Delaware County Hazardous Materials
Hazard Specific Plan (HSP)

The following pages contain the required information by the State of Ohio Emergency Management Agency in compliance with the Ohio Revised Code C Sections 3750.04 (A).

LEPC RESOLUTION

APPROVING THE WORK PERFORMED BY THE DELAWARE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR THE DELAWARE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

WHEREAS, the Local Emergency Planning District consisting of the area within Delaware County was designated by the State Emergency Response Commission in 1987

WHEREAS, the Delaware County Office of Homeland Security and Emergency Management will perform work for the LEPC for the purpose of developing, preparing, reviewing, exercising, and revising their chemical emergency response and preparedness plans, answering Right-to-Know requests, organizing facility Tier II reporting forms, and documentation of hazardous materials spills in accordance with ORC 3750

THEREFORE, the Delaware County Local Emergency Planning Committee hereby approves that the funds received from the State Emergency Response Commission be awarded to the Delaware County Office of Homeland Security and Emergency Management to continue to perform the duties for the LEPC.

In consideration of the above, the Local Emergency Planning Committee of Delaware County sets forth its signature on this 9th day of April, 2015.

LEPC Chair

Vice Chair
2015 Delaware County HAZMAT Plan Promulgation

Chief Troy Morris, LEPC Chair:  Troy Mx  Date: 10/13/15

Sean Miller, LEPC Vice-Chair:  Sean Miller  Date: 10/13/15

Bob Lavender, HazMat Planner:  Bob Lavender  Date: 10/13/15

Megan Edwards, LEPC Secretary:  Megan Edwards  Date: 10/13/15
# TABLE OF CONTENTS

NOTE: After each in () identifies the section of **ORC 3750** for planning requirements

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Record of Amendments</td>
<td>6</td>
</tr>
<tr>
<td>Abbreviations and Definitions</td>
<td>6</td>
</tr>
<tr>
<td>Instruction on Plan Use</td>
<td>7</td>
</tr>
<tr>
<td>Situation (3)</td>
<td>7</td>
</tr>
<tr>
<td>Assumptions (7, 11)</td>
<td>8</td>
</tr>
<tr>
<td>Concept of Operations (4, 6, 7, 9)</td>
<td>9</td>
</tr>
<tr>
<td>Responder Communications (4, 6)</td>
<td>15</td>
</tr>
<tr>
<td>Mutual Aid Plan (8, 10)</td>
<td>16</td>
</tr>
<tr>
<td>Public Warning/Notification/Information (4, 6)</td>
<td>17</td>
</tr>
<tr>
<td>Personal Protection of Citizens (9)</td>
<td>17</td>
</tr>
<tr>
<td>Response Personnel Safety (4, 7)</td>
<td>19</td>
</tr>
<tr>
<td>Fire and Rescue (4)</td>
<td>19</td>
</tr>
<tr>
<td>Law Enforcement (4)</td>
<td>20</td>
</tr>
<tr>
<td>Health (4)</td>
<td>20</td>
</tr>
<tr>
<td>Hospital (4)</td>
<td>21</td>
</tr>
<tr>
<td>EMS (4)</td>
<td>21</td>
</tr>
<tr>
<td>County Engineer (4)</td>
<td>21</td>
</tr>
<tr>
<td>ODOT (4)</td>
<td>21</td>
</tr>
<tr>
<td>Red Cross (4)</td>
<td>22</td>
</tr>
<tr>
<td>Private Contractors (4)</td>
<td>22</td>
</tr>
<tr>
<td>Water and Sewage (4)</td>
<td>22</td>
</tr>
<tr>
<td>Containment and Control (4)</td>
<td>22</td>
</tr>
<tr>
<td>Ongoing Incident Assessment/Monitoring (7)</td>
<td>23</td>
</tr>
<tr>
<td>Recovery (4)</td>
<td>23</td>
</tr>
<tr>
<td>Documentation (4)</td>
<td>23</td>
</tr>
<tr>
<td>Investigation Follow Up (4)</td>
<td>23</td>
</tr>
<tr>
<td>Cost Recovery (4)</td>
<td>24</td>
</tr>
<tr>
<td>Training (11)</td>
<td>24</td>
</tr>
<tr>
<td>Public Education (11)</td>
<td>24</td>
</tr>
<tr>
<td>LEPC Annual Exercise (12)</td>
<td>24</td>
</tr>
<tr>
<td>Plan Development and Maintenance (12)</td>
<td>25</td>
</tr>
<tr>
<td>Administration (5)</td>
<td>26</td>
</tr>
<tr>
<td>Tab A – Facilities Reporting EHS (1)</td>
<td>27</td>
</tr>
<tr>
<td>Tab B – Hazardous Materials Log (4)</td>
<td>29</td>
</tr>
<tr>
<td>Tab C – Hospitals (4)</td>
<td>30</td>
</tr>
<tr>
<td>Tab D – Public Records Release Specific to LEPC</td>
<td>31</td>
</tr>
<tr>
<td>Tab E – No Change Checklist (12)</td>
<td>34</td>
</tr>
<tr>
<td>Tab F – Cost Recovery SOG (4)</td>
<td>35</td>
</tr>
</tbody>
</table>
SUPPORTING DOCUMENTS:

- Introduction

- DART Run Cards (4)

- Delaware County EOP (4)

- Resource Manual (8)

- Fire Dept. SOG’s
  - Incident Management System (4)
  - Canberra Radiological Detector (4)
  - Fire Ground Emergency Communications (4)
  - Staging (4)
  - Evacuation (4, 9)
  - Passport Accountability (4, 6)

- DART Operational Document (4)

- DART Administrative Document (11, 12)

- Delaware County GIS Public Safety Application (1, 2, 3, 7, 9)

- Fire Chief’s Website Resource Listing of Current Trained Responders (11)

- Directory of Officials of Delaware County (5)

- EHS Facility Infrastructure Data (1, 2, 3, 5, 7)
Introduction

The preservation of life and property is the fundamental responsibility of government at all levels. As chemicals are an essential part of everyday life in Delaware County, the potential for an incident to occur involving the transport, use, storage, or manufacture of hazardous materials is ever present. Incidents involving release of hazardous materials have increased in recent years and more can be expected in the future. These incidents are different from emergency situations because of the wide diversity of causative factors and the potential threat they present to a community. Therefore it is a basic function of local government to prevent or lessen the impact of such an incident through emergency planning, training and preparation.

The Delaware County’s Hazardous Materials HSP and other documents establish the roles, procedures, and inter-organizational relationships under which government officials, department heads, and private organizations shall operate in the event of any hazardous materials incident. It is supported by individual agency standard operating procedures that address specific hazardous materials operational concepts. This improves coordination, insures more adequate protection to personnel and reduces time needed to solve problems.

Thus, the Local Emergency Planning Committee, designated by the County Commissioners, and appointed by the State Emergency Response Commission, is charged with the responsibility to prepare, plan an annual exercise, and review Delaware County’s Hazardous Materials HSP. The Delaware County LEPC, the Delaware County Office of Homeland Security and Emergency Management, and those agencies designated and described within this plan, shall execute the plan.

This plan is developed in accordance with Chapter 3750 of the Ohio Revised Code.
Record of Amendments

Major Update August 2011
Updated HAZMAT Log Form and Cost Recovery and Facility and Rail Analysis, 10/13.
Updates Made to the Facility and Rail Analysis portion of the plan, 8/14.
Updates Made to the Facility and Rail Analysis portion of the plan, added transport routes and updated EHS facilities, 9/15.

