CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Revised Draft – March 2021

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CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Revised Draft – March 2021

CONTRA COSTA
HEALTH SERVICES

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CONTRA COSTA COUNTY
HEALTH SERVICES DEPARTMENT
HAZARDOUS MATERIALS PROGRAMS OFFICE
# CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

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Contra Costa Health Services Hazardous Materials Programs (CCHMP)
March 2021

CHECKLIST for AREA PLAN ELEMENTS
Reference: CCR, Title 19, Div. 2, Ch 4

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# CONTRA COSTA COUNTY
# HAZARDOUS MATERIALS AREA PLAN

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<tr>
<td>AAPCC</td>
<td>American Association of Poison Control Centers</td>
</tr>
<tr>
<td>ACC</td>
<td>American Chemistry Council</td>
</tr>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>BAAQMD</td>
<td>Bay Area Air Quality Management District</td>
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<tr>
<td>CAER</td>
<td>Contra Costa County Community Awareness &amp; Emergency Response Group, Inc.</td>
</tr>
<tr>
<td>CAL EPA</td>
<td>California Environmental Protection Agency</td>
</tr>
<tr>
<td>CAL EPA-DPR</td>
<td>CAL EPA - Department of Pesticide Regulations</td>
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<tr>
<td>CAL EPA-DTSC</td>
<td>CAL EPA - Department of Toxic Substances Control</td>
</tr>
<tr>
<td>CAL FIRE</td>
<td>California Department of Forestry &amp; Fire Prevention</td>
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<tr>
<td>CAL OES</td>
<td>Governor’s Office of Emergency Services</td>
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<td>CAL OSHA</td>
<td>California Occupational Safety &amp; Health Administration</td>
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<tr>
<td>CAL TRANS</td>
<td>California Department of Transportation</td>
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<tr>
<td>CAP</td>
<td>Civil Air Patrol</td>
</tr>
<tr>
<td>CARB</td>
<td>California Air Resources Board</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, Explosives</td>
</tr>
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<td>CCHSHMP</td>
<td>Contra Costa Health Services - Hazardous Materials Programs</td>
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<tr>
<td>CCHS</td>
<td>Contra Costa Health Services</td>
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<tr>
<td>CCR</td>
<td>California Code of Regulations</td>
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<td>CHEMTREC</td>
<td>Chemical Transportation Emergency Center</td>
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<td>CHLOREP</td>
<td>Chlorine Emergency Plan</td>
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<td>CHMIA</td>
<td>California Hazardous Materials Investigators Association</td>
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<td>CHP</td>
<td>California Highway Patrol</td>
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<tr>
<td>County AG</td>
<td>Contra Costa County Department of Agriculture</td>
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<tr>
<td>County DA</td>
<td>Contra Costa County District Attorney's Office</td>
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<td>County EMS</td>
<td>Contra Costa County Emergency Medical Services</td>
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<td>County OES</td>
<td>Contra Costa County Office of Emergency Services</td>
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<tr>
<td>County HazMat</td>
<td>CCHMP Hazardous Materials Incident Response Team</td>
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<td>CSFM</td>
<td>California State Fire Marshal</td>
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<tr>
<td>CST</td>
<td>Civil Support Team</td>
</tr>
<tr>
<td>CSTI</td>
<td>California Specialized Training Institute</td>
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<tr>
<td>CUPA</td>
<td>Certified Unified Program Agency</td>
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<td>CWS</td>
<td>Community Warning Systems</td>
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<td>DFW</td>
<td>California Department of Fish &amp; Wildlife</td>
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<tr>
<td>DOE</td>
<td>Department of Energy</td>
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<td>DOGGR</td>
<td>California Department of Conservation - Division of Oil, Gas &amp; Geothermal Resources</td>
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Revised June 28, 2019
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<th>Acronym</th>
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<td>DPH-RHB</td>
<td>California Department of Public Health - Radiologic Health Branch</td>
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<td>DPR</td>
<td>California Department of Parks &amp; Recreation</td>
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<td>DWR</td>
<td>California Department of Water Resources</td>
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<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
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<tr>
<td>EDIS</td>
<td>Emergency Digital Information System</td>
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<td>EMSA</td>
<td>State Emergency Medical Service Authority</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>FRA</td>
<td>First Responder Awareness</td>
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<td>FRO</td>
<td>First Responder Operations</td>
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<td>HAZMAT-BOC</td>
<td>CCHMP - Branch Operations Center</td>
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<td>HMAP</td>
<td>Contra Costa County Hazardous Materials Area Plan</td>
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<td>HMS</td>
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<td>HMT</td>
<td>Hazardous Materials Technician</td>
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<td>HSC</td>
<td>California Health &amp; Safety Code</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICS</td>
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<td>Local Emergency Planning Committee</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NOAA</td>
<td>National Oceanic &amp; Atmospheric Administration</td>
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<td>OAG</td>
<td>State Office of the Attorney General</td>
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<td>OASIS</td>
<td>Operational Area Satellite Information System</td>
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<td>OSPR</td>
<td>DFW - Office of Oil Spill Prevention &amp; Response</td>
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<td>PIH/MAG</td>
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<td>PMAO</td>
<td>Petrochemical Mutual Aid Organization</td>
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<td>PPE</td>
<td>Personal protective equipment</td>
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<td>RACES</td>
<td>Radio Amateur Civil Emergency Services</td>
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<td>Standard Operating Procedure</td>
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<td>United States Coast Guard</td>
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<td>United States Environmental Protection Agency</td>
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<td>WMD</td>
<td>Weapons of Mass Destruction</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 administrating 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 administrating 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 administrating agency has a reasonable basis for believing that it
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 Section** - 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).
CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Revised Draft – March 2021

