

This is a model for a HAZMAT spill or fire incident plan from the Town of Charlotte. While not mandatory for every LEMP, municipalities with a high risk of HAZMAT problems should have a HAZMAT incident annex and may use this document (or any other format that suits their planning requirements) as a base. Incident plans should be tailored for local conditions, resources, and processes, but are often not used as-is - they are frameworks that can be quickly adjusted during an emergency to provide a usable incident action plan for the actual situation. Delete this paragraph in the final version of this document!

This Emergency Response Plan is intended to assist the Town of _____, their emergency response services, the EMD, other agencies involved, and the impacted members of the public deal with a significant hazardous material spill in their community.

Hazardous Material Spill and/or Fire Response Check List

1. Establish direct communication with the Incident Commander (IC)

2. Confirm as many of the following with the IC as possible:

Exact Location of the incident

Product(s) involved: UN Number or placard numbers if obtainable _____

Estimated quantities of the product(s) involved, status: _____

_____ % still in the vessel or containers

_____ % leaking

_____ % in a vapor cloud

_____ % on fire

Present weather/wind conditions at the site: _____

wind direct. / speed, air temp

Anticipated changes in the next ___ hours? _____

wind direct. / speed, air temp

Potential impact on the EOC location?

Impact on evacuation and isolation of the incident?

Initial insolation/evacuations: size of the area, numbers of residences/businesses involved)?

[Check UN number and consult the DOT Emergency Response Guide if possible]

Next phase of insolation/evacuations anticipated: expansion of the area, #of residents/businesses involved?

Which mutual aid emergency response agencies are already committed or are responding to this incident?

Which State or Federal agencies have been contacted, which are responding, estimated ETAs?

Review area to be evacuated and determine any additional resources needed to accomplish this.

Assist the IC as requested to carry out evacuations, setting up shelter space, other support services for evacuated residents, etc...

Agree on the timing of communication with the IC going forward (*Example: speak every 30 min initially or if the situation changes significantly*)

Discuss and agree on who will make statements to the residents and/or the media (PIO?)

- 3. Establish the EOC (follow steps in LEMP Enclosure 3)**

- 4. Assign someone to log the incident as it unfolds at the EOC**

- 5. Track requests and authorization of funds for the incident**

- 6. Establish the Shelter location(s) based on conference with the IC.**

- 7. Follow standards in LEMP for operations of the EOC , Demobilization, Transition to Recovery Phase.**

- 8. Plan to hold a post incident critique with the EOC stakeholders, the IC and emergency responders, agencies and social service agencies that responded, shelter operator(s), representatives of citizens that were evacuated, any others that could provide constructive comments on how the incident was handled.**

- 9. Make notes as soon as possible following the termination of the incident of what went well, what did not go so well, what would you have done differently?**

- 10. Have someone summarize the comments provided and use them to modify this plan and other regional response plans.**

- 11. Share the comments with any agencies, other towns, anyone that might benefit from your experience.**