents involve a response from multiple agencies having different capabilities, responsibilities, and functions. Proper management of a hazardous materials incident occurs when each agency is able to function within the framework and organization of the HMAP and other plans. The following section outlines the roles, resources, and responsibilities of government and non-government agencies that respond to hazardous materials incidents. CCHMP will provide a copy of this HMAP to all the agencies listed in this section.
8-1  **GENERAL**

.1 Each agency responding to a hazardous materials incident is responsible for:
   a. The safety of its personnel and other persons working directly with the agency;
   b. Providing their personnel with the appropriate level and type of hazardous materials response training;
   c. Providing their personnel with the appropriate level of personal protective clothing and equipment;
   d. Functioning within the framework of the HMAP and the Incident Command System including but not limited to:
      i. Coordinating with other agencies.
      ii. Providing regular status reports to the IC.
      iii. Completing assigned missions.
   e. Developing a written incident report relative to their response and providing copies of the report to the appropriate agencies;

.2 The government responsibilities of a hazardous materials incident are divided into a three-tier system involving local, State and Federal government agencies.
   a. The **Incident Commander** is the local government representative who is responsible for managing the incident. The authority of the local Incident Commander will not be diminished or appropriated by either the State or Federal government representatives.
   b. The **State Agency Coordinator** is the State government representative who is responsible for managing the State response to the incident.
   c. The **On-Scene Coordinator** is the Federal government representative who is responsible for managing the Federal response to the incident.

8-2  **LOCAL GOVERNMENT**

.1 Law Enforcement
   a. During a hazardous materials incident, the law enforcement agency having jurisdiction at the location of the incident is responsible for the following functions:
      i. Isolate the incident and secure the scene perimeters to prevent unauthorized persons from entering or exiting the incident;
      ii. Assume the role of Incident Commander and manage the scene as outlined in §6-3 of this document (except for the City of Richmond); and,
      iii. Initiate actions (evacuation or shelter-in-place) to protect persons immediately threatened by the incident and activate CWS Level 2 or 3 through CCHMP IR Team or through the Sheriff’s dispatch (Comm-1).
   b. The Contra Costa County Sheriff-Coronor is the Law Enforcement Mutual Aid Coordinator for Contra Costa County.

.2 Fire Agencies
   a. During a hazardous materials incident, the fire suppression agency having jurisdiction at the location of the incident is responsible for the following functions:
i. Rescue actions to remove persons from harm, including the initial decontamination of victims and personnel, patient triage, and immediate emergency medical aid;

ii. Provide emergency medical services;

iii. Isolate the incident and secure the scene perimeters to prevent unauthorized persons from entering or exiting the incident;

iv. Containment actions to confine the hazardous material to its immediate influence and prevent further contamination;

v. Fire control actions to prevent ignition or confine and extinguish fires;

vi. Hazard recognition functions necessary to attempt to identify the material and/or related hazards by use of placards, labels, facility operator or driver information, shipping papers, or outward warning signs such as people collapsed inside the incident area; and,

vii. Support decontamination activities of response personnel and equipment.

b. The Contra Costa County Fire Protection District is the Fire Mutual Aid Coordinator for Contra Costa County.

c. In addition to the functions listed above, in the City of Richmond, the Richmond Fire Department (RFD) will assume the role of Incident Commander and manage the scene as outlined in §6-3 of this document.

3 County-Designated Emergency Ambulance Services (public or private)

a. During a hazardous materials incident that results in patient injuries, Emergency Ambulance Services may provide the following functions:

i. Provide a paramedic-level ambulance response to treat and stabilize patients; and,

ii. Transport patients to the emergency department of the appropriate hospital.

4 Fire Agencies with Hazardous Materials Response Teams

a. RFD and the San Ramon Valley Fire Protection District (SRVFPD) maintain hazardous materials response teams.

b. During a hazardous materials incident, RFD and SRVFPD may provide the following functions in addition to the responsibilities listed in §8-2.2:

i. Assess the risks the incident presents to responders;

ii. Utilize technical equipment and resources to identify unknown substances and determine the hazards of the involved hazardous materials;

iii. Don any level of personal protective equipment to assume a role in the exclusion zone; and,

iv. Use specialized equipment to mitigate the incident.

5 Contra Costa Health Services - Hazardous Materials Programs (CCHMP)

a. CCHMP safeguards public health and the environment from the impacts of hazardous materials incidents.

b. CCHMP is the Certified Unified Program Agency and the administering agency for all cities and unincorporated areas within Contra Costa County.
c. CCHS is committed to maintaining a hazardous materials incident response team capable of responding to hazardous materials incidents in all areas of the County. CCHMP manages the Contra Costa County Health Services Department-Hazardous Materials Incident Response Program.

d. The CCHMP IR Team is available 24-hours to provide a county-wide response to any hazardous materials, radiological, or medical waste incident. The CCHMP IR Team will also respond to any WMD event.

e. During a hazardous materials incident, the CCHMP IR Team may provide the following:

   i. Assess the risks the incident presents to responders, public health and the environment;

   ii. Utilize technical equipment and resources to identify unknown substances and determine the hazards of the involved hazardous materials;

   iii. Continuously monitor and evaluate the impact of the incident on the community;

   iv. Don any level of personal protective equipment to assume a role in the exclusion zone;

   v. Use specialized equipment to mitigate the incident;

   vi. Activate the Community Warning System (see §4-2);

   vii. Advise the IC of technical aspects of the incident regarding public health, safety, site characterization, containment, decontamination, mitigation and cleanup;

   viii. Take samples;

   ix. Advise the IC and coordinate the appropriate decontamination procedures;

   x. Supervise and approve the cleanup operations including making necessary arrangements to ensure proper disposal of hazardous materials (note: the CCHMP IR Team has limited capabilities to perform cleanup, transport and disposal);

   xi. Coordinate the various channels of funding available; and,

   xii. Investigate the incident.

.6 Contra Costa County Office of Emergency Services (County OES)

a. During a hazardous materials incident, County OES coordinates disaster resources as requested by the IC and are not customarily available at the scene of the incident; and,

b. May coordinate or assist with the coordination of critiques and evaluations of major incidents.

.7 Contra Costa County Emergency Medical Services Agency (County EMS)

a. During a hazardous materials incident resulting in the activation of the County Multi-casualty Incident Plan, County EMS coordinates distribution of patients to hospitals and assures the availability of ambulances to respond to the incident.

b. On an ongoing basis, County EMS provides overall coordination to the emergency medical services system, including designating and contracting...
with ambulance services to respond to emergency incidents and establishing paramedic treatment protocols, patient transport protocols, and other procedures for EMS responders.

.8 Public Works Departments
a. During a hazardous materials incident, the resources of local public works departments will be limited to the role of skilled support personnel and operations outside regulated zones including but not limited to assisting local law enforcement with traffic control.

.9 Contra Costa County Department of Agriculture (County AG)
  a. County AG is responsible for enforcing State and Federal regulations relating to the use of pesticides.
  b. During a hazardous materials incident that involves an agricultural chemical, County AG can provide CCHMP IR Team technical advice.
  c. County AG is a county liaison with Dept. of Pesticide Regulation and may be able to expedite any information requests
  d. County AG (along with CCHMP) is responsible for inspecting the Hazardous Materials Business Plans for agricultural operations.
  e. County AG registers and inspects pest control businesses and applicators, pest control advisors and pesticide equipment and storage areas for compliance with regulations.
  f. Issues permits to growers for restricted materials and grower identification numbers for growers who purchase pesticides.
  g. Investigates illness complaints related to pesticide use as well as complaints of crop or environmental damage from pesticide use.
  h. Takes residue samples as part of an investigation.
  i. Monitors applications for compliance with use restrictions.
  j. Enforces worker safety regulations that are designed to protect applicators and/or farm workers.
  k. Enforces pesticide use reporting regulations.
  l. Enforces regulations related to structural and landscape use of pesticides.

.10 Contra Costa County Sanitary Districts
a. Sanitary districts are responsible for the transportation and treatment of wastewater. A hazardous materials incident may impact the local sanitary district by entering the sewer system through entry points in facilities (sewer drains) and on streets (manholes). Notification and involvement of the sanitary district is important whenever a hazardous materials incident or clean-up action may impact the sewer system or the district's treatment facility.
  b. During a hazardous materials incident that impacts the sewer system, the local sanitary district may be able to provide the following:
     i. Sewer system maps including the location of drains, access points and pump stations;
     ii. The estimated flow rates of materials traveling through the sewer system;
     iii. Limited sampling capabilities and sample analysis;
     iv. Four-gas detector equipment;
v. Limited spill containment capability; and,
vi. 24-hour response capabilities.

.11 Contra Costa Clean Water Program
a. Clean Water Programs within Contra Costa County are responsible for protecting the quality of storm water. A hazardous materials incident may impact the local storm water system through entry points in facilities (storm drains) and streets (inlets). Notification and involvement of the local storm water program is important whenever a hazardous materials incident or clean-up action may impact the storm water system.
b. During a hazardous materials incident that impacts the storm water system, the local storm water program may be able to provide the following:
   i. Storm water system maps including the location of drains, access points, and pump stations;
   ii. Limited sampling capabilities and sample analysis; and,
   iii. Limited spill containment capability.

.12 Contra Costa County District Attorney's Office (County DA)
a. The County DA is the lead agency in criminal and civil enforcement of all statutes, regulations and ordinances in Contra Costa County relating to hazardous materials incidents.

8-3 STATE GOVERNMENT

.1 California Highway Patrol (CHP)
a. The CHP is responsible for traffic supervision and control on all freeways, State-owned vehicular crossings (toll bridges), and on highways within the unincorporated areas of the State.
b. The CHP will function as the Incident Commander for any hazardous materials incident occurring within their jurisdiction.
c. The CHP will serve as statewide information, assistance and notification coordinator for hazardous materials spills occurring on highways and will function as the State Agency Coordinator for highway spills.
d. For hazardous materials incidents occurring within cities, the CHP will, upon request, assist the IC in obtaining State assistance.
e. The CHP will:
   i. Evaluate and report road conditions to OES and the IC;
   ii. Provide traffic control in support of evacuation and/or relocation;
   iii. Reroute traffic under CHP jurisdiction in coordination with local authorities;
   iv. Prevent unauthorized entry into contaminated areas as requested by local authorities; and,
   v. Assist local authorities in maintenance of law and order.
f. Should CHP assistance be requested under the authority of the Statewide Law Enforcement Mutual Aid Plan, CHP law enforcement functions will be carried out in cooperation with the Operational Area Coordinator - the Contra Costa County Sheriff-Coroner.
California Department of Fish and Wildlife (DFW)

a. The DFW is responsible for protecting the State's fish, wildlife and their habitats.
b. The DFW is designated as the State Agency Coordinator or lead State agency for off-highway hazardous materials incidents that impact or threaten to impact fish, wildlife and their habitats.
c. The Department of Fish and Wildlife - Oil Spill Prevention and Response Office administers the Fish and Wildlife Pollution Account. DFW employees may access the account for response functions through the Department Communication Center.
d. During a hazardous materials incident, the DFW may provide the following:
   i. Assume the role of Incident Commander when the incident exceeds local capabilities or when the local agency having jurisdiction requests assistance;
   ii. Assign trained DFW staff to fill the functions of the Incident Command System, as requested;
   iii. Assess the impacts of the incident on fish, wildlife or their habitats;
   iv. Function as the liaison for State and Federal agencies responding to the incident;
   v. Investigate the incident to establish criminal and civil liabilities and responsibilities;
   vi. Sample, collect evidence, and transport samples to appropriate facility;
   vii. Supervise and approve the cleanup operations of incidents impacting fish, wildlife and their habitats; and,
   viii. Provide law enforcement support to local law enforcement agencies.

State Office of Emergency Services (CAL OES)

a. CAL OES is responsible for general planning, notification and coordination of State agencies' mutual aid response to hazardous materials incidents. CAL OES is a point of contact for all state agencies.
b. CAL OES is responsible for the following:
   i. Updates and maintains the State of California Hazardous Materials Incident Contingency Plan with technical inputs from the State Interagency Advisory Committees;
   ii. Provides guidance on the emergency response system within which CHP takes responsibility for incidents within CHP jurisdiction;
   iii. Coordinates with CHP to notify and alert State and Federal agencies regarding a hazardous materials incident;
   iv. Provides training assistance to local jurisdictions including preparation and distribution of special notices concerning unusual incidents or response techniques;
   v. Coordinates public information and press releases with local, State and Federal agencies; and,
   vi. Coordinates State mutual aid.
c. During a hazardous materials incident where radioactive material is involved, CAL OES, when requested by State Department of Health Services, may provide the following:
   i. Assist in coordinating State radiological monitoring of areas, personnel and equipment in support of local agencies;
   ii. Assist in assessing the radiological situation;
   iii. Operate the California Warning Center; and,
   iv. Provide dosimeters and portable radiation detection equipment to State and local agencies that have emergency response assignments.

d. On major hazardous materials incidents, CAL OES will furnish communication facilities as mutually determined by the Department of Health Services, CAL OES, and the State Agency Coordinator.

.4 California Department of Transportation (CALTRANS)
   a. CALTRANS is responsible for planning, designing, constructing, operating and maintaining the State highway system. CALTRANS shall be promptly notified of any hazardous materials incident impacting a State highway.
   b. During a hazardous materials incident, CALTRANS may provide the following:
      i. Assist in identification and containment of hazardous materials;
      ii. Assist the CHP with traffic control and routing requirements;
      iii. Restore impacted highways and transportation facilities under its jurisdiction; and,
      iv. Monitor contamination as requested by CAL OES in cases where radioactive material is involved.

.5 Bay Area Air Quality Management District (BAAQMD)
   a. The BAAQMD is the local air pollution control authority in Contra Costa County. The agency develops air quality standards, regulates facilities, evaluates air toxics, responds to emergencies and complaints, monitors air quality, and maintains an analytical laboratory. The BAAQMD responds to emergency releases of air contaminants that can potentially create a public nuisance or violate a BAAQMD rule or regulation.
   b. During a hazardous materials incident that may impact air quality, the BAAQMD may provide the following:
      i. Immediately respond to investigate, document and quantify emissions from the incident;
      ii. Analyze field samples; and,
      iii. Provide expert technical advice on hazardous air emissions.