CONTRA COSTA HEALTH SERVICES

CONTRA COSTA HEALTH SERVICES
HAZARDOUS MATERIALS PROGRAMS
1 PLANNING BASIS

1-1 PURPOSE
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.

The HMAP:
.1 Describes the overall hazardous materials emergency response organization within Contra Costa County
.2 Establishes the lines of authority and coordination for hazardous materials incidents affecting Contra Costa County
.3 Identifies the roles and responsibilities of local, State and Federal government agencies necessary to minimize the impacts of a hazardous materials incident
.4 Meets the requirements of the California Code of Regulations (CCR) Title 19, Article 3 - §2640 et seq.

1-2 SCOPE
The HMAP:
.1 Includes the identification of hazardous materials incident planning, operations, organization, and responsibilities for handling a hazardous materials incident that may impact Contra Costa County
.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
The HMAP:
.1 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 at a potential hazardous materials incident

1-5 AUTHORITY
.1 California Health and Safety Code, Division 20, Chapter 6.95, §25500 (a) et seq.
.2 California Health and Safety Code, Division 20, Chapter 6.11, §25404 et seq.
.3 California Health and Safety Code, Division 20, Chapter 6.95, §25503 (d) et seq.
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 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. If necessary, rescue victims - if rescue can be done safely
   c. Basic containment and control of the release - if these actions can be done safely
   d. Provide emergency medical attention, including decontamination, to victims
   e. Notify the Contra Costa Health Services - Hazardous Materials Programs Office (CCHSHMP) and other appropriate agencies
   f. Determine the need for immediate protective actions necessary to safeguard public health (shelter-in-place, evacuation)
   g. Determine the Community Warning System (CWS) Level of the incident (see Appendix 13-6)
   h. Identify the involved hazardous material and the hazards associated with material - only if identification can be done safely and from a safe distance

2-2 PERSONNEL MONITORING & DECONTAMINATION

.1 The IC is responsible for personnel monitoring and decontamination
.2 The local fire agency shall support decontamination activities
.3 The Hazmat Group Supervisor shall advise the IC and coordinate the appropriate personnel monitoring and decontamination procedures

2-3 EQUIPMENT MONITORING & DECONTAMINATION

.1 The IC is responsible for equipment monitoring and decontamination
.2 The local fire agency shall support decontamination activities
The Hazmat Group Supervisor shall advise the IC and coordinate the appropriate equipment monitoring and decontamination procedures.