Abbreviations and Definitions

See County EOP.
Instructions on Plan Use

As a Hazard Specific Plan to be used in conjunction with the Delaware County EOP, the plan explains the basic response to a hazardous materials incident. This plan is also meant to work with each facility “SOG’s” or facility plan. A copy of each EHS facility plan and their annual reports are kept on file at the EOC. Copies of facility plan MUST be obtained from the facility and not the LEPC as the LEPC is not the creator nor possessor, only the borrower. A copy of the facility plan is also located at the fire department that regularly serves the site. Fire departments annually review these facility plans and considers procedures in place at the facility to evaluate personnel, resources, and training. A summary of each facility worst case scenario is described under that site’s Hazardous Analysis Summary Sheets. These sheets are located under separate cover as a secure document.

When a Hazardous Materials Incident occurs and is reported by a citizen or a facility, official confirmation is required from the Fire Department, EMS or Law Enforcement before activating the plan. The plan is activated after confirmation of a Hazardous Materials Incident, by one of the above agencies.

Situations

There are reporting facility sites that manufacture or store Extremely Hazardous Substances (EHS). Names, addresses, emergency contacts and phone numbers are located in Tab A See County EOP for additional information.

Special planning concerns would occur during the third week of September when the Delaware County Fair and the Little Brown Jug races are held. Population at the fairgrounds alone can reach 60,000 plus. The potential outcome would result in concerns related to evacuation and the numbers of persons exposed if an incident were to occur in the City of Delaware. During the winter months, the main routes used for evacuation can be reduced to one lane or closed due to snow and wind directions.

A transportation hazard exits as a result of hazardous materials being transported throughout the county by roadway and by rail. A spill/incident involving a truck or railcar could result in the release of a hazardous material placing people, property and the environment at risk of being injured or damaged. See the County GIS Public Safety Application for primary transportation routes. Major routes in Delaware County include: I-71, US 23, US 36, US 42, SR 37, SR 315, SR 257, SR 750, SR 3, and S. SR 605.

There are 2 rail systems that span the county. Norfolk and Southern (N&S) spans 48 miles and Chessie (CSX) spans 60 miles. Two of the routes are located on the Eastside of the City of Delaware and runs along U.S. 23 from the Village of Ashley on the North to City of Columbus on the South. The third railway runs through the Western-Central part of Delaware City and travels between St. Rt. 257 and St. Rt. 315. It spans from Radnor Township on the North to the City of Powell on the South.
Assumptions

The information gathered for this analysis is interpreted from CAMEO using information from SERC chemical inventory forms or Tier II Forms. This information is updated annually. Assumptions made during the CAMEO analysis include: (Unless otherwise specified)

* Rural settings
* Wind speed: 3.35 mph
* Chemical Amounts in the maximum quantities were used in determining the worst-case scenario.
* Chemical container type is direct Release.

This HSP is a planning tool and is not meant to be utilized as a response procedure. Responders will use information to prepare for hazardous material incidents and to develop internal SOG’s.

Facilities are responsible for filing reports per SARA Title III and Ohio Revised Code 3750.07-08 and sharing this information with LEPC, Fire Departments and the public.

All emergency response personnel are responsible for maintaining training and documentation requisites per OSHA 49 CFR 1910.120(Q).

Area hospitals will be able to receive and care for a limited number of victims during a hazardous materials incident. Nearby hospitals in Franklin, Marion, Morrow and Knox Counties can support if requested.

The Delaware General Health District Office will provide and support health of the public and the environment.

The Delaware County Chapter of the American Red Cross will provide assistance by establishing evacuations shelter sites, food and other support that will be needed if a hazardous materials incident were to occur.
Concept of Operations

Initial Notification.

The owner or operator of the facility or vessel from which the release occurs shall immediately notify verbally, by telephone, radio, or in person to the local fire department, LEPC and the Ohio EPA or 9-1-1 (who will notify the three previously listed groups), within 30 minutes of discovering the release per the Ohio Revised Code 3750.06.

The person reporting the spill or incident will provide as much of the following information as possible:

- The location of the release.
- The chemical name or identity of the substance(s) involved in the release and whether the substance is an Extremely Hazardous Substance (EHS).
- An estimate of the amount of the substance released into the environment.
- The time and duration of the release.
- The environmental medium or media into which the substance was released.
- Any unknown or anticipation acute or chronic health risks associated with the release and if known to the informer advice regarding medical attention necessary for individuals exposed to the substance released.
- Proper precautions to take as a result of the release, including evacuation and other proposed response actions, unless that information is readily available to the Community Emergency Coordinator under section 3750.04 (ORC) of the Ohio Revised Code.
- The name and telephone numbers of the person or persons to be contacted for further information.

The Fire Chief or designee will assure that Ohio EPA and the Emergency Management-Agency/LEPC was notified about the hazardous materials incident.

Incidents will be classified as per Levels I, II, and III and proper personnel notified as per level. These levels are used to classify the impact of the spill on people and the environment. A Level I spill refers to a small confined spill that is not threatening to life or property. A Level II spill involves a larger area and is potentially threatening to life and property. A Level III incident involves a very large area with impacts on persons and property. This incident will require evacuation and expert assistance. (See DART Run Cards)

Hazardous Materials Log (See Tab B) will be filled out and maintained during the hazardous materials incident process by DELCOMM. The log is used to keep a
summary of the information about the initial spill site, the material(s) involved, the extent of environment involvement, and the effects on the surrounding population/community.

**Notification Sequence for Level I Incidents**

- Incident Site
- Citizen
- City / County Agency
- Delaware County E-911 Dispatch Communications Center (DELCOMM)
- EMA
  - EMS
  - Fire Department
  - Law Enforcement (Police, Sheriff, OSP)
  - Health Department
  - Ohio EPA
  - Others as Needed
  - PIO (if needed)
  - Red Cross (if needed)
  - Elected Officials (if needed)
Notification Sequence for Level II Incidents

Incident Site

Citizen

City / County Agency

Delaware County E-911 Dispatch Communications Center (DELCOMM)

Communications

EMA

Others as Needed

PIO (if needed)

Amateur Radio (if needed)

Red Cross (if needed)

Elected Officials (if needed)

EMS

Hospital

Fire Department

Haz-mat Team

Law Enforcement (Police, Sheriff, OSP)

Health Department

EOC to be Opened & Needed Adjoining LEPC Coordinator (if needed)

Ohio EPA

Street / Highway Departments (if needed)

Utility Companies (if needed)
Notification Sequence for Level III Incidents

- Citizen
- EMA
- Communications
- City / County Agency
- Incident Site
- Others as Needed
  - PIO
  - Amateur Radio (if needed)
  - Red Cross (if needed)
  - Ohio EMA (if needed)
  - Elected Officials
  - EOC (if needed)
- EMS
- Hospital
- Fire Department - Haz-mat Team - Chemtrec
- Law Enforcement (Police, Sheriff, OSP)
- Health Department
- Ohio EPA
- US EPA (if needed)
- Street / Highway Departments
- Utility Companies
- Adjoining LEPC Coordinator (if needed)

Delaware County
E-911 Dispatch Communications Center (DELCOMM)
## PROBABLE RESPONSE FOR LEVELS