.6 State Water Resources Control Board (SWRCB) & Regional Water Quality Control Boards (RWQCB)
   a. The SWRCB and RWQCB have broad responsibilities for the protection and improvement of surface and ground water resources throughout the State.
   b. During a hazardous materials incident, the SWRCB, working with nine RWQCB, may provide the following:
i. Provide expert advice on the impact of the incident on water resources, including the nature of potential effects and expected timing;

ii. Within the confines of appropriate employee safety procedures, conduct water sampling, monitoring, analysis and assessment functions to assist in evaluating or mitigating the problem;

iii. Designate areas for disposal of contaminated oil or hazardous debris removed during cleanup of a spill. In designating such areas, the amount of debris involved in the incident, potential for environmental consequences of storage or disposal, agency approval, and the logistics and time involved in the transportation of the contaminants shall be taken into consideration;

iv. Advise the State Agency Coordinator of critical water uses in the area that might be affected by spill so that special countermeasures can be taken;

v. Assist the Department of Health Services in advising critical water users of the situation; and,

vi. Utilize statutory and regulatory authority to cause cleanup; impose cease and desist or abatement orders; release available funding for appropriate functions; assess fines; and press for recovery of costs of abatement, mitigation, or contract cleanup.

.7 State Department of Water Resources (DWR)
   a. DWR is responsible for protecting the water quality of the State Water Project. The system includes intake bays and pumps, natural channels delivering water to the system and its reservoirs and aqueducts.
   b. During hazardous materials incident which impact or threaten to impact the State water systems, the DWR may provide the following:
      i. Instigate corrective actions to mitigate an incident impacting the State Water Project; and,
      ii. Provide access routes to the project and a list of protection priorities to mitigate the spread of any pollutant affecting the project.

.8 State Department of Conservation - Division of Oil, Gas, and Geothermal Resources (DOGGR)
   a. The DOGGR, by statutory obligation, supervises all oil and gas well operations within the territorial boundaries of California.
   b. During a hazardous materials incident emanating from a drilling or producing facility or area within the State, the DOGGR may provide the following:
      i. Determine actions necessary to control and secure the source;
      ii. Advise and counsel the State Agency Coordinator of corrective actions necessary to mitigate the incident; and,
      iii. Consult with the State Lands Commission and other agencies in the event major corrective actions are necessary to mitigate a release of oil onto State lands.
California State Lands Commission (SLC)

The SLC, as the land manager and lessor of State-owned tide and submerged lands and other mineral lands, has a direct interest in any oil spill involving pipelines, piers, oil and gas loading facilities, surface facilities, and producing facilities of any or all of those lands, including State lands granted to local jurisdictions.

b. The SLC's responsibilities include:
   i. Ensure that State lessees or grantees have operable and current oil spill contingency plans that have been approved by the Department of Fish and Wildlife - Office of Oil Spill Prevention and Response (OSPR);
   ii. Ensure that all marine facilities have approved operators' manuals;
   iii. Review the effectiveness, availability, and maintenance of oil spill containment and recovery equipment;
   iv. Inspect, or cause to be inspected, all marine facilities; and,
   v. Consult with OSPR in the event major corrective actions are necessary to mitigate a release of oil onto State lands.

State Military Department - California National Guard - Civil Support Team

a. The Civil Support Team, also known as CST, is a federally funded State National Guard unit (see Appendix 13-9). The CST organization was designed to augment local and regional terrorism response capabilities in the events known or suspected to involve Weapons of Mass Destruction. Assistance from the Military Department may be obtained, through the State Office of Emergency Services.

b. During a hazardous materials incident, to the extent that military capabilities are not compromised, and as directed by the Governor, the Military Department may provide the following:
   i. Assist in the evacuation of threatened areas;
   ii. Provide assistance to civil law enforcement operations, including access control of restricted or evacuated areas;
   iii. Assist in caring for people from evacuated areas by operating field kitchens, providing shelter and feeding operations at available Military Department facilities;
   iv. Provide medical assistance;
   v. Assist in the clearance of rubble and debris;
   vi. Provide secure and non-secure communications assistance;
   vii. Provide air and surface transportation of authorized personnel, equipment and supplies; and,
   viii. Provide technical advice and resources for handling and disposing of explosives.
   x. Assess a suspected WMD event in support of a local Incident Commander.
   xi. Advise civilian responders regarding appropriate response actions.
xii. Facilitate requests for assistance to expedite arrival of additional state and federal assets.

11 California Environmental Protection Agency - Department of Pesticide Regulation (CAL EPA-DPR)
   a. CAL EPA-DPR protects the public and the environment from the potential adverse effects of pesticides. The Department provides proper and safe pesticide controls through hazard identification, preventive planning, and regulatory controls that encourage the development and use of reduced-risk pest control practices;
   b. CAL EPA-DPR works in conjunction with the County Agricultural Commissioner;
   c. CAL EPA-DPR oversees licensing and certification, pest control advisors, pest control businesses and applicators, monitors pesticide product quality, coordinates pesticide use reporting, and administers a pesticide residue monitoring program;
   d. CAL EPA-DPR has overall responsibility for investigating incidents involving pesticides;
   e. CAL EPA-DPR participates in and evaluates the results of investigations of pesticide-related illnesses, with an emphasis on preventing occupational illnesses and injuries; and,
   f. CAL EPA-DPR physicians provide medical advice and assistance on pesticide exposures and act as liaison with practicing physicians regarding pesticide illness and treatment.

12 California Department of Forestry (CDF)
   a. CDF performs fire prevention and suppression duties for areas within Contra Costa County under State responsibility. CDF maintains six response teams in Northern California that are available year round.
   b. During a significant hazardous materials incident, CDF may provide the following:
      i. Support emergency feeding operations of other State agencies;
      ii. Provide communications support as requested by the State Agency Coordinator or the IC;
      iii. Provide Incident Management Team to coordinate local, State and Federal agencies;
      iv. Monitor environmental contamination as requested by the State Agency Coordinator;
      v. Support local fire fighting in accordance with mutual aid agreements; and,
      vi. Coordinate and manage the use of inmate, ward, and California Conservation Corps personnel.

13 California Department of Parks and Recreation (DPR)
   a. During a hazardous materials incident, the DPR may provide the following:
      i. A State Parks representative would advise the State Agency Coordinator on access routes to State parks, beaches and recreational facilities;
ii. Advise the State Agency Coordinator of critical areas that need special considerations and the priorities for the protection of such areas;
iii. Monitor areas under DPR jurisdiction and determine the impacts of the incident (excluding fish and wildlife);
iv. Provide assembly areas for mutual aid resources;
v. Provide emergency living facilities for evacuees and emergency workers;
vi. Be responsible for the evacuation of State parks, beaches and recreational facilities with the assistance of local agencies;
vii. Assist in determining the location and assist in the setting up of a feeding station; and,
viii. Assist the Department of Fish and Wildlife in establishing collection stations for oiled birds and mammals.

.14 California Division of Occupational Safety and Health Administration (CAL-Osha)
a. CAL-Osha investigates accidents at industrial sites in which workers are killed or injured and will respond to hazardous materials incidents at work sites.
b. During a hazardous materials incident, CAL-Osha may provide the following:
   i. Assist the IC in evaluating the health effects of hazardous materials at incidents involving industrial sites.
   ii. Recommend personnel protective measures used by cleanup personnel.
   iii. Provide radiological monitoring and assessment, when requested by the California Department of Health Services - Radiologic Health Section.

.15 California State Air Resources Board (CARB)
g. CARB protects and enhances the ambient air quality of the State through local and regional air pollution control authorities.
h. If requested, CARB staff will support the BAAQMD by providing technical advice, personnel and monitoring equipment.

.16 State Office of the Attorney General (OAG)
a. OAG will assist and advise the State Agency Coordinator and all participating State agencies on legal ramifications of actions taken or planned.
b. OAG will direct gathering of facts or other materials by team members for proper use in civil proceedings arising from a significant hazardous materials incident.

.17 State Emergency Medical Service Authority (EMSA)
a. During a hazardous materials incident, EMSA will work in conjunction with the affected medical associations to develop general guidelines for the triage and handling of contaminated/exposed patients.
b. EMSA promotes emergency response medical personnel training in the techniques relating to handling contaminated patients and limiting the spread of contamination within medical facilities.

c. EMSA incorporates contingency planning for hazardous material incidents in future revisions of the basic State Disaster Medical/Health Response Plan.

.18 California Environmental Protection Agency - Department of Toxic Substances Control (CAL EPA-DTSC)

i. CAL EPA-DTSC protects public health and the environment by regulating the hauling and disposal of hazardous waste. The Department, in coordination with the State Water Resources Control Board, is responsible for permitting facilities that treat, store, or dispose of hazardous wastes.

j. CAL EPA-DTSC assesses emergency response pre-incident needs in the form of equipment and general preparedness.

k. CAL EPA-DTSC is responsible for protecting food and water supplies from the effects of hazardous materials incidents.

l. During a hazardous materials incident, CAL EPA-DTSC may provide the following:

i. Respond to incidents involving facilities or functions where the CAL EPA-DTSC has enforcement responsibilities to ensure compliance with regulations;

ii. Provide technical advice on the safe handling of hazardous materials at the scene of an incident;

iii. Assist local public health personnel when the incident threatens public health;

iv. Provide technical advice regarding the proper disposal of hazardous waste resulting from the incident; and,

v. Evaluate requests for financial assistance for emergency response.

.19 State Department of Health Services - Radiologic Health Section (DHS-RHS)

a. DHS-RHS licenses and controls all radioactive materials in California, excluding nuclear power plant operations, Department of Defense materials, and Federal Department of Energy sponsored functions, and Federal agencies regulated by the U.S. Nuclear Regulatory Commission.

b. During a hazardous materials incident involving radioactive materials, DHS-RHS may provide the following:

i. Evaluate the incident to determine the appropriate response necessary to protect human health and the environment;

ii. Provide technical assistance to local agencies, licensees and others;

iii. Support field response and coordinate with local, State and Federal agencies;

iv. Monitor functions to ensure appropriate mitigative actions are taken to limit the exposure of the public and emergency service personnel;

v. Provide information to the public and others regarding the technical details of the incident;

vi. Investigate the cause of the incident; and,
vii. Supervise and oversee cleanup functions to ensure that involved facilities and public property are returned to a safe condition.

.20 California State Fire Marshal (CSFM)
a. CSFM enforces State and Federal underground pipeline standards, investigates pipeline failures and is the lead State agency for hazardous liquid pipeline incidents.
b. During a hazardous materials incident, CSFM may provide the following:
   i. Provide technical assistance on fire and life safety;
   ii. Cooperate with other agencies to provide communications and law/code enforcement support;
   iii. Operate as a knowledgeable and experienced member of the Incident Command System; and,
   iv. Investigate all fires in State owned or occupied buildings and, upon request, assist local agencies jurisdictions with their fire investigations.

8-4 FEDERAL GOVERNMENT:

.1 United States Coast Guard (USCG)
a. USCG operates the National Response Center and operates the Pacific Strike Team that is available to assist local agencies in handling major hazardous materials incidents. The Pacific Strike Team maintains substantial capability to contain and clean up polluting substances in water and on shores within their jurisdiction.
b. During a hazardous materials incident that impacts offshore and tidal inland waterways known as the Coastal Zone (see Appendix 13-5), the USCG may provide the following:
   i. Respond to the incident to provide timely and effective response actions when requested by the IC;
   ii. Assume the role of the Federal On-Scene Coordinator; and,
   iii. Activate the Federal response system for support and assistance as needed.

.2 United States Environmental Protection Agency (US-EPA)
a. The US-EPA Office of Emergency Response is available to assist local agencies in handling major hazardous materials incidents. The Office may be contacted 24-hours through the National Response Center at (800) 424-8802 or directly at (415) 947-4400 (24-hours).
b. During a hazardous materials incident that impacts the inland zones (see Appendix 13-5), the US-EPA Office of Emergency Response may provide the following:
   i. Respond to the incident to provide timely and effective response actions when requested by the IC;
   ii. Assume the role of the Federal On-Scene Coordinator;
   iii. Activate the Federal response system for support and assistance as needed; and,
   iv. Provide technical assistance on hazardous materials and oil spills.
Department of Energy (DOE)
m. DOE has responsibility and capability to provide radiological assistance in incidents involving radioactive materials (including special nuclear materials). At the State Department of Health Services - Radiologic Health Section's request and according to the Interagency Radiological Assistance Plan, DOE can provide radiological assistance to local and State agencies.

8-5 NON-GOVERNMENTAL RESPONSIBILITIES
   .1 Owners/Operators of Facilities Handling Hazardous Materials
a. It is the responsibility of the owners/operators of facilities that receive, store, handle, manufacture, process, distribute, generate, or dispose of hazardous materials to operate these facilities safely and according to applicable laws and regulations. This includes planning for contingencies within their own plants and providing employees with proper training and skills to handle on-site hazardous materials incidents.

b. Facility owners/operators must abide by local, State and Federal reporting and notification requirements for hazardous materials incidents. The facility owner/operator is responsible for initiating alerting procedures by notifying local, State and Federal response agencies as outlined in §9-1 of this document. (See Hazardous Materials Incident Notification Policy - Appendix 13-7)

c. During a hazardous materials incident, the facility owner/operator must provide the IC with updated information concerning:
   i. Conditions within the facility that may affect emergency response;
   ii. Technical and chemical hazard knowledge;
   iii. Facility resources and site layout;
   iv. On-site monitoring of the extent of damage; and,
   v. Causation.