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 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
   i. At the request of the incident commander, CCHSHMP 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
   i. When the suspected material is potentially an agriculture product, CCHSHMP 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
   i. In coordination with the County AG, CCHSHMP 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
   i. CCHS has access to language translation services. CCHSHMP 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
   i. CCHSHMP 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
   i. 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. CCHSHMP in coordination with County AG and County EMS will disseminate this information to medical providers

Revised March 2021
3 WEAPONS OF MASS DESTRUCTION

3-1 CCHSHMP believes that weapons of mass destruction (WMD) meet the definition of hazardous materials and therefore fall under the Area Plan. Contra Costa County hazmat teams have been preparing to respond to WMD incidents by purchasing additional equipment and by attending additional trainings.

.1 CCHSHMP IR Team is a Type I hazmat team meeting WMD training and gear requirements to respond to all WMD incidents.

.2 Contra Costa County Fire Protection District (CCCFPD), Richmond Fire Department (RFD), and the San Ramon Valley Fire Protection District (SRVFPD) each staff a Type II hazmat team with gear and training to respond to some WMD incidents.

.3 Walnut Creek Bomb Squad has been trained to respond and mitigate explosives involved in WMD incidents.

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 responding hazmat team to be a credible WMD event.

3-3 CCHSHMP and CCHS-Public Health Lab used grants from the United States Department of Homeland Security to purchase advanced analytical equipment which can detect and identifying WMD agents.

3-4 Contra Costa County hazmat team members have attended training courses sponsored by the Center for 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 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 Emergency Alert System (EAS) and Emergency and Disaster Information Service (EDIS), National Oceanic and Atmospheric Administration (NOAA) weather radios, computer terminals, emergency response personnel pagers, and emergency phone notification through the Telephone Emergency Notification System.
   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 CCHSHMP 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.
   g. Information may also be provided to members of the public who have enrolled to receive alerts through various social media platforms.

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, or a PIO to operate social media platforms.
   c. The centralized coordination of information from responding agencies.

4-4 MEDICAL NOTIFICATION
During a major hazardous materials incident, CCHSHMP will ensure that Emergency Dispatch notifies the On-Call Health Officer and EMS.

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.

During a major hazardous materials incident (CWS level 3), where CCHSHMP becomes aware that many the public will be impacting local Emergency Rooms, CCHSHMP 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 SHELTER-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. Build plume models as needed to guide response efforts
   d. Determine whether shelter-in-place or evacuation is necessary
   e. The affected public are to Shelter-In-Place first, and remain Sheltered-In-Place until it is determined that an evacuation is necessary
   f. Timely notification of the affected public through activation of the CWS
   g. Coordinate available information with responding agencies and EMS to determine logistics (i.e., evacuation routes, mass-care facilities, and shelter and reception areas)
   h. EMS shall notify hospitals of shelter-in-place and confirm the lifting of the shelter-in-place order

.2 Per California Health and Safety Code §101080 the Contra Costa County Health Officer is the local government authority for determining when a shelter-in-place and/or evacuation order related to a hazardous materials incident may be lifted.

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

.1 During a major hazardous materials incident, CCHSHMP 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.

4-7 AIR MONITORING

.1 CCHSHMP considers air monitoring and sampling to be a pivotal part to safeguarding the public during an incident
   a. Air monitoring plans are designed to be used to provide the highest and most responsive level of community protection and allow CCHSHMP to approach complex incidents in a methodical and safe manner
   b. Standardized air monitoring and sampling identify and prioritize sensitive receptors in the community
c. Air monitoring and sampling plans compare observed values to previously identified action levels to expedite and standardize decision making for CCHSHMP

d. Air monitoring and sampling plans can complement decision making when weather patterns are variable or changing

