

FIXED FACILITY CHEMICAL SPILL CHECK LIST

Emergency Management / Incident Commander

Planning

- Ensure the public is well informed through Community Right to Know.
- Coordinate with local plants, businesses or other facilities that have hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for such facilities to report chemical spills.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a chemical spill or accident.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- Coordinate with State Title III Compliance department.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public as appropriate.
- Coordinate with the facility for response and information.
- Establish or facilitate joint incident command concept with each facility.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Refer to the facility listing for Extremely Hazardous Substances in Washington County if needed.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the facility reporting the spill or leak.
- Request a technical liaison from the facility report to the EOC (or command post).
- Establish communications with the State.
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.

- Establish command post(s) as needed.
 - Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
 - Conduct first staff briefing as soon as practical after EOC activation.
 - Activate or establish rumor control through the public information officer (PIO).
 - Establish a schedule for briefings.
 - Brief city/county/agency/utility executives.
 - Provide PIO with updated information.
 - Establish, as appropriate a Joint Information Center (JIC) with the facility.
 - Provide response forces with updated information, as appropriate.
 - Cause public information to be released, via the public information officer (PIO) as soon as practical.
 - Issue action guidance as appropriate.
 - Establish 24/7 duty roster for the EOC and/or command post.
 - Develop and post any required maps or diagrams.
 - Activate an events log.
 - Review and follow resource procurement procedure.
 - Inventory additional resources that may be used or called upon for use.
 - Activate formal resource request procedure and resource tracking.
 - Coordinate all resource requests being forwarded to the State.
 - Activate financial tracking plan coordinated by the Finance Officer.
 - Activate damage assessment and follow damage assessment procedure.
 - Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
 - Conduct a "second shift" or relieving shift briefing.
 - Discuss with and present to your relief, the incident action plan for the next 12 hours.
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Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports

- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.