   .2 Resources for Chemical Information
a. Chemical Transportation Emergency Center (CHEMTREC) (800) 424-9300. CHEMTREC is a 24-hour public service of the American Chemistry Council (ACC) formerly Chemical Manufacturer's Association. CHEMTREC is capable of providing the following:
   i. Immediate emergency action information for spill, leak, exposure or fire control measures;
   ii. Precautionary information;
   iii. Assistance in identification of a hazardous material if the manufacturer is known or shipping papers are present; and,
   iv. Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks.

b. CHEMNEN
   i. CHEMNEN is a service offered by the ACC that can be accessed through CHEMTREC.
ii. During a hazardous materials incident, CHEMNET can provide assistance, including response to the scene, for incidents involving both ACC and non-ACC member companies.

c. American Association of Poison Control Centers (AAPCC)

i. AAPCC is a component of CHEMTREC that provides immediate information for treatment of most known poisons and has communications to all major hospitals.

d. Chemical Manufacturer

i. Chemical manufacturers can be contacted through CHEMTREC.

ii. During a hazardous materials incident, the chemical manufacture can provide detailed technical information (including special precautions, material safety data sheets, medical treatment information, disposal procedures, etc.) on their products and may provide an emergency response team if needed.

e. Transportation Company Dispatch Centers

i. Carriers, including railroads, can be contacted through CHEMTREC.

ii. During a hazardous materials incident, carriers may provide technical information, waybill or cargo manifest readouts, and assistance with chemical and wreckage removal operations.

f. Operation Respond (800) 764-7062

i. Operation Respond links emergency response computers to the mainframe computers of railroad and trucking companies.

ii. During a hazardous materials incident, emergency responders can use Operation Respond to obtain important chemical and technical information.

.3 Additional Response Groups

a. Chlorine Emergency Response Program (CHLOREP) – As a CHLOREP member, the Dow Chemical Company maintains a team at its Pittsburg, California facility trained and equipped to respond to emergencies involving chlorine.

b. Clean Bay – An industry funded marine oil spill response cooperative recognized by Federal and State authorities for capable response in the greater San Francisco Bay Area including Contra Costa County.

c. Petrochemical Industrial Hygiene/Mutual Aid Group (PIH/MAG) – A group within CAER that provides air and surface monitoring in the event of an accident to support members of PMAO. PIH/MAG is activated by contacting a PMAO call center.

d. Several facilities within Contra Costa County maintain hazardous materials response teams. These teams may be a valuable resource during an incident. Facility hazardous materials response teams may be contacted through the facility’s emergency telephone number listed in their business plan.

.4 Quasi-Governmental Agencies

a. Support from quasi-governmental agencies may be required to properly assess and manage a major hazardous materials incident.
b. Agencies available to assist in a hazardous materials incidents include:

i. The American Red Cross (ARC)
   (a) ARC may provide: relief for persons affected by disaster including food, clothing and lodging; supplemental medical and nursing assistance; various family services; and, rehabilitation.
   (b) ARC operates independently, but coordinates with the IC.

ii. Civil Air Patrol (CAP)
   (c) The CAP may provide air transportation for emergency personnel and air reconnaissance for monitoring purposes.

iii. The Salvation Army
   (a) The Salvation Army may, within the limits of its personnel and fiscal capabilities, provide: mobile feeding for disaster victims and emergency workers; emergency housing; medical assistance; and, referrals to the appropriate government and private agencies for special services required by victims.

iv. Radio Amateur Civil Emergency Services (RACES)
   (a) RACES may provide licensed "HAM" radio operators to augment existing communications or as a backup if normal communication systems are disrupted.
   (b) Permanent RACES antenna installations are provided at: Contra Costa County Fire Dispatch, County OES, Diablo Valley College, the Dow Chemical Company, Sheriff's Communications Center, and CAL OES Region II.

.5 Underground Service Alert (USA)
   a. USA is capable of providing the location of any underground structures that could effectuate spreading of hazardous materials. Major public utilities subscribed to USA's 24-hour service (800) 642-2444.

9 NOTIFICATION

9-1 NOTIFICATION ACTIONS
Notification includes all actions necessary to inform local, State and Federal hazardous materials response and regulatory agencies of an actual or threatened hazardous materials release.

9-2 IMMEDIATE NOTIFICATION
In order for local hazardous materials response agencies to implement measures to mitigate a hazardous materials incident, it is imperative that response agencies are informed promptly when a hazardous materials incident occurs. Response agencies must be quickly provided with adequate information to assess the magnitude, nature and consequences of a hazardous materials incident so they can quickly determine appropriate actions. Notification must occur promptly, on a 24-hour basis.

9-3 GENERAL PUBLIC PROCEDURES:
   .1 To report an incident requiring an immediate response from local law enforcement, fire, or medical services, the general public should call 9-1-1. These
calls are normally directed to local emergency dispatch centers; however, 9-1-1 calls made from a cellular/mobile phone are directed to a CHP dispatch center.

Hazardous Materials incidents can occur anywhere and are frequently first observed by the general public. The first person becoming aware of a potential hazardous materials incident should contact the local emergency dispatch center by calling 9-1-1.

The dispatch center shall follow standard operating procedures to dispatch first responder personnel to the scene. When the presence of a potential or actual hazardous materials incident is confirmed, the IC shall notify the local dispatch center to dispatch the necessary personnel and equipment to respond to the incident.

The dispatch center will notify CCHMP of all potential or actual hazardous materials incidents. CCHMP can be reached by calling (925) 335-3232 or through the Sheriff’s Communications Center at (925) 646-2441. The Sheriff’s Communications Center (Comm-1) is the primary dispatch for CCHMP.


The procedures outlined in this section (§9-3) do not relieve the responsible party from compliance with legally required notifications to local, State and Federal agencies.

9-4  HAZARDOUS MATERIALS FACILITY (FACILITY) PROCEDURES

To report an incident requiring an immediate response from local law enforcement, fire, or medical services, a hazardous materials facility should call 9-1-1 (see Hazardous Material Incident Notification Policy - Appendix 13-7).

When a hazardous materials incident occurs at a facility where there is knowledge of the involved material and when that incident has the potential for affecting public health or requiring an emergency response, a facility representative must immediately notify the administering agency - CCHMP by calling (925) 646-1112 [after December 7, 2009 – (925) 335-3232] or by using the CCHMP IR Team "All Page System" if available to the facility.

Immediate notification shall also be made to CCHMP if an event may cause general public concern, such as in cases of fire, explosion, smoke, excessive flaring, or off-site odors.

Immediate notification shall also be made to CCHMP if an emergency situation occurs, including, but not limited to, emergency shutdowns or major unit startups.

Facilities participating in the CWS must promptly activate the appropriate sequence as outlined in Appendix 13-3. The sequence activation will notify County OES, the local dispatch center, CHP, CCHMP, BAAQMD, and in some cases the public and media. A level zero notification notifies CCHMP and BAAQMD.

Because of the variety of circumstances under which an incident may occur, and the various legal reporting requirements, it may not always be clear which agencies will need to be notified. For this reason, a specific set of information should be obtained regarding every incident that is reported. Information that should be sought and recorded at the time of the initial report includes:
a. your name and identify your facility and its address
b. your phone number or a number with immediate access to an individual who can answer further questions from CCHS. (No voice mail numbers)
c. the Community Warning System (CWS) Plant Reporting Classification Level (0, 1, 2 or 3)
d. has the material gone off-site, what area is being impacted, any impact to storm drains or surface waters?
e. have TENS Zones been activated? If yes, which TENS Zones have been activated? If no, which TENS Zones should be activated, if any?
f. state, if known, the chemical or material released and describe the physical state (solid, liquid, gas)
g. have you received any public complaints?
h. wind speed and direction

.7 This additional information is needed as soon as possible:
.7a any injuries on-site or off-site?
.7b state the on-site contact person and gate number or address to which the CCHMP IR Team should respond
.7c are any sensitive receptors or subdivisions nearby?
.7d has the facility’s “Emergency Operations Center” or emergency response staff been activated?
.7e state estimated quantity of chemical released
.7f have other agencies been notified?
.7g is there potential for involvement of other hazardous materials due to the proximity to the incident?

.8 This information meets the legal requirements to notify the administering agency, but this procedure does not relieve the responsible parties from compliance with any legal requirements to notify other local, State and Federal agencies.

10 TRAINING

10-1 EMERGENCY RESPONSE PERSONNEL TRAINING

.1 Each emergency response agency is responsible for providing adequate hazardous materials training for their response personnel as required by the Code of Federal Regulations Title 29 - § 1910.120 and CCR Title 8 - § 5192.

.2 Contra Costa County hazardous materials response agencies meet the training curriculum specified in CCR Title 19 - § 2720 et seq.

.3 All responders to a hazardous materials incident must be adequately trained to the level of their response. Responders who participate, or are expected to participate, in a hazardous materials emergency response, shall be trained in accordance with the following levels:

a. First Responder Awareness (FRA)¹ - First responders at the awareness level are individuals who are likely to witness or discover a hazardous materials incident and who have been trained to initiate an emergency response sequence by notifying the proper authorities. They would take no further action beyond notifying the authorities of the incident. FRA

¹ California Code of Regulation, Title 8 § 5192(q)(6)(A)

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level responders shall be sufficiently trained to be competent in the following:
i. Understand what hazardous materials are and the risks associated with a hazardous materials incident;
ii. Understand the potential outcomes associated with an emergency created when hazardous materials are present;
iii. Recognize the presence of a hazardous material in an emergency;
iv. Identify a hazardous material, if possible;
v. Understand the role of a FRA level responder in the employer's emergency response plan and the U.S. Department of Transportation's Emergency Response Guidebook; and,
vi. Realization of the need for additional resources, and to make the appropriate notifications to the communications center.

b. First Responder Operations (FRO)² - First responders at the operations level are individuals who respond to releases or threatened releases of hazardous materials as part of the initial response to the site for the purpose of protecting human health and the environment from the effects of the incident. They are trained to respond in a defensive fashion without trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. FRO level responders shall be sufficiently trained to be competent in the following:
i. Knowledge of basic hazard and risk assessment techniques;
ii. Selection and use of proper PPE provided to a FRO level responder;
iii. Understand basic hazardous materials terms;
iv. Perform basic control, containment, and/or confinement operations and rescue injured or contaminated person within the capabilities of the resources and PPE available with their unit;
v. Implement basic equipment, victim, and rescue personnel decontamination procedures; and,
vi. Understand the relevant standard operating procedures and termination procedures.

c. Hazardous Materials Technician (HMT)³ - HMT's are individuals who respond to releases or potential releases of hazardous materials for the purpose of stopping the release. They assume a more aggressive role than a FRO level responders in that they will approach the point of release in order to plug, patch, or otherwise stop the release. In addition to FRO training, HMT level responders shall be trained sufficiently to be competent in the following:
i. Implementation of employer's emergency response plan;
ii. Use of field survey instruments and equipment to classify, identify, and verify a known or unknown substance;
iii. Function within an assigned role in the ICS;

² California Code of Regulation, Title 8 §5192(q)(6)(B)
³ California Code of Regulation, Title 8 §5192(q)(6)(C)
iv. Selection and use of proper specialized chemical PPE provided to a HMT;
v. Understand hazard and risk assessment techniques;
vi. Perform advanced control, containment, and/or confinement operations and rescue injured or contaminated person within the capabilities of the resources and PPE available with their unit;
vii. Understand and implement equipment, victim, and rescue personnel decontamination procedures;
viii. Understand termination procedures; and,
ix. Understand basic chemical and toxicological terminology and behavior.

d. Hazardous Materials Specialist (HMS)⁴ - HMS's are individuals who respond with and provide support to HMT's. Their duties parallel those of the HMT, however, those duties require a more direct or specific knowledge of the various materials they may be called upon to contain. The HMS would also act as a liaison with Federal, State, local, and other government authorities in regards to site activities. In addition to HMT training, HMS level responders shall be trained sufficiently to be competent in the following:
i. Implementation of local emergency response plans;
ii. Use of advanced survey instruments and equipment to understand the classification, identification, and verification of a known or unknown substance;
iii. Knowledge of the State emergency response plan;
iv. Selection and use of proper specialized chemical PPE provided to a HMS;
v. Understand in-depth hazard and risk assessment techniques;
vi. Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and PPE available;
vii. Determine and implement decontamination procedures;
viii. Develop a site safety and health control plan; and,
ix. Understand chemical, radiological, and toxicological terminology and behavior.

e. Hazardous Materials Incident Commander (IC)⁵ - The IC assumes control of the incident scene beyond the first responder awareness level. In addition to FRO training, an IC shall be trained sufficiently to be competent in the following:
i. Knowledge and ability to implement the employer's incident command system;
ii. Knowledge and ability to implement the employer's emergency response plan;
iii. Knowledge and understanding the hazards and risks associated with personnel working in chemical protective clothing and PPE;

⁴ California Code of Regulation, Title 8 §5192(q)(6)(D)
⁵ California Code of Regulation, Title 8 §5192(q)(6)(E)
iv. Implementation of local emergency response plans;

v. Knowledge of the State emergency response plan and the Federal Regional Response Team; and,

vi. Knowledge and understanding of the importance of decontamination procedures.

All CCHMP IR Team members are certified by the Governor's Office of Emergency Services - California Specialized Training Institute (C.S.T.I.) at the Hazardous Materials Technician or Hazardous Materials Specialist level and receive annual refresher training in order to meet Hazwoper requirements, CCR Title 8 - §5192(q).

Skilled support personnel and specialist employees as defined in CCR Title 8 - §5192(q)(4) & (5) are not required to meet the training requirements listed above (10-1.3). However, skilled support personnel shall be given an initial safety briefing and specialist employees shall demonstrate competency prior to their participation.

Interagency training for emergency response personnel, required by CCR Title 19 - §2725, will be coordinated by the administering agency - CCHMP.

All responders to hazardous materials incidents must receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas yearly.

Members of Hazardous Materials Response Agencies shall receive a baseline physical examination and be provided with medical surveillance as outlined in CCR Title 8 - §5192(f).

10-2 TRAINING DOCUMENTATION

All hazardous materials training must be documented. Each agency shall maintain their employee's training documents. Documentation of each training session should include, at a minimum, the following:

1. The name and title of the instructor;
2. The name, title and agency of student;
3. A description of the training including the duration; and,
4. The date of the training.

10-3 TRAINING EXERCISES

1. The administering agency, CCHMP, shall conduct regular training exercises to ensure adequate response capabilities of all primary response agencies.