See Fire Dept Run Cards for DART Response

<table>
<thead>
<tr>
<th>RESPONSE LEVEL</th>
<th>DESCRIPTION</th>
<th>RESPONSE AGENCIES</th>
</tr>
</thead>
</table>
| **I. Potential** | An incident, which can be controlled by the fire dept. and response agencies and does not require evacuation of more than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property. | Local Fire Department  
Ohio EPA  
Local Law Enforcement  
EMA Director  
(Emergency Coordinator)  
Health Department |
| **II. Limited** | An incident involving a greater hazard or larger area that poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. The following organizations will be on standby or alert | All agencies in Level I  
Red Cross  
Public Utilities  
Public Works Department  
Public Information  
CHEMTREC  
ARES  
EOC Staff |
| **III. Full** | An incident involving a severe hazard or a large area which poses an extreme Mutual Aid Fire, Emergency Medical Police, threat to life and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of county, state, | All Level I and II plus below as needed:  
Chief elected officials  
OHIO Emergency Management Agency  
CHEMTREC  
EOC staff activated |
Incident Assessment

Fire - First arriving officer or fire fighter will establish a command post and complete a size-up of the site and initial plan of action. When approaching, slow down or stop to access any visible activity. Evaluate the effect or possible effects of wind, topography and location of the situation. If fire units are first on the scene, they are to identify the substance(s) from a safe distance utilizing Hazmat IQ, obtain placard numbers, and advise DELCOM 911 Dispatch Center and incoming units of situation. As situation warrants proceed according to Delaware County Hazardous Materials Response Team SOG’s and HazMat IQ Sheets.

EMS - All incoming units are to arrive up-wind of incident. If EMS units are first on the scene, they are to identify the substance(s) if possible from a safe distance, obtain placard numbers, and advise DELCOM and incoming units of situation. As situation warrants proceed according to Delaware County EMS SOG’s.

Law Enforcement - Law enforcement will maintain a safe distance and first confirm or deny the presence of hazardous substance before taking any other action. Law Enforcement will access site with visual and other sensory observation. If law enforcement is first on the scene, they are to identify substance(s) if possible from a safe distance, obtain placard numbers, and advise DELCOM and incoming units of situation. As situation warrants proceed to Law Enforcement SOG’s.

Direction and Control

The Fire Chief will be in charge of the scene as per ORC 3737.80. The fire department will follow their department’s SOG’s for scene establishment and control. The on-scene incidents commander will be denoted per Fire Chief’s Incident Management SOG. Command site will be chosen and designated. This information will be broadcast to all other personnel on and off-scene.

Activation of the EOC will be done in accordance with the Delaware County EOP.

Facility Emergency Director (or their representative) will meet, establish, and maintain direct communications with arriving responders. This person will brief responders on chemical(s) involved, hazards presented, and actions taken or that need to be taken. They will also provide directional information to visiting Fire, EMS and Law Enforcement Agencies.

The IC will advise the EOC if more personnel or equipment is required. The EOC Operations Section Chief will make the necessary arrangements and advise the on-scene commander of the results.

The Incident Commander and EOC Operations Section Chief will work together to maintain scene control and direction at the incident.
Responder Communication

Incident and EOC Command/Coordination

DELCOM will assign what talk group will be used to communicate among those involved in the Hazardous Materials Incident. The incident commander will routinely report all pertinent activity to the EOC and others via a talk group or via cellular phone to EOC, specifically.

During an EOC activation the Operations Section Chief will bring and use a portable radio in the EOC to keep abreast of the events in the field. Communications will be done in accordance with the Delaware County EOP.

Other forms of communication that will be used to communicate between EOC, IC and field personnel include amateur radio (ARES). ARES personnel will provide an alternate communication system if needed. They can be used to communicate between EOC and IC. They can also be used as part of the public address system or provide communications between the EOC, Red Cross and the Hospital.

For a list of talk groups, see the current radio templates.
Mutual Aid Plan

A standing mutual aid agreement exists between all Delaware County Fire Departments, Law Enforcement, and EMS, as well as Departments bordering Delaware County. These agreements include the use of man power, supplies and equipment per request of Incident Command.

DCOHSEM has mutual aid agreements in place with all surrounding County EMA’s, in addition IMAC and EMAC (ORC Section 5502.41 and 5502.40) are also available.

Within Delaware County, the departments listed below can support the following responsibilities during a Hazardous Materials Incident:

Elm Valley Fire Dept. Air Supply / Containment / Lighting
Berlin Twp. Fire Dept. Foam / Application
BST&G Fire Dept. Entry Team
Concord Fire Dept. Decontamination Team / Lighting
Delaware City Fire Entry Team / Lighting
Delaware County EMA Resource / Technical Support / PIO
Delaware Co. EMS Hazmat EMS- Support (Civilian, Transporting)
Genoa Twp. Fire Dept. Decontamination Team / Lighting
Harlem Twp. Fire Twp. Water Supply / Tenders
Liberty Twp. Fire Dept. Hazmat EMS
Orange Twp. Fire Dept. Foam / Application
Porter Kingston Fire Containment
Radnor Twp. Fire Rehab Support Supply / Tenders
Scioto Twp. Fire Dept. Water Supply / Tenders / Air Supply
Tri. Twp Fire Dept. Containment / Lighting
DELCOM / 911 Communications Support
Public Warning / Notification / Information

Warning to the public shall be conducted utilizing the Notifications and Warnings Functional Plan. The functional plan outlines all methods available. Additional several Technical Documents exist for detailed procedures on the use of warning systems.

If needed, a Joint Information System (JIS) can be utilized to assist in these functions. As part of the JIS, a Joint Information Center (JIC) and Public Information Officer (PIO) can also be utilized.

A PIO is the designated media coordinator during a Level II and III emergency.

During a Level I emergency, often the incident commander will act as the media spokesperson.

 Agencies that aid in the distribution of information include:
- Ohio State Patrol
- Delaware County Sheriffs Office
- Local Law Enforcement
- Emergency Management Coordinator and Staff
- Fire Departments
- Health Department
- Delaware County

Personal Protection of Citizens

Evacuation of a chemically contaminated area will depend on the chemical and severity of the incident. The choice of protective options for a given situation will depend on a number of factors. Options include evacuation, in-place sheltering, or a combination of both. Officials will need to identify options quickly and give the public instructions, as concurred by the IC or those with authority to cause evacuations. The public will be given continuous information and instructions whether they are to be evacuated or protected by sheltering in place. They will also be given instructions as when to return or it is safe to leave.

It will be the decision of the IC or person with the authority as to when and how long the evacuation should be. This decision will be based on weather conditions, amount of spill, type of spill, risk to persons from chemical(s) and other factors specific to those materials involved in the spill.

A listing of those with the authority to evacuate, see the Delaware County EOP.

Two Types of Evacuation that may be implemented

Precautionary - There is no immediate threat but the potential is there. (i.e. possibility of explosion, changes in weather conditions, etc.)
**General** - threat is present, must have everyone evacuate immediately as time and conditions permit. (i.e. chemicals in the air, explosion has occurred, chemical is in water, etc.)

**Evacuation Procedure**

IC or person with authority will designate areas to be evacuated. Routes and methods to evacuate will be determined by law enforcement on scene in coordination with the IC. People nearby and those outdoors in direct view of the scene should be evacuated. The area will be evacuated downwind and crosswind to extent recommended in DOT Emergency Response Guide Book (ERG), ALOHA, or Hazmat IQ. Do not allow people to congregate. Send evacuees upwind to a specific location by a specific route, far enough to not have to move again if wind shifts. Persons with special needs (language, physical, etc.) will be assisted by law enforcement and medical services as needed. Special Needs personnel can be identified utilizing the Special Needs Registry. Transportation will be provided in cooperation with DATA, local school districts using buses, EMA, and with private ambulance services for those with physical limitations. The Special Needs Registry on the County GIS Public Safety Application will assist.

