

**STATE SUPPORT FUNCTION ANNEX 10  
HAZARDOUS MATERIALS**

**PRIMARY AGENCY:**

Department of Public Safety; Division of Fire Safety, Vermont Hazardous Materials Response Team

**SUPPORT AGENCIES:**

Agency of Agriculture, Food, and Markets  
Agency of Natural Resources; Department of Environmental Conservation  
Agency of Transportation  
Department of Health  
Department of Labor  
Department of Motor Vehicles  
Department of Public Safety; Division of Emergency Management and Homeland Security, Vermont State Police  
Vermont National Guard, Office of the Adjutant General  
Department of States Attorneys and Sheriff's Association  
American Red Cross

**I. MISSION**

The mission of State Support Function (SSF) 10 is to coordinate a response to threatened or actual releases or discharges of hazardous materials and oil spills.

Support includes, but is not limited to:

- Coordinate and manage the overall state effort to detect, identify, contain, clean up, and/or dispose of hazardous materials and petrochemicals released into the environment;
- Coordinate State efforts when assisting federal and local agencies involved in emergency response, clean up, and recovery actions pursuant to federal statutes;
- Coordinate assessments of the effects of spills, discharges, and releases on people and the environment;
- Provide technical advice and emergency public information on protective actions necessary to preserve health and protect property;
- Serve as the State's primary incident coordinator for site-specific response activities involving hazardous materials and oil spills;
- Coordinate State efforts to recover emergency response and clean up costs from responsible parties.

**II. INTRODUCTION**

The purpose of this annex is to establish guidelines in order to support the mission and to ensure appropriate hazardous materials response assets are available across the state during emergencies in which SSF 10 is activated within the State Emergency Operations Center (SEOC).

Any disaster or emergency may result in hazardous materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear facilities, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or

dispose of hazardous materials could be damaged so severely that on-site spill control apparatus and containment measures are not effective. Transported hazardous materials can be involved in air, rail, roadway, waterway, and/ or pipeline incidents which will require an on-scene response. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums.

Local response efforts may be overwhelmed by the extent of the response effort required to assess, identify, contain, mitigate, monitor, clean up and dispose of hazardous materials released into the environment. Response personnel, cleanup crews and response equipment may have difficulty in reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure. Additional response/cleanup personnel and equipment might be needed to supplement existing capabilities and to provide backup or relief resources. Air assets may be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.

Even if a disaster does not cause situations where there are actual releases, there may be considerable public concern about facilities located in or near the affected area. Facilities in these areas identified due to Superfund Amendments and Re-authorization Act (SARA) Title III compliance will need to be assessed and monitored.

### III. CONCEPT OF OPERATIONS

As Primary Agency, the Vermont Hazardous Materials Response Team (VHMRT) is responsible for the coordination of all SSF 10 activities. This may include developing, coordinating, and maintaining the SSF 10 Annex and supporting documents.

- A. Support Agencies will assist VHMRT in the planning and execution of the above.
- B. State program assistance under this function will include the application of available resources and technical expertise necessary to contain, counteract, and supervise cleanup of hazardous materials.
- C. SSF 10 will coordinate, integrate, and manage the overall state effort to detect, identify, contain, clean up, dispose of, or minimize releases of petrochemical or hazardous substances and minimize the threat of potential releases. Primary and Support Agencies will maintain a contingency plan for spills and releases that will coordinate and establish necessary standard operating procedures for response work.
- D. Several releases could potentially occur simultaneously, which would stress demands for response resources. Best practices will be utilized for prioritization of resources in order to ensure the most efficient overall response.
- E. In coordination with, and in support of VHMRT, the Department of Environmental Conservation (DEC) will assess the situation and develop strategies to respond to the emergency in coordination with local emergency management officials.
- F. Owners and users of hazardous materials are responsible for subsequent cleanup and containment in the event of a spill. Local response agencies will respond to hazardous material incidents of all types and sizes, make initial assessments as to the

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severity/magnitude of the situation, and take appropriate first responder protection measures to prevent or minimize injuries and property damage.