2. Facilities that handle hazardous materials are encouraged to conduct regular training exercises to ensure adequate response capabilities. Primary emergency response agencies should be included in these exercises.

3. Organizations such as RHMO and CAER develop and coordinate training and response exercises. These organizations are a valuable training resource to both industry and response agencies.

4. All emergency response agencies are encouraged to participate in hazardous materials training and test exercises.

10-4 AREA PLAN REVIEW

1. The Area Plan will be posted on the CCHMP website.
.2 CCHMP shall perform an annual review of the Area Plan. Comments and corrections from these reviews will be maintained on a master copy of the Area Plan.

.3 CCHMP shall perform a complete review of the Area Plan every three years. During this review, CCHMP will make revisions to the Area Plan and consider all comments and corrections from the annual reviews.

.4 Local fire and law enforcement agencies shall have the opportunity to review the draft Area Plan before it become final. Appendix 13-10 lists the agencies that will be notified that the draft Area Plan is available for review.

a. Agencies, businesses or organizations that would like to be included are this notification list should contact CCHMP.

.5 Once final, CCHMP shall certify to CAL OES that they have completed the triennial review of the Area Plan. If substantial changes are made, CCHMP will forward the updated Area Plan to CAL OES.

11 EQUIPMENT AND SUPPLIES

11-1 INVENTORY

.1 Appendix 13-8 of the HMAP is an inventory of the hazardous materials response equipment and supplies maintained by CCHMP, RFD, and SRVFPD.

.2 In Contra Costa County there are eight inflatable emergency decontamination shelters. Each of these eight units includes: showers, a containment system, and a water heater. RFD store two units, SRVFPD store two units, and the Contra Costa County Fire Protection District stores four units.

.3 In addition to the inventories listed in Appendix 13-8, facility hazardous materials response teams are a significant resource of specialized equipment and supplies. Access to these materials may be obtained by contacting the facility at their emergency telephone number listed in their business plan.

11-2 TEST, INSPECTION, AND MAINTENANCE

.1 Appendix 13-8 of the HMAP includes schedules for testing, inspecting, and maintaining hazardous materials response equipment and supplies.

11-3 EVALUATING & UPDATING RESOURCES

.1 Hazardous Materials emergency response teams shall regularly review facility business plans to identify hazardous materials threats that go beyond current response resources.

.2 Each hazardous materials response team is responsible for acquiring the additional resources necessary to address the hazardous materials threats identified during regular business plan reviews.

12 INCIDENT CRITIQUE & FOLLOW-UP

12-1 INCIDENT CRITIQUE

.1 Following a major hazardous materials incident, all agencies directly involved in the incident shall meet to evaluate the response, to improve future responses, and to determine if any HMAP revisions are required.

.2 The critique shall be coordinated by the agency assuming the role of Incident Command.
12-2 FOLLOW-UP
.1 Agencies involved in a major hazardous materials incident are encouraged to develop an incident report. The report should include a timeline of the actions and observations of agency personnel.
.2 The incident report can be used for the purposes of internal review of agency actions and policies, statistical analyses, determination of training and equipment needs, and determination of compliance and enforcement.
.3 All agencies involved in a hazardous materials incident are encouraged to provide incident reports to agencies investigating the incident and to the administering agency - CCHMP.

12-3 POST INCIDENT REVIEW
.1 Following a hazardous materials incident, the facility involved in the incident shall review their business plan to identify areas in the plan or the facility’s response that need improvement.
.2 Following a hazardous materials incident, the administering agency – CCHS – HazMat shall evaluate the facility’s business plan to identify areas of the plan that need improvement.

12-4 INCIDENT DATA MANAGEMENT
.1 CCHMP shall maintain records of hazardous materials incidents impacting Contra Costa County.
CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Section 13
APPENDICES

Revised – May 4, 2016

13-1  HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE
13-2  INCIDENT CONTROL ZONE LAYOUT
13-3  COMMUNITY WARNING SYSTEM - HAZARDOUS MATERIALS ACCIDENT RELEASE MATRIX
13-4  CONTRA COSTA COUNTY RESOLUTION 86/543
13-5  U.S. COAST GUARD SECTOR SAN FRANCISCO AREA CONTINGENCY PLAN
   - AREA OF RESPONSIBILITY
13-6  CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX
13-7  CONTRA COSTA COUNTY HEALTH SERVICES DEPARTMENT –
   - HAZARDOUS MATERIAL INCIDENT NOTIFICATION POLICY (REVISED 12-14-04)
13-8  HAZARDOUS MATERIALS EQUIPMENT & SUPPLIES LIST
13-9  CIVIL SUPPORT TEAM FACT SHEET
13-10 AGENCY LISTING
APPENDIX SECTION 13-1

HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE
HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE

Hazardous Materials Incident Occurs

Emergency Response Required?

no

yes

Call 9-1-1
Notify Local Dispatch Center
Or Activate CWS

Notify CCHMP
or Activate CWS

State Notification Required?

yes

Federal Notification Required?

yes

Notify Contra Costa Health Services
Hazardous Materials Programs Office
(CCHS-Haz-Mat)
(925) 335-3232 (24 hrs)
or
Activate Community Warning System
for CWS Levels 0 and 1
see Notification Policy

Notify State Office of
Emergency Services
1 800 852-7550 (24 hrs)

Notify National Response Center
1 800 424-8802 (24 hrs)

First Response Agencies
Arrive on Scene

Possible Activation of
CCHMP
Dept. Operations Center

HazMat Response
Arrives on Scene

Continue Assessment
Appropriate Notifications
Provide Updated Information
Address Decontamination

First Response Agencies
Implement Incident Command System
Establish Incident Command Post
Isolate and Deny Entry
Assess Incident – Request Necessary Resources
Notify Response Agencies
Determine Protective Actions to Safeguard Public Health
Activate Community Warning System - Level 1, 2, or 3
Provide Emergency Medical Attention
Identify Material – If Identification can be Done Safely
Rescue Victims – If Rescue can be Done Safely
Contain/Control Release – If Actions can be Done Safely

HazMat Response Agencies
Mitigate the Incident
Provide Technical Information
Monitor Personnel/Equipment
Monitor Community Impacts

Post Incident Activities
Clean-Up, Investigation,
Enforcement,
Evaluate Resources,
Incident Critique

Incident Documentation
Incident Reports Submitted to
CCHMP
INCIDENT CONTROL ZONE DIAGRAM

INCIDENT LOCATION

EXCLUSION ZONE

EXCLUSION LINE

SAFE REFUGE AREA

CONTAMINATION REDUCTION CORRIDOR

CONTAMINATION REDUCTION ZONE

CONTAMINATION CONTROL LINE

SUPPORT ZONE

MEDIA AREA

MEDICAL

INCIDENT COMMAND POST

EQUIPMENT STAGING

INCIDENT PERIMETER LINE

UNRESTRICTED AREA - PUBLIC ACCESS

NOT TO SCALE
APPENDIX SECTION 13-3

COMMUNITY WARNING SYSTEM
HAZARDOUS MATERIALS ACCIDENT RELEASE MATRIX
<table>
<thead>
<tr>
<th>SCOPE</th>
<th>ON-SITE ONLY</th>
<th>ON/OFF SITE</th>
<th>ON/OFF SITE</th>
<th>ON/OFF SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 0</td>
<td>Hazardous materials releases, or potential releases, that are limited to&lt;br&gt;- On-Site, and&lt;br&gt;- No Off-Site Consequences</td>
<td>Hazardous materials releases, or potential releases, that are limited to&lt;br&gt;- On-Site, and&lt;br&gt;- Possible Off-Site Consequences</td>
<td>Hazardous materials releases, or potential releases, that&lt;br&gt;- has or is expected to go Off-Site, and&lt;br&gt;- may have adverse health consequences for those with sensitivities.</td>
<td>Hazardous materials releases, or potential releases, that&lt;br&gt;- has or is expected to go Off-Site, and&lt;br&gt;- may have adverse health consequences for the general public.</td>
</tr>
<tr>
<td>LEVEL 1</td>
<td>A release expected to pose an immediate threat to the health and safety of people in the affected area onsite (release is more than an instantaneous release or a puff)&lt;br&gt;- A potential release due to process unit startups and shut downs,&lt;br&gt;- Three or more unconfirmed offsite odor complaints within an hour.</td>
<td>Spill or release that may meet an RQ requirement that does not meet requirements of CWS Level 2 or Level 3,&lt;br&gt;- Fire/smoke/plume visible from offsite (does not include fire training exercises)&lt;br&gt;- A fire beyond the incipient stage&lt;br&gt;- Three or more offsite odor complaints within an hour, odors confirmed as originating onsite,&lt;br&gt;- Flaring that could raise concerns from the community.</td>
<td>Fire/explosion/pressure wave/smoke/plume that may cause off-site adverse health consequences for those with sensitivities</td>
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<tr>
<td>LEVEL 2</td>
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<tr>
<td>LEVEL 3</td>
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</table>

* Hazardous material or fire incident where the Incident Commander or Unified Command, through consultation with Contra Costa Health Services Hazardous Materials Incident Response Team, requires the sirens to be sounded*
CWS LEVEL 0

FIRST RESPONDER AND REGULATORY AGENCIES CONTACTED:
1. Contra Costa County Health Services Department
2. Bay Area Air Quality Management District

PUBLIC ALERT: None

MEDIA NOTIFICATION: None
CWS LEVEL 1

FIRST RESPONDER AND REGULATORY AGENCIES CONTACTED:

1. County Agencies
   • Contra Costa Health Services
   • Sheriff 9-1-1 Dispatch
   • Office of Emergency Services
   • Fire Department

2. City Agencies
   • Fire Department
   • Police 9-1-1 Dispatch Centers

3. Other Agencies
   • Bay Area Air Quality Management District
   • California Highway Patrol

PUBLIC ALERTING: None

MEDIA NOTIFICATION: None
CWS LEVEL 2

FIRST RESPONDER AND REGULATORY AGENCIES CONTACTED:

1. County Agencies:
   - Health Services Department
   - Sheriff 9-1-1 Dispatch
   - Office of Emergency Services
   - Fire Department

2. City Agencies:
   - Fire Department
   - Police 9-1-1 Dispatch Centers

3. Other Agencies:
   - Bay Area Air Quality Management District
   - California Highway Patrol

PUBLIC ALERTING: None

MEDIA NOTIFICATION: See below,

*Media and Public Alert and Messages*
CWS LEVEL 3

FIRST RESPONDER AND REGULATORY AGENCIES CONTACTED:

1. County Agencies:
   - Health Services Department
   - Sheriff 9-1-1 Dispatch
   - Office of Emergency Services
   - Fire Department

2. City Agencies:
   - Fire Department
   - Police 9-1-1 Dispatch Centers

3. Other Agencies:
   - Bay Area Air Quality Management District
   - California Highway Patrol

PUBLIC ALERT: See below,

Media and Public Alert and Messages

MEDIA NOTIFICATION: See below,

Media and Public Alert and Messages
<table>
<thead>
<tr>
<th>Tools Activated</th>
<th>EDIS, FACEBOOK, PUBLIC WEBSITE, SOCIAL MEDIA</th>
<th>SIRENS, EAS, EDIS, NOAA, TENS, FACEBOOK, PUBLIC WEBSITE, SOCIAL MEDIA</th>
<th>EAS, EDIS, NOAA, TENS, FACEBOOK, PUBLIC WEBSITE, SOCIAL MEDIA</th>
<th>Twitter Message:</th>
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<tr>
<td><strong>Chevron</strong></td>
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<td>{Headline} plus link to <a href="http://http://www.cococws.us/map.html">http://http://www.cococws.us/map.html</a></td>
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<tr>
<td>(headline)</td>
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<td></td>
<td>{Headline} Shelter in Place has been lifted for the incident at Chevron</td>
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<tr>
<td>Public Health Advisory for Richmond, North Richmond and San Pablo</td>
<td></td>
<td></td>
<td></td>
<td>{description} Contra Costa Health Services has lifted the shelter-in-place for the incident at the Chevron Richmond Refinery.</td>
</tr>
<tr>
<td>{description}</td>
<td></td>
<td></td>
<td></td>
<td>{Instruction} People should open up their windows and doors to air out their building and may resume normal activities.</td>
</tr>
<tr>
<td>This is a public health advisory for Richmond, North Richmond and San Pablo</td>
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<tr>
<td>{description}</td>
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<tr>
<td>An incident at the Chevron Refinery in Richmond could affect individuals with respiratory sensitivities. Most people will not be affected. Eye, skin, nose or throat irritation may be possible for some people in the affected area.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>{Instruction}</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>If people experience any irritation, advise them to go inside and rinse any irritated area of their body with water. Handle this as advisory information only. For more information go to <a href="http://www.cococws.us">www.cococws.us</a>.</td>
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<tr>
<td>EcoServices</td>
<td>Dow</td>
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</table>
| **Public Health Advisory in Martinez and Pacheco**  
*description*
This is a public health advisory for Martinez and Pacheco. An incident at the Rhodia Chemical Plant in Martinez could affect individuals with respiratory sensitivities. Most people will not be affected. Eye, skin, nose or throat irritation may be possible for some people in the affected area.  
*instruction*
If people experience any irritation, advise them to go inside and rinse any irritated area of their body with water. Handle this as advisory information only. For more information go to www.cococws.us. | **Public Health Advisory in Pittsburg and Antioch**  
*description*
This is a public health advisory for Pittsburg and Antioch. An incident at the Dow Chemical Plant in Pittsburg could affect individuals with respiratory sensitivities. Most people will not be affected. Eye, skin, nose or throat irritation may be possible for some people in the affected area.  
*instruction*
If people experience any irritation, advise them to go inside and rinse any irritated area of their body with water. Handle this as advisory information only. For more information go to www.cococws.us. |
| **Shelter In Place for portions of Martinez and Pacheco**  
*description*
This is a message from Contra Costa Health Services. There is a hazardous chemicals emergency at Rhodia Chemical.  
*instruction*
Residents in portions of Martinez and Pacheco should shelter in place. Please go inside, close all windows and doors, turn off all heaters, air conditioners and fans. If not using the fireplace, close fireplace dampers and vents, and cover cracks around doors and windows with tape or damp towels. Updated emergency information can be found on media news networks and by going to www.cococws.us. Stay off the telephone unless you have a life threatening emergency. | **Shelter In Place for portions of Pittsburg and Antioch**  
*description*
This is a message from Contra Costa Health Services. There is an emergency at Dow Chemical.  
*instruction*
Residents in portions of Pittsburg and Antioch should shelter in place. Please go inside, close all windows and doors, turn off all heaters, air conditioners and fans. If not using the fireplace, close fireplace dampers and vents, and cover cracks around doors and windows with tape or damp towels. Updated emergency information can be found on media news networks and by going to www.cococws.us. Stay off the telephone unless you have a life threatening emergency. |
| **Shelter In Place lifted for the incident at Rhodia**  
*description*
Contra Costa Health Services has lifted the shelter-in-place for the incident at Rhodia.  
*instruction*
People should open up their windows and doors to air out their building and may resume normal activities. | **Shelter In Place lifted for the incident at Dow Chemical**  
*description*
Contra Costa Health Services has lifted the shelter-in-place for the incident at Dow Chemical.  
*instruction*
People should open up their windows and doors to air out their building and may resume normal activities. |

2/5/2016
| K2 |Philadelphia Police Department | www.coaccs.us | Advisory for Philadelphia Police Department

When you hear the tone...