**Sheltering Locations**

As soon as IC or person with authority determines to evacuate, that person will notify the public as the location of a shelter or the site designate as a place to meet before shelter facilities are established. The Red Cross will provide information as to the appropriate sheltering and feeding location according to incident location. A record of shelter locations is kept at the local Red Cross Office, and on the Public Safety Application on the County GIS. The IC, Red Cross, and Law Enforcement will coordinate and establish registration, initial staging areas and staffing.

The IC will provide the Red Cross with information on chemicals involved, to include information on the signs and symptoms of exposure, number of persons evacuated and likelihood of exposure. The IC shall also provide information on the likelihood of secondary contamination if one comes in contact with contaminated individuals. EMS or Fire will be dispatched to the shelter site to assist in treating all contaminated persons. The Delaware General Health District nursing staff may assist in the scene and treatment process.

**In-Place Sheltering**

In place sheltering will be directed by the IC when an evacuation is deemed not to be a prudent public safety measure. In-place sheltering is used when a Hazardous Material will pass by an area in a timely fashion. When the risks associated with an evacuation are outweighed by the benefits of in-place sheltering, the affected population must be advised to follow the guidelines listed below.

- Protect self and family by staying indoors
- Listen for further information/instructions through media outlets
- Close all windows and doors
- Turn off heating and cooling systems
- Turn off window or attic fans. Most homes will be safe for up to four hours
- IC will be kept informed related to time facilities and homes have been without ventilation at status of temperatures and in-place sheltering conditions
- Keep pets indoors
- Use phone only if experiencing actual medical emergency

Re-entry

Incident Command will give permission for re-entry based on sampling in conjunction with the local health official and/or EPA, if required. Incident Command will direct law enforcement as to when and how people will be permitted back into impacted area. Personnel will be instructed on procedures to take when returning. This will include, but is not limited to:
- Routes
- Medical precautions
- Public concerns to address

Response Personnel Safety

Per ICS Standards, the Safety Officer will monitor and prevent/limit their exposure to the hazardous substances involved. Departments will respond according to level of training. Incident scene will be isolated and access limited to those with proper PPE. The IC and Safety Officer will be responsible for controlling access to the incident site. The three primary zones will be established: Hot, Warm and Cold.

**Hot Zone** - the perimeter between the hot and warm zones should be a minimum of 50ft from the incident site for a HazMat solid spill, 150 ft for liquid, and 300ft for a product vapor cloud.

**Warm Zone** - the perimeter between the warm and cold zone should be a determined per the HazMat IQ protocol.

**Cold Zone** - the perimeter outside the warm zone that has unrestricted responder access.

All personnel are to have appropriate personal protective equipment (PPE) before scene approach or entry, consult the IC on specifics needed. At minimum personnel should wear full turnout gear and SCBA, if entering into warm/hot zone. Additional equipment will be needed depending on materials involved. The Safety Officer will observe/monitor and have direct contact with entry and decon personnel.

Fire and Rescue

Fire departments will respond according to the Delaware Area Response Team (DART) SOGs and will also utilize the HazMat IQ System as trained during their response. Fire will establish rehab for all entry and decon personnel.

First responding fire dept. will establish a command post and institute ICS. Fire service will conduct initial size up and develop an action plan based on the hazards present. Each County Fire Department will follow the DART SOG related to Medical Monitoring
Law Enforcement

Law enforcement will respond and report to the IC. The jurisdiction’s senior ranking member will either be part of a unified command or Law Enforcement as part of the ICS structure to coordinate all law enforcement actions and communications from the ICP. Others will be used to implement public protective actions.

Law Enforcement’s primary role will be to control traffic access to the scene and evacuate area as the situation dictates will act as evacuation officers, determining routes and alternate routes. After these routes are established, contact the American Red Cross as soon as possible.

Law enforcement will not enter a contaminated area at anytime unless trained and in appropriate PPE.

Health

The Delaware County General Health Department may respond to all hazardous materials incidents (Level 1-3), when requested. Staff will only arrive on the scene to Level 1 incidents if deemed necessary. Health Department must be notified if a waterway is involved in the spill. Staff will advise the IC of any dangers to the public health and environment. The level of training of department personnel on staff at the time of the incident may limit level of response. A member of the Health Department is on-call via a pager 24 hrs/day.

The environmental staff under the direction of the Health Commissioner may assist the IC in the following manner:

- Assist in assessment of an evolving hazard
- Assist in contacting necessary local, state and federal agencies
- Advise on the potential contamination of surface and sub-surface water supplies
- Advise on the potential contamination of public and private drinking water supplies
- Test or assure testing of water, air, soil, or food, as applicable
- Conduct environmental evaluations of shelter sites
- Advise on appropriate clean-up
- Work with other agencies to establish procedures for disposal of hazardous materials

The nursing staff under the direction of the Health Commissioner may provide the following response at the shelter:
- Assist in the assessment of the health effects of the hazardous materials
- Assist in the coordination of medical transportation
- Work in conjunction with the Red Cross to treat minor injuries
- Contact physicians for consultation throughout the incident
- Provide assistance at shelter sites as needed
- Provide staff or assistance to the hospital or other agencies as needed
Hospital

All hospitals will be notified by emergency personnel prior to patient transport as to number of victims and type of chemical involved, extent of contamination/decontamination. Contaminated patients will be transported to designated area as determined by receiving hospital for decontamination prior to being admitted for treatment. Hospital departments without specific hazardous materials responsibilities will continue with routine procedures.

For identification of neighboring hospitals which can receive exposed patients see Tab C.

Emergency Medical Services

The EMS crews will report in to staging with Incident Commander as directed. EMS will confirm the presence of hazardous materials from a safe distance and shall not enter the area until the fire dept considers the scene safe to approach. EMS will be advised of the level of PPE required, what decon has been done, and the number and types of victims and the signs/symptoms of secondary contamination. EMS personnel will not enter the contaminated zone. EMS personnel will rely on the fire service to complete initial decontamination of victim prior to being transported to triage.

All EMS involved in patient care will wear appropriate PPE. EMS crew will be assigned to survey and assess the casualties, triage, and treat victims according to their medical hazardous material protocol.

A patient flow chart will be maintained with patient tag number related to transport and degree of injury. Delaware County utilizes the Smart Triage System.

EMS officers or squad personnel will notify the nearest appropriate medical facility of incoming victims when it is confirmed they will be transporting and prior to leaving scene. They will also inform the receiving hospital of the hazardous materials involved, level of decontamination completed, and general patient care and condition.

County Engineer

County personnel are not trained to enter warm or hot zones. They may provide basic cold zone assistance as needed. County Engineer can provide vehicles and heavy equipment to assist in acquiring sand for appropriate containment.
ODOT

ODOT personnel are not trained to enter warm or hot zones. They can provide basic cold zone assistance. ODOT can provide a truck with sand for containment to the cold zone. The truck is permitted to enter hot zone but not personnel. Equipment must be decontaminated prior to returning. ODOT can coordinate with local entities to determine and designate alternate routes of travel.

Red Cross

The Red Cross will provide necessary Shelter/Mass Care operations according to Red Cross SOG’s and staffed with appropriate medical personnel for evacuated victims. Shelter staff will coordinate with on scene health or EMS personnel to determine signs and symptoms of chemical for screening of evacuated victims prior to shelter admittance.

Private Contractors

IC will assist with the spiller to secure contractors or IC will notify EMA / EPA who in turn will assist the spiller in contacting a private contractors appropriate for each situation. A list of local resources are on file in EMA Office.