2 CCHSHMP has drafted air monitoring plans for the large, fixed facilities within Contra Costa County to expedite the response and protection of the public. CCHSHMP has also procured additional air monitoring equipment to gain a more accurate picture of complex events across a wider range of potential contaminants of concern

3 A template air monitoring plan is available to Contra Costa County Health Officers to be used at novel locations that are not large, fixed facilities but may still be capable of becoming a large-scale hazardous materials response (e.g., a fuel tanker rollover, pipeline release, or other transportation related incident)

4 Per California Health and Safety Code §101085 the Contra Costa County Health Officer is the local government authority for determining and analyzing the material causing the health emergency

5 CLEAN-UP & EMERGENCY FUNDING

5-1 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 CCHSHMP will work with 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
d. Not conducting an adequate cleanup
e. Required to assume control under statute due to public health risk

.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
b. Secured areas may be reopened (e.g., buildings, roadways, waterways, and evacuated areas, etc.)
.5 CCHSHMP or the IC should not enter 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).

5-2 EMERGENCY FUNDING ACCESS

.1 The California Highway Patrol may access local funds to mitigate a life-threatening, hazardous materials spill caused by a transportation incident occurring in unincorporated County. County funds are available when the responsible party is not identified or will not assume financial responsibility. Specific notification requirements are outlined in Board Resolution 86/543 (Attachment 13-3).

.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 CCHSHMP.
   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. Contact information for USCG (415) 399-3547 and US-EPA Region 9 (415) 744-2330
   b. Department of Toxic Substance Control (DTSC) must be contacted before requesting aid from US-EPA
   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)

5-3 EMERGENCY CONTRACTOR ACCESS

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

5-4 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, CCHSHMP 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, CCHSHMP 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 - §25503(c)(2) places the responsibility for pre-emergency planning with the administering agency - CCHSHMP

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 to combat the effects of a hazardous materials incident more effectively. 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
h. Coordinate with other agencies to determine immediate actions necessary to protect public health

.5 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 (typically one federal, one state, one local agency and a representative from the responsible party) 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(s) 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 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.

7 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 can 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. CCHSHMP will provide a copy of this HMAP to all the agencies listed in this section.

7-1 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

7-2 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)

iii. Initiate actions (evacuation or shelter-in-place) to protect persons immediately threatened by the incident and activate CWS Level 2 or 3 through CCHSHMP IR Team or through the Sheriff’s dispatch (Comm-1)

b. The Contra Costa County Sheriff-Coroner 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

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

.4 Fire Agencies with Hazardous Materials Response Teams
     a. CCCFPD, RFD, and SRVFPD maintain hazardous materials response teams
     b. During a hazardous materials incident, CCCFPD, 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
           iv. Use specialized equipment to mitigate the incident

.5 Contra Costa Health Services - Hazardous Materials Programs (CCHSHMP)
     a. CCHSHMP safeguards public health and the environment from the impacts of hazardous
        materials incidents
     b. CCHSHMP 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. CCHSHMP
        manages the Contra Costa County Health Services Department-Hazardous Materials
        Incident Response Program.
     d. The CCHSHMP IR Team is available 24-hours to provide a county-wide response to any
        hazardous materials, radiological, or medical waste incident. The CCHSHMP IR Team
        will also respond to any WMD event
     e. During a hazardous materials incident, the CCHSHMP 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 and
               take protective actions where necessary
           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 and may make necessary arrangements
              to ensure proper disposal of hazardous materials (note: the CCHSHMP IR Team has
              limited capabilities to perform cleanup, transport, and disposal)
           xi. Coordinate the various channels of funding available
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
   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
   b. Public works departments have limited training to identify and dispose of known hazardous
      chemicals that are frequently found at abandonments (automotive fluids, paints, universal
      wastes, etc.). Public works departments may elect to arrange for disposal of hazardous
      waste abandoned in a public right of way, however they may only transport exempt
      quantities of waste.