- G. If a hazardous materials release is suspected to be a terrorist or criminal act, SSF 10 will act in a support capacity to SSF 13 (Law Enforcement). Additional Federal agencies may be activated by SSF 13 during a response effort of this type.
- H. This SSF Annex is supported by National Response Framework, Emergency Support Function (ESF) 10, Oil and Hazardous Materials Response. ESF 10 Assistance related to hazardous materials incidents is available from any federal agency identified under the National Oil and Hazardous Pollution Contingency Plan (NCP).

### IV. SSF ACTIONS

Operations necessary for the performance of this function include but are not limited to:

#### **Prevent and Protect:**

1. Comply with the requirements as defined in SARA Title III, Tier II. This may include collecting and utilizing licensing, permitting, monitoring, and/or transportation information from appropriate local, state, or federal agencies and/or private organizations to facilitate emergency response.
2. Provide, obtain, and/or recommend hazardous materials and/or Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) training for response personnel using courses made available by the State and Federal governments as well as private industry manufacturers and transporters of hazardous materials. Trainings are based on Occupational Safety and Health Administration (OSHA) requirements for each duty position.
3. Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
4. Maintain a current inventory of state assets capable of responding to a hazardous materials incident.
5. Develop and maintain plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other state agencies, contiguous states, federal agencies, and private organizations as required.
6. Identify and train Primary and Support Agency personnel, as required, to staff the SEOC for determining requirements and for developing plans for an immediate state response.
7. Participate in exercises to evaluate the SSF 10 state emergency response capability.

### **Respond:**

1. SSF 10 will assess the situation to include:
  - Nature, amount and location of real or potential releases of hazardous materials;
  - Pathways to human and environmental exposure;
  - Probable direction and time of travel of the materials;
  - Potential impact and priorities for protecting human health, welfare, safety, and the environment;
  - Types, availability, and location of response resources, technical support, and cleanup services;
  - Coordinate with deployed assets on scene to determine any additional requirements and information.
2. Determine and provide appropriate level of assistance based on reports, information, and consultation with appropriate agencies.
3. Coordinate with FEMA to ensure appropriate ESF 10 support is provided, as necessary. FEMA ESF 10 response activities can include situational assessment, identification of support resources, and coordination of federal support of on-scene response operations.
4. Provide support for monitoring and determining the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas.
5. Consult and coordinate with appropriate local, state, or federal agencies and/ or private organizations regarding decontamination needs and activities. Coordinate with SSF 8 (Health & Medical Services) regarding decontamination of injured or deceased personnel.
6. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents and assist in monitoring or tracking such shipments to appropriate disposal facilities.
7. Report the locations and movement of deployed state assets, degree of contamination, and other available information (incident related Essential Elements of Information) to SSF 5 (Emergency Management).
8. Ensure appropriate communication and coordination in accordance with Division of Fire Safety Operations Center plans and guidelines.

### **Recover:**

1. Terminate operations when the response phase concludes and the area has been stabilized by responsible personnel. Agency of Natural Resources (ANR) will track continued or needed remediation as necessary.
2. Ensure SSF 10 team members and their agencies maintain appropriate records of costs incurred during the event.

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3. Anticipate and plan for arrival of, and coordination with, FEMA ESF 10 personnel in the SEOC and the Joint Field Office (JFO).

### **Mitigate:**

1. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
2. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

## **V. RESPONSIBILITIES**

### **Primary Agency:**

Department of Public Safety; Division of Fire Safety, Vermont Hazardous Materials Response Team

1. Identify, train, and assign DFS personnel to staff SSF 10 in the SEOC.
2. Ensure information located at the SSF 10 desk in the SEOC is maintained and updated on a regular basis. Ownership of this information belongs to SSF 10.
3. Provide and/ or coordinate technical assistance in:
  - a. Identifying hazardous material recognition and identification
  - b. Contaminated areas
  - c. Associated hazards with chemicals known in certain areas (Tier II)
4. Assist in coordinating responsible party responses or the use of Federal/State contractors to control and contain a hazardous material release to protect public health and/or the environment.

### **Support Agencies:**

#### **Common Responsibilities for each Support Agency:**

1. Identify, train, and assign personnel as necessary to maintain contact with and prepare to execute missions in support of SSF 10 during periods of SEOC activation.
2. Provide operational, logistical, and technical support as necessary.

#### **Specific Responsibilities for each Support Agency:**

Agency of Agriculture, Food & Markets

1. Provide sampling and laboratory analysis assistance. Maintain equipment/ instrumentation and supplies necessary to perform chemical analyses on a variety of samples that may be associated with hazardous materials releases.