Water and Sewage Systems

In the event of a release, nearby water and sewage systems must be notified of the release and its location. Each water and sewage system will then determine if it is affected by the release. If affected, the water or sewage system will enact its own Emergency Operations Plan to minimize the effects of the release on its facility or system.

In the event of a release, the responders must be aware the release has the potential for contamination of water or sewage systems. The release must be contained and not allowed to enter sewers or waterways that are tributary to wastewater treatment facilities or raw water supplies for water treatment plants. Systems shutdown will be determined by each system’s EOP. Officials of the affected systems will determine the systems availability during a hazardous materials response.

Containment & Control

Fire departments are responsible for spill control and containment. When it is not possible to control a HazMat spill at its source then confinement procedures are used to keep the released materials within the Hot Zone or area of initial release. Various methods used to confine a spill include these two main forms.

Lagoon Diking - This involves constructing a barrier completely around the HazMat release. This type of dike is used when the surface on which the release occurred is reasonably level, allowing the material to flow in all directions from the source.
**Cul de Sac Diking** - This involves constructing a physical barrier on one side of the release at a low point towards which the release is flowing.

**On-Going Incident Assessment/Monitoring**

Environmental Hazard Assessment will be the responsibility of the EMA, OEPA, Health Dept., and Safety Officer. They will advise the IC when it is safe for citizens to return to their homes and businesses, and any safety precautions necessary.

**Recovery**

Clean up/disposal - Each department will clean up after spill according to the HazMat SOG.

**Decontamination** - This will be the responsibility of the responding Fire Dept as per HazMat SOG. The purpose of the decontamination procedure is to assure that any potentially harmful or dangerous residues on persons or equipment are confined within the Hot/Warm Zone. This is intended to prevent the spread of contaminants beyond the defined area, particularly to avoid carrying contaminants back to the station or to other environments. Specific measures required to decontaminate personnel and equipment will vary with the contaminate(s) involved, the circumstances, and the level of contamination. Set-up of decon sites as close to spill, but far enough away to maintain personnel safety. Sites must allow collection and control of all run-off and materials.

**Methods of Decontamination:**
There are four basic methods to decontaminate personnel and equipment:

**Dilution:** This method involves using water to dilute the chemical to a safe level. This method is effective with 90% of all chemicals. All run-off water should be contained.

**Absorption:** This method uses absorbent materials to soak up chemicals. It is generally not effective with personnel due to the uneven surfaces.

**Chemical Degradation:** This method uses other chemicals to change the contaminating chemical. This method is good for clothing and equipment, but not for skin.

**Disposal:** This method is used when equipment can not be safely cleaned and reused. Equipment bagged and turned over to experts for proper disposal.

**Documentation**

Complete documentation of incident should be completed by all responding agencies. The spiller is required to submit a written follow-up within 30 days. Items to be in the follow-up can be found in [ORC 3750.06.D](#).

**Investigation Follow-up**
Each incident may involve an investigative follow-up by either the EPA or Law Enforcement, as required.

Cost Recovery

The Fire Departments which responded to the spill will use the Delaware County Cost Recovery Plan for re-imbursements for costs and materials used with the spiller, related to the spill only. Bills will be turned over to the EMA office. The EMA Office and prosecuting attorney will take additional steps to recover costs related to the spill. The EMA Office has a policy in place for cost recovery. See Tab F.

Training

Each department is to train according to what their needs may be with the minimum being set by OSHA 49 CFR 1910.120. Awareness level is the minimal recognized training level for EMS and all other Emergency Response Personnel except firefighters which is Operations level (OSHA 49 CFR 1910.120(Q)).

Each department is responsible for scheduling their own departmental training as needed. A record shall be kept by the member’s home department as to the levels of training accomplished by all the personnel involved in their response organization.

Various HazMat training is available from the State Fire Marshall's Office and through the Delaware County Office of Homeland Security and Emergency Management. Departments have also undergone the "HazMatIQ Above the Line, Below the Line", HazMatIQ FRO and HazMatIQ Air Monitoring training. IAW DART Admin Document, Departments will ensure that personnel shall receive annual refresher training of sufficient content and duration to sustain their competency, or shall, demonstrate competency in those areas annually.

As per the DART SOG, this organization shall also have at least one practical training exercise, annually.

Training records will be reviewed annually by the jurisdiction Fire Chief. Current HazMat Technician's names will be updated on the Delaware County Fire Chief’s Association’s website.

Public Education

The Delaware County Office of Homeland Security and Emergency Management shall pursue ensuring the public is educated concerning hazardous materials. This shall be completed via the website, social media, and outreach at public events such as fire dept open houses.

LEPC Annual Exercise

The LEPC is required to, at a minimum; annually exercise/evaluate this plan.
The exercise will be observed by the SERC. The exercise will involve emergency response and medical personnel. The exercise will also involve EHS facilities or HazMat transportation.

**Pre-Exercise Requirements**

The LEPC Pre-Exercise Committee will plan the exercise and make needed arrangements to follow it through accordingly. The committee will adhere to rules established by the SERC. The committee will utilize the Ohio HazMat Exercise Manual as a guide to develop each exercise. The team will determine the type of exercise held, in accordance with SERC guidelines. In a four year cycle the team shall plan at least one Full Scale exercise and the others in the period can be Table Top, Functional, Full-Scale, or an actual HazMat incident can be submitted for exercise credit.

**Post-Exercise Requirements**

Exercises are done to improve the response procedures for any given incident. The Post-Exercise will involve a critique of each exercise which will take place immediately after each exercise. Full Scale exercises require public critiques. These will be planned within an appropriate amount of time/notification for public participation. The emphases of these critiques are to identify strengths/weaknesses. The LEPC will help to identify ways to improve the areas including, but not limited to the areas of, HazMat Plan/SOGs, personnel, equipment, and training.

**Schedule**

The exercise date will be scheduled and announced by the Exercise Team and coordinated with the LEPC.

**Plan Development and Maintenance**

**LEPC Annual Review**

According to [ORC 3750.04](#), the LEPC must annually review the plan, or more frequently as required. The LEPC review will involve no less than a distribution of the entire plan to the LEPC for review. The group shall discuss changes and up-dates to be made to the entire plan if needed via email, letters, phone, or at the LEPC Meeting. Also, the plan must be annually submitted to the State Emergency Response Commission (SERC) for review and concurrence. The state deadline for SERC plan review is no later then October 17th each year.

**Regular Department Updates**

Each department is responsible for reporting any changes or updates promptly to the LEPC. Community Emergency Coordinator shall regularly make inquiries of local departments for any changes to plan/SOG.
Copies of the plan are to be distributed to all LEPC Members and to those with functions listed in this plan. The copies are available for the public to review per request as dictated by the ORC. Specifically, see Tab D.

Administration

The Information Coordinator (Director of Delaware County Office of Homeland Security and Emergency Management) will maintain information about those sites who report as per Ohio Revised Code 3750. The Coordinator is responsible to handle requests from the public as per the Right to Know Act. Any person requesting information regarding SARA Title III should utilize Tab D.