- People should open their windows and doors to air out the building and may resume normal activities.
- People should stay out of smoke area.
- Reduce exposure to smoke area.
- When some smoke is visible, close doors and windows.
- If smoke is not visible, stay out of the building.

For more information, go to www.coaccs.us.
<table>
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<tr>
<th>Chemtrade</th>
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<tbody>
<tr>
<td><strong>headline</strong></td>
</tr>
<tr>
<td>Shelter In Place for portions of Richmond</td>
</tr>
<tr>
<td><strong>description</strong></td>
</tr>
<tr>
<td>This is a message from Contra Costa Health Services. There is an emergency at General Chemical.</td>
</tr>
<tr>
<td><strong>instruction</strong></td>
</tr>
<tr>
<td>Residents in portions of Richmond should shelter in place. Please go inside, close all windows and doors, turn off all heaters, air conditioners and fans. If not using the fireplace, close fireplace dampers and vents, and cover cracks around doors and windows with tape or damp towels. Updated information can be found on media news networks and by going to <a href="http://www.cocowss.us">www.cocowss.us</a>. Stay off the telephone unless you have a life threatening emergency.</td>
</tr>
<tr>
<td><strong>headline</strong></td>
</tr>
<tr>
<td>Shelter In Place lifted for the incident at General Chemical</td>
</tr>
<tr>
<td><strong>description</strong></td>
</tr>
<tr>
<td>Contra Costa Health Services has lifted the shelter-in-place for the incident at General Chemical.</td>
</tr>
<tr>
<td><strong>instruction</strong></td>
</tr>
<tr>
<td>People should open up their windows and doors to air out their building and may resume normal activities.</td>
</tr>
<tr>
<td><strong>headline</strong></td>
</tr>
<tr>
<td>plus link to <a href="http://http://www.cocowss.us/map.html">http://http://www.cocowss.us/map.html</a></td>
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</tbody>
</table>
THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Order on September 9, 1986, by the following vote:

AYES: Supervisors Fahden, Schroder, McPeak, Torlakson, Powers
NOES: None
ABSENT: None
ABSTAIN: None

SUBJECT: Life Threatening Hazardous Substance Releases -- CHP Authorization to Clean up. Hazardous Materials Spills and Commit County Funds

RESOLUTION NO. 86/543

WHEREAS:

1. Accidental spills or releases of hazardous substance occurring during transportation can present a substantial risk to health, safety, or property.

2. The reported incidents of hazardous substance spills on the highways in Contra Costa County continue to increase, resulting in a considerable potential public health threat.

3. A life-threatening incident means a hazardous substance which is actively causing injuries to persons or evidencing severe damage to property, or that such hazardous substance is dispersing at a rate which is likely to cause such injuries or damage unless containment and cleanup measures are initiated immediately.

4. The immediate cleanup and abatement of such life-threatening incidents are essential and in the best interest of the public.

5. County governments are vested with the authority, pursuant to Article 1 (commencing with §4450) of the California Health and Safety Code to take such measures as may be necessary to preserve and protect the public health in the unincorporated territory of a county, and protocols for cleanup and abatement of hazardous substances by County officials are contained in the County Hazardous Materials Incident Contingency Plan.

6. Article 4 (commencing with §2450) of the Vehicle Code gives the California Highway Patrol authority for the management of the scene of a hazardous substance spill or disaster on county roads or county highways where the CHP is the law enforcement agency having primary traffic investigative authority.

Now, therefore, it is hereby RESOLVED that:

1. This Resolution shall serve as the basis for agreement between the California Highway Patrol and the County of Contra Costa, that it is the parties' joint intention to provide for the immediate cleanup and abatement of life-threatening incidents on highways in the unincorporated area of this county.

2. In life-threatening spills on highways in the unincorporated area of this County, the California Highway Patrol will request the transporter to immediately arrange for the removal of
such life-threatening hazardous substance.

3. In such incidents, the California Highway Patrol may, after attempting and failing to have the transporter assume responsibility, request the removal of such life-threatening hazardous substance as an agent of the County, after notifying the Office of Emergency Services at 228-5000, or the Sheriff's Department at 372-2441, and requesting the Environmental Health Division of the Health Services Department to respond, advising that due to the life-threatening situation that a cleanup contractor is going to be called.

4. Neither the State of California nor the Department of California Highway Patrol shall be liable for costs associated with such life-threatening hazardous substance incident abatement on highways in the unincorporated area of the County when such cleanup and abatement request is made pursuant to the terms of this resolution, in good faith and in the public interest.
APPENDIX SECTION 13-5

UNITED STATES COAST GUARD
SECTOR SAN FRANCISCO AREA CONTINGENCY PLAN
AREA OF RESPONSIBILITY
1200 Geographic Boundaries

1210 Area of Responsibility

Sector San Francisco’s Captain of the Port (COTP) Area of Responsibility (AOR) is specified in 33 CFR 3.55-20 and comprises the land masses and waters of California north of San Luis Obispo, Kern and San Bernardino Counties; Utah, except for Washington, Kane, San Juan, and Garfield Counties; and Nevada except for Clark County. Under the Oil Pollution Act of 1990, Federal removal authority was extended to include the waters of the exclusive economic zone established by Presidential Proclamation Number 5030 dated March 10, 1983.

The purpose of this section is to describe the USCG/EPA boundaries between coastal and inland zones for the purpose of providing On-Scene Coordinators in Region IX-Mainland.

The Coast Guard furnishes the OSC for the coastal zone and the EPA for the inland zone. In California, the dividing line between the coastal and inland zone generally follows the coastline and includes bays, rivers, estuaries, and inlets as far inland as the demarcation line. These boundaries recognize the Coast Guard’s primary responsibility over discharges and releases in navigable waters from vessels and waterfront facilities as defined in 33 CFR 126.01 and EPA’s primary responsibility for discharges and releases that occur on land.

Previously the lines represented the boundary lines between the coastal and inland zones; i.e., all land and water seaward of the line was the coastal zone (CG jurisdiction) and all land and water inland of the line was the inland zone (EPA jurisdiction). Since the boundary lines divided local jurisdictions, confusion often existed as to which agency would provide the OSC and also resulted in inconsistent federal responses. For example, a railcar could have a release on one side of a highway and the EPA would be the OSC. The next day, two hundred yards on the other side of the highway, another release could occur from a railcar and the CG would be the OSC. This situation could certainly confuse local responders, as well as planners. Again, this change is designed to give the CG primary responsibility for discharges and releases that occur on the water or “designated waterfront facilities” and give EPA the primary responsibility for discharges and releases that occur on land. Although the descriptions of the lines are essentially the same, they now have different significance. The lines are now called “demarcation lines” and mark the inland extent of the coastal zone regarding bays, rivers, inlets, etc. In other words, the coastal zone consists of coastal waters and internal waters as far inland as the demarcation line. The coastal zone no longer includes the land seaward of the demarcation lines; only the water.
As a general rule, the location of the source of the discharge will be the determining factor of which agency provides the OSC. When the discharge or release occurs and remains within one agency's boundary, it is clear which agency will provide the OSC. In these cases, when requested by the other agency, each agency will provide support, within the limits of their resources, to the other's OSC. When a spill occurs in one zone and flows, or threatens to flow, into another, a question can arise as to which agency will provide the OSC. This scenario is likely in the near coastal area when a spill occurs on land (EPA jurisdiction) and flows or migrates through storm drains or ditches into the water seaward of the demarcation line (USCG jurisdiction). There are two possibilities in this case: (1) The EPA provides the OSC and the CG assists the EPA with waterside clean-up operations. This was the case in the Francis Plating Fire release in which EPA was the OSC and CG coordinated waterside cleanup operations. (2) By mutual agreement, the CG would provide the OSC. This was the case in the Shell Martinez spill where the source of the spill was in the EPA zone, but, because the majority of impact and response was in the coastal zone, it was agreed that the CG should provide the OSC. Good communications and coordination between EPA and CG OSCs are vital to an effective federal response. The EPA provides the OSC for the entire States of Nevada and Arizona.

Sector San Francisco COTP Area of Responsibility has been further divided into three planning segments as promulgated by the OPA-90 Area Contingency Plans. Each segment is described in sections 1220, 1230, and 1240 and shown in Figure 1.
1230 San Francisco Bay and Delta Area

The San Francisco Bay and Delta Area extends from the Mendocino County/Sonoma County line south to the San Mateo County/Santa Cruz County line and includes all counties on San Francisco Bay and its tributaries. These counties include: San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, Yolo, San Joaquin and Sacramento.

The northern offshore boundary extends from the Mendocino County/Sonoma County border along the 38-46'07" N latitude to the offshore extent of the Exclusive Economic Zone.

The southern offshore boundary extends from the San Mateo County/Santa Cruz County border along the 37-06'26" N latitude to the offshore extent of the Exclusive Economic Zone.

The CG/EPA demarcation line runs from the San Mateo County/Santa Cruz County border north along Highway 1 to Hwy 35 near San Francisco; west on Hwy 35 to the Great Hwy; north on the Great Hwy to the intersection with Point Lobos Avenue; Point Lobos Avenue east to Geary Blvd.; Geary Blvd. east to Laguna Street; Laguna Street north to Bay street; Bay Street east to intersection with State Belt railroad tracks; State Belt railroad tracks south along the Embarcadero to Third Street; Third Street south to Hwy 101; Hwy 101 south to Hwy 237; Hwy 237 east to intersection with Southern Pacific railroad tracks; Southern Pacific railroad tracks north to intersection with Hwy 880 (approximately 1/2 mile south of 98th Avenue exit); Hwy 880 north to intersection with Southern Pacific Railroad tracks near Albany; Southern Pacific railroad tracks north and east until intersection with Hwy 4 (approximately 2 mile east of Antioch); Hwy 4 east to I-5 at Stockton; I-5 north to Hwy 80; Hwy 80 west to Hwy 113; Hwy 113 south to Hwy 12; Hwy 12 west to Hwy 80; Hwy 80 west to Hwy 680; Hwy 680 south to Hwy 780; Hwy 780 west to Hwy 80; Hwy 80 west to Hwy 29; Hwy 29 north to Hwy 37; Hwy 37 west to Hwy 101 near Ignacio; Hwy 101 south to Hwy 1 at Marin City; Hwy 1 north to Gualala.
APPENDIX SECTION 13-6

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS RESPONSE MATRIX
## APPENDIX 13-6
CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>LOCAL AGENCIES</th>
<th>CCHMP</th>
<th>County OES</th>
<th>County EMS</th>
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<th>County Ag.</th>
<th>Sanitary Districts</th>
<th>Clean Water Program</th>
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<th>STATE AGENCIES</th>
<th>CHP</th>
<th>DFG</th>
<th>Cal OES</th>
<th>CALTRANS</th>
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<th>EMSA</th>
<th>CAL EPA-DTSC</th>
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CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX
Explanations of the Responsibilities Listed on the Area Plan Response Matrix

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<th>PRE-EMERGENCY PLANNING</th>
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<td>Review Business Plans</td>
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<td>Site Access Control</td>
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<td>Rescue</td>
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<td>Activation of CWS</td>
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<td>Fire Control/Suppression</td>
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<td>Public Health Assessment</td>
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<td>Environmental Assessment</td>
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<td>Disseminate Medical Information</td>
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<td>Declare Local Emergency</td>
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<td>Participate in ICS</td>
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<td>Coordinates incident reports and documentation.</td>
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APPENDIX SECTION 13-7

CONTRA COSTA HEALTH SERVICES
HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY (2016)
Contra Costa Health Services

HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

I. PURPOSE:

The purpose of this Policy is to promote prompt and accurate reporting to Contra Costa Health Services ("CCHS") of releases or threatened releases of hazardous materials that may result in injury or damage to the community and/or the environment.

The primary reason for prompt and accurate notification to CCHS is to enable CCHS to take measures to mitigate the impacts of a hazardous materials release, such as:

1. Dispatching emergency response teams quickly and with the appropriate equipment and personnel
2. Assessing the extent of the release or the potential extent of the release and whether neighboring communities are at risk of exposure
3. Determining whether the Community Warning System should be activated (if not already activated)¹
4. Responding to inquiries from the public and the media

II. BACKGROUND:

A. Origin of Policy

The Contra Costa County Board of Supervisors approved the original Hazardous Materials Incident Notification Policy on November 5, 1991. The policy was established in response to incidents, both in Contra Costa County and elsewhere, which demonstrated that preliminary assessments of hazardous materials releases often underestimate the extent and potential danger of such releases.