.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 CCHSHMP IR Team technical advice
   c. County AG is required to be given an opportunity to investigate any persons’ death or
      exposure because of any regulated pesticide, including but not limited to chlorine
   d. County AG is a county liaison with Department of Pesticide Regulation and may be able
      to expedite any information requests
   e. County AG (along with CCHSHMP) is responsible for inspecting the Hazardous Materials
      Business Plans for agricultural operations
   f. County AG registers and inspects pest control businesses and applicators, pest control
      advisors and pesticide equipment and storage areas for compliance with regulations
   g. Issues permits to growers for restricted materials and grower identification numbers for
      growers who purchase pesticides
   h. Investigates illness complaints related to pesticide use as well as complaints of crop or
      environmental damage from pesticide use
   i. Takes residue samples as part of an investigation
   j. Monitors applications for compliance with use restrictions
   k. Enforces worker safety regulations that are designed to protect applicators and /or farm
      workers
l. Enforces pesticide use reporting regulations
m. 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
   vi. 24-hour response capabilities
c. Sanitary districts may also be able to provide one-off variances to dispose of certain hazardous materials that will not upset their water treatment systems (e.g., large quantities of dilute fertilizers, attenuated liquid biohazardous waste, bleach or other surfactants, etc.) These variances must be arranged with each sanitary district with jurisdiction in a one-on-one basis

.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
   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

7-3 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
   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

.2 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 (OSPR) 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. DFW may also provide analytical services of their own samples or other agencies' samples collected on scene
      viii. Supervise and approve the cleanup operations of incidents impacting fish, wildlife, and their habitats
      ix. Provide law enforcement support to local law enforcement agencies

.3 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

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

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

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 toxins, 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
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
      vi. Use 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 contracted cleanup activities

.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
      ii. Provide access routes to the project and a list of protection priorities to mitigate the spread of any pollutant affecting the project

.8 California Department of Conservation – Geologic Energy Management Division (CalGEM)
   a. CalGEM, 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, CalGEM 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
      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

.9 California State Lands Commission (SLC)
a. 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 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.
   v. Consult with OSPR in the event major corrective actions are necessary to mitigate a release of oil onto State lands.

.10 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. 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.
   viii. Provide technical advice and resources for handling and disposing of explosives.
   ix. Provide assistance to identify chemical substances.
   x. Provide plume modeling resources and information.
   xii. Assess a suspected WMD event in support of a local Incident Commander.
   xiii. Advise civilian responders regarding appropriate response actions.
   xiv. Facilitate requests for assistance to expedite arrival of additional state and federal assets.
   xv. Assist with evidence and sample collection to begin building a criminal case.

.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

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
   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
   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)
   a. CARB protects and enhances the ambient air quality of the State through local and regional air pollution control authorities
   b. 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)
   a. 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.
   b. CAL EPA-DTSC assesses emergency response pre-incident needs in the form of equipment and general preparedness
   c. CAL EPA-DTSC is responsible for protecting food and water supplies from the effects of hazardous materials incidents
   d. 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
      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
      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
      iv. Investigate all fires in State owned or occupied buildings and, upon request, assist local
         agencies jurisdictions with their fire investigations

7-4 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, 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
         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.

b. During a hazardous materials incident that impacts the inland zones, 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
   iv. Provide technical assistance on hazardous materials and oil spills

3 Department of Energy (DOE)
   a. 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.

7-5 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 13-6)
      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
         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 can provide 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
iv. Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks

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

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

iii. The Salvation Army
   o 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 referrals to the appropriate government and private agencies for special services required by victims

iv. Radio Amateur Civil Emergency Services (RACES)
   o RACES may provide licensed "HAM" radio operators to augment existing communications or as a backup if normal communication systems are disrupted
   o 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 can provide 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.

8 NOTIFICATION

8-1 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

8-2 IMMEDIATE NOTIFICATION
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.