The Emergency Coordinator (Emergency Operations Manager of Delaware County Office of Homeland Security and Emergency Management) will implement and develop the HazMat Plan by obtaining all the necessary Tier II reports of the HS and EHS facilities and any information about spills which may occur.
<table>
<thead>
<tr>
<th></th>
<th><strong>TAB A</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FACILITIES REPORTING EHS</strong></td>
</tr>
<tr>
<td>1)</td>
<td><strong>Abrasive Technology</strong>&lt;br&gt;8400 Green Meadows Drive, Lewis Center, 43035&lt;br&gt;740-548-4100&lt;br&gt;Douglas Anderson – Wk. Ph# 740-548-4100 x 151&lt;br&gt;24 Hr. 614-746-5417</td>
</tr>
<tr>
<td>3)</td>
<td><strong>Ameritech</strong>&lt;br&gt;3075 Hyatts Rd., Delaware, 43015&lt;br&gt;1-800-558-2828&lt;br&gt;Facility ER Coordinator</td>
</tr>
<tr>
<td>4)</td>
<td><strong>Lake Shore Cryotronis</strong>&lt;br&gt;575 McCorkle Blvd. Westerville, Ohio 43082&lt;br&gt;614-891-2243&lt;br&gt;Betsy Krause – Cell 614-531-9509</td>
</tr>
<tr>
<td>5)</td>
<td><strong>The Liberty Casting Co.</strong>&lt;br&gt;PO Box 220, 550 S. Liberty Rd., Delaware, 43015&lt;br&gt;363-1941&lt;br&gt;Troy Fisher, Plant Manager (740-272-6606)</td>
</tr>
<tr>
<td>6)</td>
<td><strong>Frontier Communications</strong>&lt;br&gt;19 E. Central Ave., Delaware, 43015&lt;br&gt;24 Hr. 1-800-590-6605&lt;br&gt;Dan Farrell – Wk. Ph# - 317-948-2585 / Cell 260-433-1974</td>
</tr>
<tr>
<td>7)</td>
<td><strong>Frontier Communications</strong>&lt;br&gt;7161 Columbus Pike, Cheshire, Ohio&lt;br&gt;24 Hr. 1-800-590-6605&lt;br&gt;Lewis Jones&lt;br&gt;Dan Farrell – Wk. Ph# - 317-948-2585 / Cell 260-433-1974</td>
</tr>
</tbody>
</table>
8) **Frontier Communications**  
5435 Home Rd., Rathbone, Ohio 43015  
24 Hr. 1-800-590-6605  

11) **Frontier Communications**  
1125 Chambers Rd. Kilbourne, Ohio 43032  
24 Hr. 1-800-590-6605  

12) **Frontier Communications**  
2260 Warrensburg Rd. Delaware, Ohio 43015  
24 Hr. 1-800-590-6605  

13) **Frontier Communications**  
85 Meadow Park Ave. Lewis Center, Ohio 43035  
24 Hr. 1-800-590-6605  

14) **MCI Telecommunications**  
10231 Liberty Road, Powell, Ohio 43065

15) **Ohigro South, Inc.**  
110 Lake Street, Delaware, Ohio 43015  
740-363-1957  
David Fierbaugh - 24 Hr. 419-769-9111

16) **PPG Industries**  
160 Pittsburg Dr., Delaware, Ohio 43015  
740-369-9610  
Thomas Yurick – Wk. Ph# - 740-368-7406

17) **Kroger’s Great Lakes Regional Distribution Center**  
2000 Nutter Farms Lane, Delaware, Ohio 43015  
740-657-2152  
Mike Tankersley (24 hr # 937-776-1701)

18) **Henkel’s Surface Technologies**  
421 London Road, Delaware, Ohio 43015  
740-363-1351  

19) **Verizon Lewis Center MTSO**  
7575 Commerce Court, Lewis Center, Ohio 43035  
800-488-7900  
Richard Craig
# HAZARDOUS MATERIALS LOG

**TAB B**

Delaware County Office of Homeland Security  
And Emergency Management

**HAZARDOUS MATERIALS LOG**

<table>
<thead>
<tr>
<th>TIME:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURE OF INCIDENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHEMICAL(S) INVOLVED:</th>
<th>PLACARD NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEATHER CONDITION:</th>
<th>WIND DIRECTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEMP:</th>
<th>FORECAST:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMA Page Sent:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACTS</th>
<th>PHONE NO.</th>
<th>CONTACTED</th>
<th>ON SCENE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Miller EMA-21</td>
<td>614-935-8683</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bob Lavender EMA-210</td>
<td>614-398-9041</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy Mackey, EMA-PIO</td>
<td>740-362-6283</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheriff’s office</td>
<td>740-833-2800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Cross</td>
<td>740-362-2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Dept.(Emer. Pager)</td>
<td>740-368-0310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPA State</td>
<td>800-282-9378</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMA State</td>
<td>614-889-7150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O.D.O.T. Dist 6</td>
<td>740-363-1251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMTREC</td>
<td>800-424-9300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.U.C.O.</td>
<td>614-644-5479</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohio State Patrol</td>
<td>740-363-1251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td>800-682-7625</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weather Service</td>
<td>231-0590</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Dept: PRIMARY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Medics/Squads:
List of Hospitals in Delaware County and surrounding area that can provide treatment to persons involved in a hazardous materials incident. These facilities can provide decontamination to patients and EMS/Fire/Law and other emergency response personnel.

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grady Memorial Hospital</td>
<td>(740)-369-8711</td>
</tr>
<tr>
<td>561 West Central Avenue, Delaware, OH 43015</td>
<td></td>
</tr>
<tr>
<td>Knox Community Hospital</td>
<td>(740)-363-9000</td>
</tr>
<tr>
<td>1330 Coshocton Avenue, Mt. Vernon, OH 43050</td>
<td></td>
</tr>
<tr>
<td>Marion General Hospital</td>
<td>(740)-383-8400</td>
</tr>
<tr>
<td>1000 McKinley Park Drive, Marion, OH 43302</td>
<td></td>
</tr>
<tr>
<td>Morrow County Hospital</td>
<td>(419)-946-5015</td>
</tr>
<tr>
<td>651 West Marion Road, Mt. Gilead, OH 43338</td>
<td></td>
</tr>
<tr>
<td>Mount Carmel Hospital - East</td>
<td>(614)-234-5433</td>
</tr>
<tr>
<td>6001 East Broad Street, Columbus, OH 43213</td>
<td></td>
</tr>
<tr>
<td>Riverside Methodist Hospital</td>
<td>(614)-566-5000</td>
</tr>
<tr>
<td>3535 Olentangy Riverside Drive, Columbus, OH 43214</td>
<td></td>
</tr>
<tr>
<td>Saint Ann's Hospital</td>
<td>(614)-898-4000</td>
</tr>
<tr>
<td>500 South Cleveland Avenue, Westerville, OH 43081</td>
<td></td>
</tr>
<tr>
<td>Union County - Memorial Hospital</td>
<td>(800)-686-4677</td>
</tr>
<tr>
<td>500 London Avenue, Marysville, OH 43040</td>
<td></td>
</tr>
</tbody>
</table>
TAB D

Public Records Release Specific to LEPC

IAW ORC 3750.02 B (2):

(c) Establish policies and procedures for maintaining information submitted to the commission and local emergency planning committees under this chapter, and for receiving and fulfilling requests from the public for access to review and to obtain copies of that information. The criteria and procedures shall include the following requirements and authorizations regarding that information and access to it:

(i) Information that is protected as trade secret information or confidential business information under this chapter and rules adopted under it shall be kept in files that are separate from those containing information that is not so protected.

(ii) The original copies of information submitted to the commission or committee shall not be removed from the custody and control of the commission or committee.

(iii) A person who, either in person or by mail, requests to obtain a copy of a material safety data sheet submitted under this chapter by a facility owner or operator shall submit a separate application for each facility for which a material safety data sheet is being requested.

(iv) A person who requests to receive by mail a copy of information submitted under this chapter by a facility owner or operator shall submit a separate application for each facility for which information is being requested and shall specify both the facility for which information is being requested and the particular types of documents requested.