B. Policy Supplements Regulations

CCHS administers Article 1 of Chapter 6.95 of the California Health and Safety Code, often referred to as the "AB 2185" or "Business Plan" program, which requires immediate notification in the event of a hazardous materials release.² The fines that can be assessed for not

¹ Facilities capable of initiating the Community Warning System shall follow the Community Warning System Operating Protocols established for it in addition to this policy.
² Health and Safety Code Division 20, Chapter 6.95, Section 25510(a) Except as provided in subdivision (b), the handler or an employee, authorized representative, agent, or designee of a handler, shall, upon discovery, immediately report any release or threatened release of a hazardous material to the unified program agency, and to the office, in accordance with the regulations adopted pursuant to this section. The handler or an employee, authorized representative, agent, or designee of the handler shall provide all state, city, or county fire or public health or safety personnel and emergency response personnel with access to the handler's facilities.

January 22, 2016

Page 1
reporting can be up to $25,000 per day and up to one year in jail for the first conviction.\textsuperscript{3} Notification to CCHS does not absolve the facility of requisite notifications to other regulatory agencies.

CCHS also administers Article 2 of Chapter 6.95 of the California Health and Safety Code, referred to as the California Accidental Release Prevention (CalARP) Program. This policy assists facilities to meet their obligations under these and other laws.

\textbf{C. Community Warning System}

The CalARP Program requires facilities to determine the potential off-site consequences from accidental releases of a CalARP Program regulated substance. This information has been used in developing emergency response plans for such potential releases and was used to help design the Community Warning System (CWS).

The CWS is a computer-integrated alerting and notification system that incorporates safety sirens, emergency responder pagers, Emergency Digital Information System (EDIS), the Emergency Alerting System (EAS), and a telephone emergency notification system (TENS). EDIS, and EAS are different ways of getting messages to emergency responders, including law enforcement, the media, and the National Weather Service (which transmits information to NOAA Weather Radios). The TENS calls households and businesses and transmits short messages about the incident and recommended protective actions. In addition to these tools, the CWS delivers text messages, make phone calls, send e-mail alerts to individuals that register their phones. The CWS alert messages are broadcasted over Facebook and Twitter. Information about an incident can be found during an incident at cococws.us, including the area that is being requested to shelter-in-place.

The CWS was developed through the efforts of the Contra Costa County Community Awareness and Emergency Response ("CAER") Group working cooperatively with CCHS, representatives from local industry, the community, and other regulatory agencies to provide local residents with timely notification of emergencies, including hazardous materials releases.

The success of the CWS is dependent upon industry's prompt notification to CCHS. CCHS would like the public to be assured that the CWS will be activated in a timely manner to implement preventive measures, such as sheltering-in-place. The CWS may also be activated to

\textsuperscript{3} §25515.3 Any person or business that violates Section 25510 shall, upon conviction, be punished by a fine of not more than twenty-five thousand dollars ($25,000) for each day of violation, or by imprisonment in the county jail for not more than one year, or by both the fine and imprisonment. If the conviction is for a violation committed after a first conviction under this section, the person shall be punished by a fine of not less than two thousand dollars ($2,000) or more than fifty thousand dollars ($50,000) per day of violation, or by imprisonment in the state prison for 16, 20, or 24 months or in the county jail for not more than one year, or by both the fine and imprisonment. Furthermore, if the violation results in, or significantly contributes to, an emergency, including a fire, to which the county or city is required to respond, the person shall also be assessed the full cost of the county or city emergency response, as well as the cost of cleaning up and disposing of the hazardous materials.
allay community concerns when a visible incident occurs, such as an explosion that does not pose a health hazard. (In order to expedite notification, some facilities have CWS terminals on-site and may activate the CWS directly using pre-defined protocols and procedures.)

D. Benefits of Prompt Notification and Cooperation

CCHS is aware that information provided during the initial notification may be preliminary and that facilities may not be able to provide completely accurate information. CCHS also does not intend for the need to provide notification to CCHS to impede other emergency response activities related to the release. However, CCHS's ability to make quick and informed decisions to mitigate the impacts of a release is dependent upon receiving prompt notification and accurate information about the release.

Since its adoption in 1991, this policy has improved cooperation and communication between industry, CCHS, and the public during hazardous materials emergency events. CCHS remains committed to ongoing improvement of this policy as industry, CCHS, and the public gain additional experience.

III. POLICY:

A. When Immediate Notification Required. Responsible businesses\(^4\) are required to provide immediate notification to CCHS of a release or threatened release in the following situations.

1. General. Immediate notification is required upon discovery of any release or threatened release of a hazardous material that may have or did have the potential for an adverse health effect from exposure to the chemicals release. This can be on-site, or during transport, handling, storage, or loading of such material, via vehicle, rail, pipeline, marine vessel, or aircraft.

2. Specific Situations. Immediate notification is required in the following situations:

a. The release or threatened release of a hazardous material that results in a substantial probability of harm to nearby workers or the general public. This includes all hazardous materials incidents in which medical attention beyond first aid is sought. (Do not delay reporting if the level of treatment is uncertain.)

b. The release or threatened release of hazardous materials that may affect the surrounding population including odor, eye or respiratory irritation.

\(^4\)The term “responsible business” or “business” includes facilities and other entities that have custody of the hazardous material at the time that it is accidentally released, or the facility where the release occurs. For example, a transportation company is the responsible business if the material is released in transit. If there is a release from a transport vehicle when the vehicle is at a fixed facility, the fixed facility is primarily responsible for notifying CCHS under this policy.
c. The event may cause general public concern, such as in cases of fire, explosion, smoke, or excessive flaring. This does not include a non-process fire, such as a grass fire, as long as the non-process fire will not impact a process.

d. The release or threatened release may contaminate surface water, groundwater or soil, either on-site (unless the spill is entirely contained and the clean-up is initiated immediately and completed expeditiously) or off-site.

e. The release or threatened release may cause off-site environmental damage.

f. The facility’s Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release in the likelihood of an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.

B. Who to Notify. Immediately notify the CCHS Incident Response Team (on-call 24 hours a day) by any of the following methods

   1. Through a CWS communication terminal (this is the preferred method if your facility has a CWS terminal)
   2. Directly via emergency response pagers (To receive the pager number, please contact the CCHS Incident Response Team in advance at (925) 335-3200 during normal business hours.)
   3. Any time by phone at (925) 335-3232

C. Required Information. Provide the information required by the Facility Incident Checklist (Attachment A). Do not delay the notification due to inability to provide any of the information called for in the Facility Incident Checklist.

D. Notification under this policy does not relieve the responsible business from having to comply with any legal requirement to notify other local, state or federal agencies.

E. When Notification Not Required. This policy does not require reporting of a release of a hazardous material that clearly does not meet any of the criteria described in Subsection A, above. Examples of such situations are:

   1. Ambulance calls not associated with hazardous materials incidents (e.g., falling off of a ladder).
   2. Incidental release.
   3. Small spills where the spill is contained, and where it is clear that none of the situations described in Subsection A apply. Spill containment means:

      a. The spilled material is caught in a fixed berm or dike or other impermeable surface, or is contained by using effective spill control measures (NOTE: Petroleum refineries (only) the petroleum spill is less than 150 gallons);
      b. All of the spilled material is prevented from contaminating surface or
groundwater; and

4. The spill does not pose a substantial probability of adverse health effects to the general public


1. For all Level 2 and Level 3 incidents (as defined in Attachment A-1), or upon request of CCHS, a written follow-up report of the incident shall be submitted within 72-hours. (If the due date falls on a weekend or holiday, the Director of Hazardous Materials Programs may allow the report to be submitted on the next business day.) The report shall confirm, modify and/or update the information provided in the initial notification (Facility Incident Checklist). The report shall be submitted on the 72-Hour Follow-Up Report Form (Attachment B). A hard copy and electronic copy of the report should be submitted.

2. A written final report of the incident shall be made to CCHS as soon as practicable, but no later than 30 calendar days from the date of the release, for all Level 2 and Level 3 incidents and for any incident for which CCHS requests such a report. If the investigation has not been completed within 30 calendar days, an interim report shall be submitted and a final report submitted when the investigation is completed. The facility shall give written monthly status reports of the incident investigation, which is submitted the last business day of the month following the 30-day report, until the incident investigation is complete and the final report has been issued to CCHS. Refer to Attachment C for the 30-Day Final Incident Report format. A hard and an electronic copy of the 30-day and subsequent reports should be submitted.

3. All “Major Chemical Accidents or Releases” (defined at County Ordinance Code section 450-8.014(h)) should be investigated using root cause investigation methodology. CCHS will either participate in or closely monitor the investigation. (County Ordinance Code, §450.8.016(c)(1).)

4. If the release requires a written emergency release follow-up report to be submitted to the Chemical Emergency Planning and Response Commission pursuant to section 2705(b) of Title 19 of the California Code of Regulations, a copy of such report shall be sent to CCHS within 15 calendar days.

5. A facility may elect to include with the 30-Day Incident Report Form (Attachment C) a brief narrative of how this incident relates to any of the prevention programs required by CalARP Program regulations and described in the CCHS CalARP Program guidance document.

6. Reports should be sent to the following address:

Contra Costa Hazardous Materials Programs
ATTENTION: Randall L. Sawyer

January 22, 2016

Page 5
IV. REFERENCES: California Health and Safety Code Chapter 6.95 (§25500 et seq.); Title 19 Cal. Code Regs §2703 et seq.; County Ordinance Code Chapter 450.8. (Californian Public Utilities Commission Decision 91-08-019/R.88-07-039 requires similar notification for rail accidents.)

Bd approved 11/5/91
Revised Bd Approved 1/93
Revised Bd Approved 6/19/01
Revised Bd Approval 12/14/04
Revised Bd Approved
Figure 1. CCHS Hazardous Materials Incident Notification Policy Flowchart

DISCOVERY OF HAZARDOUS MATERIALS RELEASE

DOES Event MEET NOTIFICATION REQMNTS?

IMMEDIATE NOTIFICATION TO CCHS by TELEPHONE, PAGER, AND/OR CWS

PROVIDE INFORMATION IN ATTACHMENT 'A'

IS RELEASE EITHER LEVEL 0 OR LEVEL 1?

FOR INITIAL RESPONSE ONLY

WRITTEN FOLLOWUP REPORT TO CCHS WITHIN 72-HOURS

APPLICABLE TO 30-DAY REPORT

INVESTIGATION BEEN COMPLETED WITHIN 30

SUBMIT INTERIM REPORT(S)

Y

SUBMIT FINAL REPORT (ATTACHMENT 'C')

(cont.)

NO FURTHER ACTION REQUIRED

CCHS REQUEST FOLLOWUP REPORT?

APPLICABLE TO 72-HOUR REPORT

January 22, 2016

Page 7
(Figure 1, cont.)

IS FOLLOWUP REPORT TO STATE OES REF/RF/RF?¹

N

SUBMIT APPROPRIATE REPORT TO CCHS WITHIN 15 DAYS

Y

IS INCIDENT MAJOR CHEMICAL ACCIDENT OR REF/RF?²

Y

INVESTIGATE INCIDENT USING ROOT CAUSE METHOD, IN CONJUNCTION WITH CCHS²

N

NO FURTHER ACTION REQUIRED

¹ as per Section 2705(b) of Title 19 CCR.
² Contra Costa County Ordinance Code Chapter 450-8.016(o)(1) (where applicable)
ATTACHMENT A
FACILITY INCIDENT CHECKLIST (Questions asked by the HazMat Response Team)

Date: ___________________ Time: _______________ Initial: _______________

☐ A. Call/Page CCC Hazardous Materials Programs Division [Phone: (925) 335-3232, Pager: ________________]

INFORMATION NEEDED IMMEDIATELY (IF KNOWN)

☐ B. State your name and identify your facility and its address.

☐ C. State your phone number or a number with immediate access to an individual who can answer further questions from CCHS. (No voice mail phone numbers.)

☐ D. State the Community Warning System (CWS) Plant Reporting Classification Level (0, 1, 2 or 3): (See Attachment A-1).

☐ E. Has the material gone off-site? Yes/No/Unknown. ______ If yes, what area is being impacted? What is the direction of flow? ______. Is there any impact to storm drains or surface waters?

☐ F. Have TENS Zones been activated? Yes/No? If yes, which TENS Zones have been activated? If no, which TENS Zones should be activated, if any?

☐ G. State, if known, the chemical or material released and describe the physical state (solid, liquid, gas and/or vapor). Has this been verified? Yes/No/Unknown ________________________

☐ H. Have you received any public complaints? Yes/No/Unknown. ________________________

☐ I. State wind direction out of (from) the __________ to the __________ and degrees if known. [e.g., “Wind is blowing from the Northwest (300”) to the Southeast (120”).]

☐ J. State wind speed. ________ (If wind speed is unknown, inform CCHS whether the wind is blowing significantly or not.)

INFORMATION NEEDED AS SOON AS PRACTICABLE

☐ K. Are there any injuries on-site or off-site? Yes/No/Unknown________

☐ L. State the on-site contact person and gate number or address to which the CCHS Incident Response (IR) Team should respond. ________________________

☐ M. Are any sensitive receptors or subdivisions nearby? (e.g., School/Day Care facilities/Hospitals/Nursing Homes) ________________________

☐ N. Has the facility’s “Emergency Operations Center” or emergency response staff been activated? Yes/No/Unknown ________________________

☐ O. State estimated quantity of chemical released (over-estimate rather than under-estimate release) ________

☐ P. Have other agencies been notified? Yes/No. ______________ If yes, state list.

☐ Q. Is there potential for involvement of other hazardous materials due to the proximity to the incident?