8-3 GENERAL PUBLIC PROCEDURES:
.1 To report an incident requiring an immediate response from local law enforcement, fire, or medical services, the 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.
.2 Hazardous Materials incidents can occur anywhere and are frequently first observed by the 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 emergency 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.

a. The business or incident commander shall ensure that CalOES is properly notified at (800)852-7550 or (916)845-8911 with the following information:
   i. Identity of caller,
   ii. Exact location, date and time of spill, release, or threatened release,
   iii. Location of threatened or involved waterways or storm drains,
   iv. Substance, quantity involved, and isotope if necessary,
   v. Chemical name (if known, it should be reported if the chemical is extremely hazardous), and
   vi. Description of what happened

The dispatch center will notify CCHSHMP of all potential or actual hazardous materials incidents. CCHSHMP can be reached by calling (925) 655-3232 or through the Sheriff's Communications Center at (925) 646-2441. The Sheriff’s Communications Center (Comm-1) is the primary dispatch for CCHSHMP.


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.
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:
   a. any injuries on-site or off-site?
   b. state the on-site contact person and gate number or address where the responding hazmat team should report
   c. are any sensitive receptors or subdivisions nearby?
   d. has the facility’s “Emergency Operations Center” or emergency response staff been activated?
   e. state estimated quantity of chemical released
   f. have other agencies been notified?
   g. 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

9 TRAINING

9-1 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 - §2645 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 level responders shall be sufficiently trained to be competent in the following:

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

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

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 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

iv. Selection and use of proper specialized chemical PPE provided to an 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

\(^2\) California Code of Regulation, Title 8 §5192(q)(6)(B)

\(^3\) California Code of Regulation, Title 8 §5192(q)(6)(C)
ix. Understand basic chemical and toxicological terminology and behavior

d. Hazardous Materials Specialist (HMS)\textsuperscript{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 regarding 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 an 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

ix. Understand chemical, radiological, and toxicological terminology and behavior

e. Hazardous Materials Incident Commander (IC)\textsuperscript{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

iv. Implementation of local emergency response plans

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

vi. Knowledge and understanding of the importance of decontamination procedures

\textsuperscript{4} 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.

\textsuperscript{5} Interagency training for emergency response personnel, required by CCR Title 19 - §2725, will be coordinated by the administering agency - CCHSHMP

\textsuperscript{6} 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

\textsuperscript{7} 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)

9-2 TRAINING DOCUMENTATION

\textsuperscript{4} California Code of Regulation, Title 8 §5192(q)(6)(D)

\textsuperscript{5} California Code of Regulation, Title 8 §5192(q)(6)(E)
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
.4 The date of the training

9-3 TRAINING EXERCISES

.1 The administering agency, CCHSHMP, 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 RHMRO 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 EQUIPMENT AND SUPPLIES

10-1 INVENTORY

.1 Appendix 13-7 of the HMAP is an inventory of the hazardous materials response equipment and supplies maintained by CCCFPD, CCHSHMP, 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. The CCCFPD stores four units, RFD store two units, and SRVFPD store two units.
.3 In addition to the inventories listed in Appendix 13-7, 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.

10-2 TEST, INSPECTION, AND MAINTENANCE

.1 Appendix 13-7 of the HMAP includes schedules for testing, inspecting, and maintaining hazardous materials response equipment and supplies

10-3 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

11 INCIDENT CRITIQUE & FOLLOW-UP

11-1 INCIDENT CRITIQUE
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.

The critique shall be coordinated by the agency assuming the role of Incident Command.

11-2 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 - CCHSHMP.

11-3 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 – CCHSHMP shall evaluate the facility’s business plan to identify areas of the plan that need improvement.

11-4 INCIDENT DATA MANAGEMENT

.1 CCHSHMP shall maintain records of hazardous materials incidents impacting Contra Costa County.
CONTRA COSTA COUNTY
HAZARDOUS MATERIALS AREA PLAN

Section 13
APPENDICES

Revised – March 2021

13-1 HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE
13-2 INCIDENT CONTROL ZONE LAYOUT
13-3 CONTRA COSTA COUNTY RESOLUTION 86/543
13-4 CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX
13-5 CONTRA COSTA COUNTY HEALTH SERVICES DEPARTMENT
    - HAZARDOUS MATERIAL INCIDENT NOTIFICATION POLICY (REVISED 2016)
13-6 HAZARDOUS MATERIALS EQUIPMENT & SUPPLIES LIST
HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE

Hazardous Materials Incident Occurs

Emergency Response Required?