(v) Only employees of the commission or committee shall copy information in the files of the commission or committee.

(vi) The commission or committee may require any person who requests to review or obtain a copy of information in its files to schedule an appointment for that purpose with the information coordinator of the commission or committee at least twenty-four hours before arriving at the office of the commission or committee for the review or copy.

(vii) Any person who seeks access to information in the files of the commission or a local emergency planning committee shall submit a written application, either in person or by mail, to the information coordinator on a form provided by the commission or committee. The person also shall provide the person’s name and current mailing address on the application and may be requested by the commission or committee to provide basic demographic information on the form to assist in the evaluation of the information access provisions of this chapter and rules adopted under it. Application forms may be obtained by mail or in person or by request by telephone at the office of the commission or committee during regular business hours. Upon receipt of a request for an application by telephone or mail, the information coordinator shall promptly mail an application to the person who requested it.
(viii) The application form shall provide the applicant with a means of indicating that the applicant's name and address are to be kept confidential. If the applicant so indicates, that information is not a public record under section 149.43 of the Revised Code and shall not be disclosed to any person who is not a member or employee of the commission or committee or an employee of the environmental protection agency. When a name and address are to be kept confidential, they also shall be deleted from the copy of the application required to be placed in the file of the facility under division (B)(2)(c)(xii) of this section and shall be withheld from any log of information requests kept by the commission or committee pursuant to that division.

(ix) Neither the commission nor a local emergency planning committee shall charge any fee for access to review information in its files when no copies or computer searches of that information are requested.

(x) An applicant shall be informed of the cost of copying, mailing, or conducting a computer search of information on file with the commission or committee before such a copy or search is made, and the commission or committee shall collect the appropriate fees as established under section 3750.13 of the Revised Code. Each applicant shall acknowledge on the application form that the applicant is aware of the fee that will be charged for copies and computer searches of that information. The applicant shall be informed of the costs of mailing copies of the information to the applicant.

(xi) The commission or committee may require a person requesting copies of information on file with it to take delivery of them in the office of the commission or committee whenever it considers the volume of the information to be large enough to make mailing or delivery by a parcel or package delivery service impractical.

(xii) When the commission or committee receives a request for access to review or obtain copies of information in its files, it shall not routinely notify the owner or operator of the facility involved, but instead shall either keep a log or file of requests for the information or shall place a copy of each completed application form in the file for the facility to which the application pertains. Such a log or file shall be available for review by the public and by the owners and operators of facilities required to submit information to the commission or committee under this chapter and rules adopted under it.

**NOTICE:** Appointment must be made at least 24hrs prior to arrival (vi)

Date of Request: _______________________

Applicant Name (vii): ____________________________________________

Applicant Address (vii): ____________________________________________

---

Applicant Request Name & Address to be confidential (viii): ☐ Yes ☐ No

Facility Requested (one per applications) (iii): _______________________

☐ MSDS – Chemical (iii) ____________________________________________

☐ Other Request – Must Specify (iv) _________________________________

Cost of Copy/Mailing is IAW Delaware County Public Information Policy (x). Applicant is aware of cost: ☐ Yes ☐ No Cost: $_________

- LEPC PORTION BELOW LINE -

☐ Yes ☐ No - Appointment made 24hrs prior to arrival (vi)
Annually, the LEPC must ensure the following (paraphrased) thirteen planning requirements are accurate and current within their Chemical Emergency Response and Preparedness Plan. *(Refer to ORC 3750.04(A) for the detailed wording of each requirement.)* As the LEPC conducts its annual plan review, the appropriate LEPC representative must initial on the line provided and verify that the indicated plan requirement is adequately addressed and no changes in the plan are necessary.

**PLEASE NOTE:** As per SERC policy issued on September 8, 1995, “The ‘No Change’ procedures can be used no longer than three (3) consecutive years, whereupon plan changes…must be used to change the plan or update it to maintain a current status. Plans unchanged beyond 4 years will be considered non-current.” Exceptions to this policy will not be made.

<table>
<thead>
<tr>
<th>ORC 3750.04(A) Plan Requirements</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) An identification of each EHS Facility within the district;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) An identification of facilities that add to or are subject to additional risk;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) An identification of routes to and from each EHS Facility;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Response procedures used by facility, response and medical personnel;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Facility File unless requested “Confidential” (xiii)

☐ Yes  ☐ No - Bundled per xi

LEPC Member Completing Request:______________________________

Date Request is completed:________________________
DELWARE COUNTY HAZARDOUS MATERIAL COST RECOVERY OPERATING GUIDELINE

OBJECTIVE

The purpose of the enclosed cost recovery forms is to obtain reimbursement for funds expended to alleviate a hazardous material incident. Ohio Revised Code 3745.13 states that, “… any person responsible for causing or allowing an unauthorized spill, release, or discharge of material into or upon the environment is liable … for the necessary and reasonable, additional or extraordinary costs” incurred by responding organizations. In order to meet requirements of this law, the Delaware County Emergency Management Agency has developed the following guidelines using forms from the Central Ohio Fire Chief’s Association for the cost recovery process.

PROCESS

The following guidelines have been developed to help complete forms and then where and when to submit them.

(5) The designation of facility coordinators, the community emergency coordinator, and the heads of local response organizations;

(6) Procedures for reliable, effective, and timely notification and communications;

(7) Methods for determining release occurrence and impact areas;

(8) A composite statement of resources;

(9) Development of evacuation plans;

10) Development of mutual aid plans;

(11) Development of training and education programs;

(12) The methods and schedules to exercise the plan;

(13) The plan has a Table of Contents; The plan is coordinated with adjoining Districts.

A. It is at the discretion of the responding department’s chief whether a bill will be submitted for reimbursable expenses for his/her department.

B. An incident managed by a single department may invoice directly or through the Delaware County Emergency Management Agency. If the jurisdiction chooses to invoice directly, then a copy of the invoice and/or the fire report should be sent to the Delaware County Emergency Management Agency for record keeping.
C. There will not be a charge for the first two hour initial standard incident response except for supplies or operational charges.

D. All invoices will be submitted to the Delaware County Emergency Management Agency within two weeks after the incident “Signal O”. Invoices should not be submitted to the jurisdictional department.

E. The jurisdictional fire department will provide a list of all the responding departments or agencies to the Delaware County Emergency Management Agency when they submit their invoices.

F. All multi-jurisdictional incidents will be submitted to the responsible party as a single invoice by the Delaware County Emergency Management Agency.

DEFINITIONS

A. Personnel

Labor, benefits, and insurance costs for people called in. Costs of on-duty personnel is not chargeable but their overtime or overtime for replacements called in as backups are chargeable.

B. Supplies

Items that are used exclusively for hazardous materials incidents that can not or should not be re-used (i.e. absorbent pads, tyvek suits, gloves, etc.)

C. Operational Costs

Costs to support the response (i.e. fuel, cellular phone calls, computer data base access charges, food, etc.)

D. Equipment Replacement

Materials used during normal operations that must be replaced due to contamination or breakage (i.e. shovels, ladders, vehicles, etc.)

Please complete the following forms to the best of your ability. If you have questions, call the Delaware County Emergency Management Agency, (740) 833-2180.
1.0 Purpose

The purpose of the cost recovery program is to provide assistance to Public Safety in the reimbursement of funds expended to alleviate a hazardous material incident. Pursuant to Ohio Revise Code 3745.13, “When an emergency action is required to protect the public health or safety or the environment, any person responsible for causing or allowing an unauthorized spill, release, or discharge of material into or upon the environment...is liable to the municipal corporation, county, township, countywide emergency management agency...for the necessary and reasonable, additional or extraordinary costs it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, discharge, or contamination, in the course of its emergency action...”.