January 22, 2016

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<td>Hazardous Materials releases, or potential releases, that are limited to - On-Site, and - no Off-Site consequences.</td>
<td>Hazardous Materials releases, or potential releases, that are limited to - On-Site, and - Possible Off-Site consequences.</td>
<td>Hazardous Materials releases, or potential releases, that - has been or expected to go Off-Site, and - may have adverse health consequences for those with sensitivities.</td>
<td>Hazardous Materials releases, or potential releases, that - has been or expected to go Off-Site, and - may have adverse health consequences for the general public.</td>
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<td>A release expected to pose an immediate threat to the health and safety of people in the affected area onsite (release is more than an instantaneous release or a puff) - A potential release due to process unit startups and shut downs, - Three or more unconfirmed offsite odor complaints within an hour.</td>
<td>A spill or release that may meet an RQ requirement that does not meet requirements of L2 or L3, - Fire/smoke/plume visible from offsite (does not include fire training exercises) - A fire beyond the incipient stage</td>
<td>Fire/explosion/pressure wave/smoke/plume that may cause off-site adverse health consequences for those with sensitivities.</td>
<td>Fire/explosion/smoke/plume that may cause off-site adverse health consequences for the general public, *Hazardous material or fire incident where the Incident Commander or Unified Command through consultation with Contra Costa Health Services HAZMAT Incident Response Team requires the sirens to be sounded</td>
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NOTE: When in doubt of Level of Activation, always default to the higher level of activation.
ATTACHMENT B
72 HOUR FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES

INSTRUCTIONS: A hardcopy and an electronic copy of this report is to be submitted for all Level 2 and 3 incidents or when requested by CCHS. See Attachment B-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer
Contra Costa Hazardous Materials Programs
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

INCIDENT DATE: ___________________________
INCIDENT TIME: ___________________________
FACILITY: ________________________________

PERSON TO CONTACT FOR ADDITIONAL INFORMATION
_________________________________________ Phone number ________________

I. SUMMARY OF EVENT:

II. AGENCIES NOTIFIED, INCLUDING TIME OF NOTIFICATION:

III. AGENCIES RESPONDING, INCLUDING CONTACT NAMES AND PHONE NUMBERS:

IV. EMERGENCY RESPONSE ACTIONS:

V. IDENTITY OF MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES:

January 22, 2016
VI. METEOROLOGICAL CONDITIONS AT TIME OF EVENT including wind speed, direction, and temperature:

VII. DESCRIPTION OF INJURIES:

VIII. COMMUNITY IMPACT including number of off-site complaints, air sampling data during event, etc.:

IX. INCIDENT INVESTIGATION RESULTS

Is the investigation of the incident complete at this time? ____ Yes ____ No
If the answer is no, submit a 30 day final or interim report.

If the answer is yes, complete the following:

X. SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:

XI. SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRANCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:
ATTACHMENT B-1
72-Hour Report Guidelines

The following list suggests items that may be included in the 72-Hour Report to CCHS following an accidental release of a hazardous material. Not all of the items below may be applicable or available at the time of submission.

I. Summary of the Event
   - Background Information/Events Preceding the Incident
   - Incident Summary, including timing of key events
   - Shift Logs, real-time computer/instrument logs, fenceline monitor data, etc.

II. Emergency Notifications (include names, phone numbers and times)
   - CCHS
   - Time/Level of CWS Activation
   - Other Agencies
   - Copy of State OES Emergency Release Follow-Up Notice Reporting Form

III. Agencies Responding
   - Agency
   - Person or people responding
   - Contact person with telephone number

IV. Emergency Response Actions
   - Mutual Aid Activated?
   - Fire Department Response?

V. Material Involved
   - Estimated Quantities
   - CalARP Regulated Substances?
   - Material Safety Data Sheets

VI. Meteorological Data (wind speed, direction, temperature, rain/sun, etc.)

VII. Injuries (including number, type and severity)

VIII. Community Impact
   - Community Complaints
   - Off-Site Consequence Impact Analysis (i.e., injury, property damage, etc.)
   - Sampling Data, including fenceline monitors, if applicable
   - Community Monitoring Results

IX. Incident Investigation
   - Procedure Summary
   - Will Root Cause Analysis Be Performed?
   - Investigation Team/Contact Person(s)
   - Findings/Conclusions
     - Root Causes
     - "Safety System" Flaws
   - Corrective Action/Preventative Measures
   - Description
   - Implementation Dates
ATTACHMENT C
30-DAY FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES

INSTRUCTIONS: A hardcopy and an electronic copy of this report is to be submitted for all Level 2 and 3 incidents or when requested by CCHS. See Attachment C-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. This form is to be used for update reports after the initial 30-day report has been submitted. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Chief Environmental Health and Hazardous Materials Officer
Contra Costa Hazardous Materials Programs
4585 Pacheco Boulevard, Suite 100
Martinez, CA 94553

INCIDENT DATE: _______________________
INCIDENT TIME: _______________________
FACILITY: _____________________________

PERSON TO CONTACT FOR ADDITIONAL INFORMATION
_________________________________________ Phone number ________________

PROVIDE ANY ADDITIONAL INFORMATION THAT WAS NOT INCLUDED IN THE 72-HOUR REPORT WHEN THE 72-HOUR REPORT WAS SUBMITTED, INCLUDING MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES, COMMUNITY IMPACT, INJURIES, ETC.:

I. INCIDENT INVESTIGATION RESULTS

Is the investigation of the incident complete at this time? ___Yes ___No
If the answer is no, when do you expect completion of the investigation?

If the answer is yes, complete the following:

SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:

SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENT INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:
30-DAY REPORT, PAGE 2
INCIDENT DATE: ____________________
FACILITY: ____________________

STATE AND DESCRIBE THE ROOT-CAUSE(S) OF THE INCIDENT:
ATTACHMENT C-1
30-Day Report Guidelines

The following outline suggests items in addition to those listed on the 72-Hour report guidelines (Attachments B and B-1) that may be included in the 30-Day Final Report to CCHS following the accidental release of a hazardous material.

(Some of the items listed below may not be applicable or available at the time of submission.)

I. ADDITIONAL INFORMATION
   - Detailed Event Timeline
   - Correspondence (if determined to be relevant)
   - Relevant History of Incidents with Similar Equipment or Procedures

II. INCIDENT INVESTIGATION
   - Findings/Conclusions, including causal factors, contributing factors, and root causes or their equivalent
   - Preliminary Corrective Action/Preventative Measures
     - Immediate
     - Long-Term
     - Implementation Dates
HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

GLOSSARY AND ACRONYMS

- CalARP — California Accidental Release Prevention Program
- CAER — Community Awareness and Emergency Response
- CCHS — Contra Costa Health Services
- CLERS — California Law Enforcement Radio System
- CWS — Community Warning System
- EAS — Emergency Alerting System
- EDIS — Emergency Digital Information System
- Environmental damage: detrimental impact on surroundings beyond facility operations.

- Incidental Release: A release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame.

- NOAA — National Oceanic and Atmospheric Administration

- Responsible Business: The business that has the custody of the hazardous material when there is an accidental release or the business where the accidental release occurs. Examples are 1) transportation companies when they are off-site from a business is then the responsible business when there is a release from their transport vehicle, 2) if there is a release from a transport vehicle at a fixed facility, then the fixed facility is the responsible business.

- Root cause investigation: a method for investigating and categorizing the root causes of hazardous materials incidents with safety, health, AND environmental impacts. Root causes are the most basic causes that can reasonably be identified, that management has control to fix, and for which effective recommendations for preventing recurrence can be generated.

- Safety supervisor: facility employee(s) responsible for coordinating and/or implementing emergency response activities. Note: This position may be incident specific.

- Telephone Emergency Notification System (TENS): The automated telephone calling system that notifies the community downwind during an incident.
APPENDIX SECTION 13-8

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS RESPONSE TEAMS
EQUIPMENT & SUPPLIES LIST
HAZARDOUS MATERIAL INCIDENT RESPONSE EQUIPMENT & SUPPLIES

Contra Costa Health Services - Hazardous Materials Programs Office (CCCHSD-HazMat)
Offices, HazMat Response, Equipment and Supplies Storage.
4585 Pacheco Boulevard, Martinez, CA 94553
(925) 335-3200, 24 hr. (925) 335-3232

Hazardous Materials Response Vehicles:
- HazMat 1 / Vehicle #6824 - Fully Equipped HazMat Response Vehicle
- HazMat 2 / Vehicle #6814 - Fully Equipped HazMat Response Vehicle
- HazMat 3 / Vehicle #6868 - Ford F650 box truck w/stinger and decon supplies
- HazMat 4 / Vehicle #6131 - Ford F350 1 ton flatbed with crane, lift-gate and winch.
- Vehicle #6153 – Chevrolet S10, compact pick-up truck, no supplies or equipment.
- Vehicle #9137 – Kawasaki Mule, all-terrain utility vehicle

Richmond Fire Department
Department Offices
330-25th St., Richmond, CA 94804
(510) 307-8031

Station 64 - HazMat Response, Equipment and Supplies Storage.
4801 Bayview, Richmond, CA 94804
(510) 620-6984

Hazardous Materials Response Vehicles:
- Apparatus 511 - Fully Equipped Hazardous Materials Response Vehicle

San Ramon Valley Fire Protection District
District Offices
1500 Bollinger Canyon Rd., San Ramon, CA 94583
(925) 838-6600

Station 35 - HazMat Response, Equipment and Supplies Storage.
505 Silver Oak Lane, Danville, CA 94526
(925) 838-6635

Hazardous Materials Response Vehicles:
- Unit 708 - Fully Equipped HazMat Response Vehicle
- Unit 893 - Fully Equipped HazMat Response Vehicle
- Unit 873 - Fully Equipped HazMat Response Trailer
- Unit 882 - Support Vehicle
- Unit 892 - Decon Trailer
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### Gas Badges:

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APPENDIX SECTION 13-9

CIVIL SUPPORT TEAM FACT SHEET
CIVIL SUPPORT TEAM (WMD)

Fact Sheet

What is the Civil Support Team?
The Civil Support Team (Weapons of Mass Destruction), also known as CST, is a federally funded State National Guard unit established under Presidential Decision Directive 39. The full-time unit is stationed in state. There are 10 fulltime teams that entered service in 2000, 17 CST's that were activated in late 2001, and 5 additional CST's that were activated in 2002. Originally designated "RAID" for Rapid Assessment and Initial Detection, the teams were renamed to emphasize their supporting role to civil authorities.

What is the mission of a CST?
The CST organization was designed to augment local and regional terrorism response capabilities in events known or suspected to involve Weapons of Mass Destruction. WMD events are incidents involving hostile use of chemicals (such as nerve or blister agent), biological (for example, anthrax), or radiological agents. The team can be en route within four hours to support civil authorities in the event or suspicion of a WMD attack. Specifically, the CST deploys to an area of operations to:
Assess a suspected chemical, biological, radiological, nuclear or high yield explosive (CBRNE) event in support of a local Incident Commander;
Advise civilian responders regarding appropriate response actions, and;
Facilitate requests for assistance to expedite arrival of additional state and federal assets to help save lives, prevent human suffering, and mitigate great property damage.

What capability does a CST bring to Emergency Responders?
The CST will never replace the First Responder, but will augment local resources with special capability as the first military responder. The team integrates with the Incident Command System (ICS) in support of the local Incident Commander, providing a crucial capability between the initial local response and that of follow-on federal assets. Municipal Fire, HazMat, Police, and EMS agencies have a proven capability to deal with most emergencies. Larger incidents use mutual aid plans and the ICS to cope with the emergency. However, a WMD attack would present unique obstacles—such as identification of a weaponized agent or spread of contamination—that could quickly overwhelm existing local and state resources.
The CST provides rapid presumptive analysis of chemical or radiological hazards, and presumptive identification of biological agents at a WMD Incident.
The team uses special military and commercial detection and communications equipment and is trained for WMD response. Advice on event mitigation, medical treatment, follow-on resources, and other response concerns are provided to the Incident Commander.

How does a CST operate at a WMD event?
Upon arrival at a WMD Incident, the CST Commander receives support objectives from the Incident Commander. Using specialized equipment and wearing protective gear, the CST can verify the perimeter of the exclusion zone, then send entry teams into the contaminated area or "hot zone" to conduct reconnaissance, survey, detection and sampling missions.
Survey results are assessed, and computer hazard modeling projects downwind contamination and how large an area to evacuate. A Mobile Laboratory provides on-site analysis of CBRNE agents, and prepares samples for further analysis by state and federal labs or law enforcement agencies. A Communications Suite integrates CST radios with local responders, and facilitates widebandwidth data "reach back". Communications reach back relays expert assessment from expert state and federal agencies—such as Center for Disease Control—to the scene.
What equipment does a CST use?

A wide range of low and high-tech devices are used, including the latest military hardware and commercial equipment:

Personal Protective Equipment
Self-Contained Breathing Apparatus (1-hr air supply)
Rebreather (4-hr air supply)
Level A Suit, totally encapsulated; Level B Suit; Military MOPP Gear with M-40 Mask
Tactical Decontamination Gear for self-decon

Reconnaissance, Detection, Sampling Gear
Digital Still Camera; Video Camera
Entrylink; Real-Time, wireless, deconable video system out to 2 miles
Photo-Ionization Detector (PID) - detection of combustible and volatile gasses
Improved Chemical Agent Monitor (ICAM) - point-detection of Nerve and Blister Agents
M-22 Chemical Agent Detector (ACADA) - area-detection of Nerve and Blister Agents
M-8 Paper; M-9 Paper - detection of liquid Nerve and Blister Agents
M-256 Kit - "vapor" detection of Nerve, Blister, Blood Agents
Portable Gas Chromatograph/Mass Spectrometer - identification of over 150,000 Volatile Organic Compounds (VOC) and most weaponized Chemical Agent vapors

Computer Modeling and Response Database Systems
Joint Assessment of Catastrophic Events (JACE) - web-based hazard plume modeling Hazard Prediction and Assessment Capability (HPAC) - simulate effects of customized CBRNE weapons
AN/UDR-13; AN/NDR-2, AN/PDR-77 Radic Sets - detection and measurement of Alpha, Beta, Gamma, Neutron and X-Ray radiation sources
Handheld Immunoassay tickets - presumptive detection of Biological Agents
000 Sampling Kit - ISO 9001 certified clean sampling collection kit
Colorimetric Tubes - detection of VOCs

Consequence Assessment Tool Set (CATS) - manages array of automated modeling tools
IClient - provides 3D hazard plume modeling through NARAC databases

Unified Command Suite (UCS) - communications van
12.5 kW power supply and environmental control unit
KU-Band SA TCOM - wide-bandwidth for data and voice reachback; Secure capable
INMARSAT-B - portable data and voice SATCOM
Motorola VHF/UHF AM/FM Transceivers - intra-team comms and Responder comms
-- 136-178 MHz; 403-470 MHz; 470-520 MHz; and 851-868 MHz
HF SSB - team to military comms
Military VHF/UHF/SHF SATCOM Radios, 30-512 MHz (Secure) DAMA,
--SINCGARS Multiband Scanner
Team Radios - Motorola XTS-300 403-470 MHz
Cellular Telephone, and Local Area Network for Laptop Computers
Iridium Satellite phone
Analytical Laboratory System
Inificon HAPSITE Gas Chromatograph/Mass Spectrometer (GC/MS) - Identification of over 120,000 volatile organic compounds
Thermo-Nicolet Avatar 370 Fourier Transformation Infra-red Spectrometer (FTIR) - identification of high boiling point compounds and solids

CST (WMD) Fact sheet, 1 NOV 2003

JPO Immunoassay Tickets - for identifying biological organisms and toxins
Idaho Technologies RAPID Polymerase Chain Reaction (PCR) Thermocycler - identification of microbiologic organisms
Bicron FieldSpec Nal Spectrometer for identifying gamma emitting radioactive materials

What special skills does CST offer?
The CST combines the skills of six sections: Command, Operations, Survey, Medical, Communications, and Logistics/Administration. Its 22 full-time soldiers and airmen bring a wide range of career experience from the civilian sector. Each team member completes over 850 hours of technical training by agencies including National Fire Academy (NFA), Department of Defense, Department of Energy, and EPA. Individuals are all trained to the HazMat Technician response level or above. Teams train collectively on WMD scenarios, and drill with local responders for coordinated response effort. Prior to certification, each team undergoes an external evaluation involving over 40 individual tasks of CBRNE operations that are unique to the CST mission.