Yes

Call 9-1-1
Notify Local Dispatch Center
Activate Community Warning System for CWS Levels 2 & 3
Notification Policy
APPENDIX 12-7

No

Notify CCHSHMP
(CUPA)
925-655-3232
CA H&S Code CH 6.95 §25510

State Notification Required?

Federal Notification Required?

Notify Governor’s Office of Emergency Services
1 800 852-7550 (24 hrs)

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

First Response Agencies
- Implement Incident Command System
- Isolate and Deny Entry
- Assess Incident – Request Resources
- Notify Response Agencies
- Determine Protective Actions to Safeguard Public Health
- 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
- Address Decontamination
- Assume the Assistant Safety Officer – HazMat Position
- Monitor Impacts to Public Health & the Environment
- Continuously Evaluate Impact to Communities
- Provide Updated Public Health Messaging
- Coordinate with the County Health Officer, other Agencies, and industry to determine “All Clear”

First Response Agencies Arrive on Scene

HazMat Response Arrives on Scene

Post Incident Activities
- Clean-up Oversight
- Investigation
- Enforcement
- Evaluate Resources
- Incident Critique
APPENDIX SECTION 13-2

INCIDENT CONTROL ZONE DIAGRAM
APPENDIX SECTION 13-3

CONTRA COSTA COUNTY BOARD OF SUPERVISORS
RESOLUTION 86/543
THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

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

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

SUBJECT: Life Threatening Hazardous Substance Releases -- CHP Authorization to Cleanup 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 §4650) 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 §24550) 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.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 9, 1986

PHIL. BATELOR, Clerk of the Board of Supervisors and County Administrator

By: John Edwards, Deputy
APPENDIX SECTION 13-4

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS RESPONSE MATRIX
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<td>Proclaim Local Emergency</td>
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<td>Participate in ICS</td>
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# Appendix 13-6
## Contra Costa County Hazardous Materials Response Matrix

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<th>State Agencies</th>
<th>Federal Agencies</th>
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CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX

Explanations of the Responsibilities Listed on the Area Plan Response Matrix

PRE-EMERGENCY PLANNING
- Review Business Plans
- Coordinate Exercises

EMERGENCY RESPONSE
- Incident Commander
- Site Access Control
- Rescue
- Activation of CWS
- Fire Control/Suppression
- Public Health Assessment
- Environmental Assessment
- Disseminate Medical Information
- Declare Local Emergency
- Participate in ICS

TECHNICAL INFORMATION
- Personnel Protective Equipment
- Industrial Hygiene
- Decontamination
- Health Effects
- Facility (Site Map, Inventory)
- Chemical
- Air Monitoring
- Meteorological

ON SCENE RESPONSE TO:
- Air Quality
- Soil/Ground
- Water
- Pipeline/Tank
- Sewage
- Biological/Medical Waste
- Radioactive Material

INCIDENT MITIGATION OF:
- Air
- Soil/Ground
- Water
- Pipeline/Tank
- Sewage
- Biological/Medical Waste
- Radioactive Material

DECONTAMINATION
- Maintain Supplies
- Personnel/Equipment
- Wildlife

ENFORCEMENT
- Penalties
- Cease & Desist Orders

CLEAN-UP
- Oversee and Approve
- Waste Disposal
- Emergency Funding Access
- Emergency Contractor Access

INCIDENT CRITIQUE
- Coordinates incident critique following the incident.

INCIDENT DOCUMENTATION
- Coordinates incident reports and documentation.
APPENDIX SECTION 13-5

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.
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 businesses4 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.

4The 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

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

4. Non-process fires or incidents, such as a grass fire, where a process is not expected to be impacted.


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
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
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 1 LEVEL 1?