In order to take advantage of this law, the Delaware County Office of Homeland Security And Emergency Management in association with the Delaware County Local Emergency Planning Committee have developed the following forms and guidelines for the cost recovery process.

Please complete the forms and if you have any questions, call the Delaware County Office of Homeland Security And Emergency Management at 740-833-2180.

2.0 Scope

This Standard Operating Guideline (SOG) applies to all political subdivisions and Public Safety organizations that operate under the Delaware County Local Emergency Planning Committee (LEPC). The Delaware County Office of Homeland Security And Emergency Management (DCOHSEM) functions as the agent for all responding departments within the Delaware County OHSEM jurisdiction. The Delaware County Prosecutor's Office shall act as legal counsel for this process, providing a written demand that the costs be paid by the responsible party and taking
civil action as necessary and authorized pursuant to Section 3745.13. All reimbursed funds obtained by this SOG will be submitted to "Delaware County Office of Homeland Security And Emergency Management", 10 Court Street, Delaware, OH 43015, Fund Account #1010. The DCOHSEM will, in turn, submit recovered funds to the appropriate responding agency.

3.0 Distribution

To all political subdivisions and Public Safety responders who operate under the authority of the Delaware County LEPC (Local Emergency Planning Committee).

4.0 Definitions

A. Cost Recoverable Charges:

1. Personnel Costs - those personnel who respond or are directed to respond to a hazardous materials incident. Eligible charges include hourly wages, benefits and insurance costs. On-duty personnel costs are not recoverable during the first two hours of a standard incident response or when entering overtime status.

2. Costs of extra personnel called in due to the scope of the incident or to relieve on-duty personnel are chargeable.

3. Supplies - those items used exclusively for the hazardous materials incident that cannot or should not be re-used, such as, absorbent pads, tyvek suits, gloves, etc.

4. Operational Costs - those costs associated with supporting the response, such as; fuel, cellular phone charges, database access charges, food, etc. If this SOG is to be used, the FEMA Cost Recovery Schedule will be used whenever possible.

5. Equipment Costs - those costs for equipment or systems that must be replaced due to contamination or breakage, such as; shovels, ladders, vehicles, etc. or that equipment which must be rented or acquired by the agency to assist in the response.

B. Hazardous Materials Incident - any incident where emergency action is required to protect the public health or safety or the environment as the result of any person causing or allowing an unauthorized spill, release, or discharge of material into or upon the environment.

C. Standard Response - the normal response to a reported hazardous materials incident before an on-scene assessment can determine the scope and definition of the release. Delaware County uses three levels of response as follows:

1. Level 1 Response -
2. Level 2 Response -
3. Level 3 Response -
5.0 POLICY

A. It is at the discretion of the responding department's Chief whether an invoice for costs will be submitted for reimbursable expenses by their department or to use this SOG.

B. All incidents using this SOG will be invoiced through the Delaware County Office of Homeland Security And Emergency Management.

C. There will be no charge for the first two hours of an initial standard response except for supplies or operational charges.

D. Submitting organizations or agencies are responsible for maintaining evidentiary material that may be necessary in the recovery of costs in the case of civil action. This material can include, but are not limited to personnel time sheets or cards, bills, receipts or invoices for each item of equipment or supplies used or destroyed as a result of contamination or damage and a full job description for all full, part-time or volunteer employees.

E. In accordance with these guidelines, procedures, and Section 3745.13 of the Ohio Revised Code, all political subdivisions and responding agencies authorize the Delaware County Office of Homeland Security And Emergency Management to enter into a settlement sum of a claim on their behalf against a responsible party.
6.0 PROCEDURES

A. All invoices will be submitted to the Delaware County OHSEM within two weeks after the incident "Signal O".

B. The primary jurisdictional agency will provide a list of all responding departments or agencies to the Delaware County OHSEM when submitting their invoice.

C. Delaware County OHSEM will submit a single combined invoice to the party responsible for the incident.

D. Organizations or agencies submitting an invoice to DCOHSEM will use the approved forms in Appendix 1 to this guideline.

E. All costs for supplies and equipment use or replacement will be based on the FEMA Cost Recovery Schedule at http://www.fema.gov/government/grant/pa/egrates.shtm

F. Departments submitting will also need to provide an Invoice on their department letterhead with the date of the incident, Incident type, and the total cost they are seeking based on the sheets submitted off of Appendix 1 with the Chief’s signature.
INCIDENT INFORMATION:

Location of Incident:_____________________________________________________

Jurisdiction:___________________________________________________________

Date:__________________________ Time:____________________________________

DEPARTMENT/AGENCY INFORMATION

Name and Address of Department/Agency Completing This Form:

Contact Person:_________________________________________________________

TOTAL COST (From Previous Page)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>$</td>
</tr>
<tr>
<td>Itemized Supplies Cost</td>
<td>$</td>
</tr>
<tr>
<td>Operational Charges</td>
<td>$</td>
</tr>
<tr>
<td>Replacement Cost</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

* Attach Receipts when Applicable

CERTIFICATION:

I certify that the above expenses are actual, or if shown as estimates, are as accurate as possible. The Community of jurisdiction and its legal counsel are authorized to submit this claim to responsible parties for payment in full.

____________________________________________________
Chief’s Signature
DELaware County
Emergency Response Cost
Settlement Authorization

Incident Date: ____________________________________________

Incident Location: __________________________________________

If a settlement in full cannot be reached with the responsible parties, the community of jurisdiction and its legal counsel and/or the Delaware County Office of Homeland Security And Emergency Management and its legal counsel are authorized to negotiate a settlement of this claim in behalf of my jurisdiction.

Authorizing Signature

RETURN Forms to:

Delaware County Emergency Management Agency
10 Court Street
Delaware, Ohio 43015

(740) 368-1904

NOTICE

Be prepared to submit copies of the following:

1. Time sheets or time cards of each individual listed.

2. Bills, receipts, or invoices for each item of equipment/supplies used or destroyed.

3. Job descriptions for full, part-time, and volunteer employees.
A: ITEMIZED PERSONNEL COSTS

---

### GENERAL

<table>
<thead>
<tr>
<th>Item</th>
<th>*</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
<th>Benefit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* LEGEND
  1 = 1\textsuperscript{st} Alarm-Personnel, Subtract 2 hours
  2 = Other Responders/Mutual Aid
  3 = Called in Personnel
**A: ITEMIZED PERSONNEL COSTS**

**LAW ENFORCMENT**

<table>
<thead>
<tr>
<th>Item</th>
<th>*</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
<th>Benefit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* LEGEND

1 = 1\textsuperscript{st} Alarm-Personnel, Subtract 2 hours
2 = Other Responders/Mutual Aid
3 = Called in Personnel
### A: ITEMIZED PERSONNEL COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>*</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
<th>Benefit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* **LEGEND**
  1 = 1\textsuperscript{st} Alarm-Personnel, Subtract 2 hours
  2 = Other Responders/Mutual Aid
  3 – Called in Personnel
B: ITEMIZED SUPPLY COST

DEPARTMENT NAME: ________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

44
C: OPERATIONS CHARGES

DEPARTMENT NAME: ____________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Time</th>
<th>Cost Per Unit Time</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total  |          |      |                   |            |


D: ITEMIZED EQUIPMENT REPLACEMENT COST

DEPARTMENT NAME: ____________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Damage/Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

46