Standard Operating Procedures are continually updated, using new WMD response methods aligned to standards set forth by OSHA and NFA. Regular coordination is conducted with state emergency management, fire academies, law enforcement, and health departments-all partners in planning for WMD response.

How is CST notified?
Requests for assistance follow established emergency mutual aid notification, through counties, to the State Office of Emergency Services (SOES). The National Guard Bureau also has a 24/7 Operation Center that can facilitate requests for assistance with the closest, ready and available team. At first notification of a probable WMD event, the team will assemble for rapid deployment. Authority to deploy the team rests with the Governor, through The Adjutant General. Additionally, Military Support guidelines allow the CST Commander to respond immediately to valid civil requests that involve imminent threat to life and property. The team is on-call 24 hours, 7 days a week.

The CST can be enroute within 3 hours of notification. Primary mode of transportation is 8 modified commercial vehicles, and the unit is also air-transportable. Early recognition and notification of WMD events is essential. Several initiatives--such as the Domestic Preparedness Program and SOES' model county plans--encourage inclusion of WMD protocols and response assets into local and county emergency plans.

Who manages the CST?
On-scene, the CST provides tactical support to the Incident Commander. Team members work for the CST Commander, who is under operational control of The Adjutant General. The team will deploy in its normal USC Title 32 status as a state asset, remaining under operational control of the Governor. Interstate compacts and arrangements between respective
Governors and their Adjutants General and the National Guard Bureau facilitate deployments to a State not having a CST. If Federalized under USC Title 10, the CST would work for a federal chain of command, like a Task Force Commander.

For Further Information
Contact your nearest Civil Support Team (510) 780-0683 or State National Guard Headquarters (916) 854-3440 or call the National Guard Bureau Public Affairs Office at (703) 607-2584
APPENDIX SECTION 13-10

AGENCY LISTING
AGENCY LIST

Local Law Enforcement Agencies

Contra Costa County Sheriff- Coroner - (925) 335-1500
651 Pine St., 7th Floor
Martinez, CA 94553

Antioch Police Department - (925) 779-6900
300 L St.
Antioch, CA 94509

Brentwood Police Department - (925) 634-6911
500 Chestnut St.
Brentwood, CA 94513

Clayton Police Department - (925) 673-7350
6000 Heritage Trail
Clayton, CA 94517

Concord Police Department - (925) 671-3333
1350 Galindo St.
Concord, CA 94520

Danville Police Department - (925) 820-4481
510 La Gonda Way
Danville, CA 94526

El Cerrito Police Department - (510) 215-4400
10900 San Pablo Ave.
El Cerrito, CA 94530

Hercules Police Department - (510) 799-8260
111 Civic Dr., Hercules, CA 94547

Kensington Police Department - (510) 526-4141
217 Arlington Ave.
Kensington, CA 94707

Lafayette Police Department - (925) 284-5010
3675 Mount Diablo Blvd. #130
Lafayette, CA 94549

Martinez Police Department - (925) 372-3440
525 Henrietta St.
Martinez, CA 94553

Moraga Police Department - (925) 376-2515
350 Rheem Blvd.
Moraga, CA 94556
Local Law Enforcement Agencies - continued

Oakley Police Department - (925) 625-6700
210 O’Hara Ave.
Oakley, CA 94561

Orinda Police Department - (925) 254-6820
26 Orinda Way
Orinda, CA 94563

Pinole Police Department - (510) 724-8950
880 Tennent Ave.
Pinole, CA 94564

Pittsburg Police Department - (925) 439-4980
55 Civic Ave.
Pittsburg, CA. 94565

Pleasant Hill Police Department - (925) 671-4600
330 Civic Dr.
Pleasant Hill, CA 94523

Richmond Police Department - (510) 620-6656
401-27th St.
Richmond, CA 94804

San Pablo Police Department - (510) 215-3130
5 Alvarado Sq.
San Pablo, CA 94806

San Ramon Police Department - (925) 275-2270
2222 Camino Ramon
San Ramon, CA 94583

Walnut Creek Police Department - (925) 943-5844
1666 North Main St.
Walnut Creek, CA 94596

Local Fire Agencies

Contra Costa County Fire Protection District - (925) 941-3502
2010 Geary Rd.
Pleasant Hill, CA 94523

Crockett-Carquinez Fire Protection District - (510) 787-2717
746 Loring Ave.
Crockett, CA 94525

East Contra Costa Fire Protection District - (925) 634-3400
134 Oak St.
Brentwood, CA 94513
Local Fire Agencies - continued

El Cerrito Fire Department - (510) 215-4450
10900 San Pablo Ave.
El Cerrito, CA 94530

Kensington Fire Protection District - (510) 215-4450
10900 San Pablo Ave.
El Cerrito, CA 94530

Moraga-Orinda Fire Protection District - (925) 254-1110
33 Orinda Way
Orinda, CA 94563

Pineole Fire Department - (510) 724-8970
880 Tennent Ave.
Pineole, CA 94564

Rodeo-Hercules Fire Protection District - (510) 799-4561
1680 Refugio Valley Rd
Hercules, CA 94547

Local Fire Agencies with Hazardous Materials Response Teams

Richmond Fire Protection District - (510) 307-8046
330-25th St.
Richmond, CA 94804

San Ramon Valley Fire Protection District - (925) 838-6600
1500 Bollinger Canyon Rd.
San Ramon, CA 94583

Other Local Agencies

Contra Costa County Health Services – (925) 335-3200
Hazardous Materials Programs Office
4585 Pacheco Blvd. Ste. 100
Martinez, CA 94553

Contra Costa County Office of Emergency Services - (925) 646-4461
50 Glacier Dr.
Martinez, CA 94553

Contra Costa County Emergency Medical Services Agency - (925) 646-4690
1340 Arnold Drive, Ste. 126
Martinez, California 94553

Contra Costa County Public Works Department - (925) 313-7000
2475 Waterbird Way
Martinez, CA 94553
Other Local Agencies - continued

Contra Costa County Department of Agriculture
Main Office - (925) 646-5250
2366 A Stanwell Circle
Concord, CA 94520

Branch Office – (925) 427-8610
3020 Second Street
Knighten, CA 94548

Contra Costa County District Attorney’s Office
Main Office: P.O. Box 670, Martinez, CA 94553 - (925) 957-2200
Special Operations: 627 Ferry Street, Martinez, CA 94553 - (925) 646-4500

Contra Costa County Sanitary Districts
Byron Sanitary - (925) 625-2279
P.O. Box 309, Byron, CA 94514

Central Contra Costa Sanitary District - (925) 229-7288
5019 Imhoff Place
Martinez, CA 94553

City of Brentwood Sanitation - (925) 634-7098
708 3rd St.
Brentwood, CA 94513

City of Pinole - (510) 724-9010
2121 Pear St.
Pinole, CA 94565

City of Richmond - (510) 412-2014
601 Canal Blvd.
Richmond, CA 94804

Crockett-Valona Sanitary - (510) 787-2992
P.O. Box 578
Crockett, CA 94525

Delta Diablo Sanitation - (925) 778-4040
2500 Pittsburg-Antioch Highway
Antioch, CA 94509

Dublin-San Ramon Services - (925) 846-0568
7051 Dublin Blvd.
Dublin, CA 94568

Ironhouse Sanitary - (925) 625-2279
P.O. Box 1105
Oakley, CA 94561
Other Local Agencies – Contra Costa County Sanitary Districts - continued

Mountain View Sanitary - (925) 228-5635
   P.O. Box 2757
   Martinez, CA 94553

Rodeo Sanitary - (510) 799-2970
   P.O. Box 97
   Rodeo, CA 94572

Stege Sanitary - (510) 524-4668
   P.O. Box 537
   El Cerrito, CA 94530-0537

West County Wastewater - (510) 237-6603
   2910 Hilltop Dr.
   Richmond, CA 94806

Clean Water Programs

Contra Costa County Clean Water Program (Unincorporated) - (925) 313-2259
   255 Glacier Drive
   Martinez, CA 94553

Antioch Clean Water Program - (925) 779-7097
   Antioch Public Works
   P.O. Box 5007
   Antioch, CA 94531

Brentwood Clean Water Program - (925) 516-5169
   Brentwood Public Works
   708 Third Street
   Brentwood, CA 94531

Hercules Clean Water Program - (510) 799-8242
   Hercules Public Works
   111 Civic Drive
   Hercules, CA 94547

Pittsburg Clean Water Program - (925) 439-4122
   Pittsburg Public Works
   P.O. Box 1518
   Pittsburg, CA 94565

San Pablo Clean Water Program - (510) 215-3057
   San Pablo Public Works
   One Alvarado Square
   San Pablo, CA 94806
California Highway Patrol - (707) 648-4055  
Golden Gate Division  
1551 Benicia Rd.  
Vallejo, CA 94591

California Department of Fish & Wildlife  
Region 3 Headquarters - (707) 944-5513  
P.O. Box 47  
Yountville, CA 94599

Oil Spill Prevention & Response Office - (916) 324-9829  
P.O. Box 944209  
Sacramento, CA. 94244-2090

Governor’s Office of Emergency Services - (916) 262-1734  
2800 Meadowview Rd.  
Sacramento, CA 95832

California Department of Transportation - (510) 286-4492  
District 04  
P.O. Box 23660  
Oakland, CA 94623-0660

Bay Area Air Quality Management District - (415) 771-6000  
939 Ellis St.  
San Francisco, CA 94109

State Water Resources Control Board / Regional Water Quality Control Board  
San Francisco Bay Region - (510) 286-1255  
1515 Clay St., Ste. 1400  
Oakland, CA 94612

Central Valley Region - (916) 464-3291  
11020 Sun Center Dr., #200  
Rancho Cordova, CA 95670-6114

State Department of Water Resources - (916) 227-7519  
3251-S St., Room A-7  
Sacramento, CA. 95814

State Department of Conservation  
Division of Oil, Gas and Geothermal Resources - (916) 322-1110  
District 6 - 801 K St.  
Sacramento, CA 95814

California State Lands Commission - (510) 741-4950  
725 B Alfred Nobel Dr.  
Hercules, CA 94547
State Agencies - continued

State Military Department - California National Guard - (916) 854-3440 (24 hr.)
9800 Goethe Rd.
Sacramento, CA. 95814

California Department of Forestry and Fire Protection
Sunshine Forest Fire Station - (925) 672-6400
11851 Marsh Creek Rd.
Clayton, CA 94517

California Environmental Protection Agency - Dept. of Pesticide Regulation
District Office - (510) 669-0295
3065 Richmond Parkway, Ste. 106
Richmond, CA 94806

Main Office - (916) 324-3954
1020 N St., Rm. 100
Sacramento, CA 95814

California Department of Parks and Recreation - (925) 673-2891
96 Mitchell Canyon Rd.
Clayton, CA 94517

California Occupational Safety and Health Administration
Regional Office
1465 Enea Circle, Bldg. E, Ste. 900
Concord, CA 94520 (925) 602-6517

Main Office - (916) 263-2824
2424 Arden Way, Ste. 125
Sacramento, CA 95825

California Air Resources Board - (916) 322-6022
P.O. Box 2815
Sacramento, CA. 95812

State Office of the Attorney General - (916) 324-5003
P.O. Box 94244
Sacramento, CA. 94244-2550

State Emergency Medical Service Authority - (916) 332-4336 Ext. 306
1930-9th St.
Sacramento, CA. 95814

California Environmental Protection Agency – Department of Toxic Substances Control
Region 2 Office - (510) 540-3856
700 Heinz, Ste. 200
Berkeley, CA 94710

Headquarters - (916) 323-3658
301 Capitol Mall, 2nd Floor

Revised MAY 4, 2016
State Agencies - continued

State Department of Health Services - Radiologic Health Section
Regional Office
   2151 Berkeley Way, Annex 2
   Berkeley, CA. 94704 - (510) 540-2014

California State Fire Marshal - (916) 445-8437
   P.O. Box 944246
   Sacramento, CA. 94244-2460

Federal Agencies

The Federal Bureau of Investigations - (415) 553-7400
   450 Golden Gate Avenue, 13th Floor
   San Francisco, CA 94102-9523

United States Coast Guard - Sector San Francisco - (415) 399-3547
   Yerba Buena Island
   San Francisco, CA 94130-9309

United States Environmental Protection Agency Region 9 - (415) 744-2330
   75 Hawthorne St.
   San Francisco, CA 94105
   24-hour Spill # (415) 947-4400

United States Department of Energy - (925) 422-0138
   Lawrence Livermore Site
   P.O. Box 808, L-293
   Livermore, CA 94551