CCHS REQUEST FOLLOWUP REPORT?

WRITTEN FOLLOWUP REPORT TO CCHS WITHIN 72-HOURS

INVESTIGATION BEEN COMPLETED WITHIN 30

SUBMIT INTERIM REPORT(S)

SUBMIT FINAL REPORT (ATTACHMENT ‘C’)

NO FURTHER ACTION REQUIRED

APPLICABLE TO 72-HOUR REPORT

FOR INITIAL RESPONSE ONLY

APPLICABLE TO 30-DAY REPORT
IS FOLLOWUP REPORT TO STATE OES REQUIRED?¹

Yes

SUBMIT APPROPRIATE REPORT TO CCHS WITHIN 15 DAYS

No

IS INCIDENT MAJOR CHEMICAL ACCIDENT OR RELEASE?

Yes

INVESTIGATE INCIDENT USING ROOT CAUSE METHOD, IN CONJUNCTION WITH CCHS²

No

NO FURTHER ACTION REQUIRED

¹ as per Section 2705(b) of Title 19 CCR.
² Contra Costa County Ordinance Code Chapter 450-8.016(c)(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?
### ATTACHMENT A-1

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<td>- On-Site, and</td>
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<td>- has been or expected to go Off-Site, and</td>
<td>- has been or expected to go Off-Site, and</td>
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<td>- no Off-Site consequences.</td>
<td>- Possible Off-Site consequences.</td>
<td>- may have adverse health consequences for those with sensitivities.</td>
<td>- may have adverse health consequences for the general public.</td>
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<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
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<tr>
<td>Guidelines</td>
<td>- A release not 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)</td>
<td>- Spill or release that may meet an RQ requirement that does not meet requirements of L2 or L3,</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,</td>
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<td>- A potential release due to process unit startups and shut downs,</td>
<td>- Fire/smoke/plume visible from offsite (does not include fire training exercises)</td>
<td>- Flaring that could raise concerns from the community.</td>
<td>* 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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<td>- Three or more unconfirmed offsite odor complaints within an hour.</td>
<td>- A fire beyond the incipient stage</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:

For CCHS Use Only:
Received By: __________________
Date Received: _________________
Incident Number: _______________
Copied To: ____________________
Event Classification Level: _______
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 RECURRENCE 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 RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:
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 13-6

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

Contra Costa Health Services - Hazardous Materials Programs (CCCHSD-HazMat)
Offices, HazMat Response, Equipment and Supplies Storage.
4585 Pacheco Boulevard Suite 100, 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.
- Unit #3643 – Ford Interceptor Utility, Response Vehicle w/basic supplies
- Unit #3644 – Ford Interceptor Utility, Response Vehicle w/basic supplies
- Unit #3645 – Ford Interceptor Utility, Response Vehicle w/basic supplies
- Unit #3657 – Ford Edge, Response Vehicle w/basic supplies
- Unit #3658 – Ford Edge, Response Vehicle w/basic supplies
- Unit #9137 – Kawasaki Mule, all-terrain utility vehicle
- Unit #8563 – Oil Spill Trailer, Hard Boom

Richmond Fire Department (RFD)
Station 64 - HazMat Response, Equipment and Supplies Storage.
4801 Bayview Ave., Richmond, CA 94804
(510) 685-0081, 24 hr. (510) 620-6989

Hazardous Materials Response Vehicles:
- HM64 – HazMat Response Vehicle
- HazMat Utility Pickup
- HazMat Mass Decon Trailer

San Ramon Valley Fire Protection District (SRVF)
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

Contra Costa County Fire Protection District
Station 87 - HazMat Response, Equipment and Supplies Storage.
800 W. Leland Rd. Pittsburg, CA 94565
(925) 941-3300

Hazardous Materials Response Vehicles:
- HM 21- Fully Equipped HazMat Response Vehicle

Rev 10.28.19 - FZ
# Table of Equipment and Supplies

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