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2. Provide laboratory and technical assistance to secure and analyze suspected contaminated samples, and identify contaminants such as pesticides and certain other toxic materials in soils, vegetation, and water.

### Agency of Natural Resources:

#### Department of Environmental Conservation

1. Coordinate with responsible party or the use of Federal/ State contractors to control and contain a hazardous material release to protect public health and/or the environment.
2. Provide expertise on environmental effects of oil, discharges, or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
3. Provide assistance, as requested, for scene access.

### Agency of Transportation

1. Provide technical advice and assistance on transportation of hazardous materials and status of the state transportation network.
2. Provide assistance and guidance, as requested, for scene access.

### Department of Health

1. Provide laboratory services to test and identify potential biological agents.

### Department of Labor

1. Assist in coordination of the collection, securing and disposal of liquefied petroleum gas (LPG) containers.
2. Provide consultation on worker and public health and safety issues.

### Department of Motor Vehicles

1. Provide technical assistance and information through the activities of the Truck Team.

### Department of Public Safety:

#### Division of Emergency Management and Homeland Security

1. Review files submitted by industry regarding presence of chemicals covered under the EPCRA (Emergency Planning and Community Right to Know Act) Tier II program.
2. Provide communications and equipment to support operations in the SEOC.

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### Vermont State Police

1. Provide and/ or coordinate security at incident scene as requested by the incident commander or VHMRT team chief.
2. Provide laboratory services (non-EPA analysis) for environmental samples.
3. Through the Vermont Intelligence Center (VIC), assess and verify status of National Terrorism Advisory System (NTAS) and provide any applicable threat information, as appropriate.

### Department of Public Service

1. Provide technical advice and assistance regarding status and operation of intrastate pipelines.

### Department of States Attorneys & Sheriffs' Association

1. Provide available transportation assets in support of SSF 10.

### Vermont National Guard, Office of the Adjutant General

1. Provide support and technical assistance to VHMRT through the Civil Support Team (CST) as necessary.

### American Red Cross

1. Provide mass care and/ or sheltering services to individuals evacuated from designated hazardous areas.

**TAB A TO STATE SUPPORT FUNCTION (SSF) ANNEX 10  
OPERATING PROCEDURES**

This document provides general guidance to the State Support Function (SSF) 10 Lead or other Agency Representatives who act as members of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response to a minor, major or catastrophic incident affecting Vermont.

**SEOC Monitoring Level (including VY Unusual Event):**

- \_\_\_ 1. Receive notification of expected/occurring incident.
- \_\_\_ 2. Make any internal agency notifications, as appropriate.
- \_\_\_ 3. Report to the SEOC, if requested.

**SEOC Partial or Full Activation Level (including VY Alert):**

- \_\_\_ 1. Receive and confirm notification of expected/occurring incident.
- \_\_\_ 2. Make any internal agency notifications, as appropriate.
- \_\_\_ 3. Report to the SEOC as soon as possible. If not a member of Department of Public Safety, sign in at security desk and obtain security badge.
- \_\_\_ 4. Sign in on the ICS 211 form in the SEOC.
- \_\_\_ 5. Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- \_\_\_ 6. Open the DisasterLAN ticket manager & make appropriate entries concerning information received and actions undertaken.
- \_\_\_ 7. Ensure adequate staffing requirements for 24-hour coverage, if necessary. Notify staff for subsequent shifts appropriately. Confirm names and hours of liaison staff with appropriate agencies.
- \_\_\_ 8. Establish filing system for status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc.
- \_\_\_ 9. Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for these assets.
- \_\_\_ 10. Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- \_\_\_ 11. Prepare for periodic incident coordination team situational updates and State Situation Report information requests. Refer to the SEOC Planning P for general guidance on when these updates will occur.



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- \_\_\_ 12. Conduct shift change briefings, as needed.
- \_\_\_ 13. Retain all documentation developed in support of your activities

### **DEMobilization**

- \_\_\_ 16. Receive demobilization briefing from SEOC Manager or Planning Section Chief.
- \_\_\_ 17. Make any internal agency notifications, as appropriate.
- \_\_\_ 18. Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- \_\_\_ 19. Identify and update internal agency procedures, as needed.
- \_\_\_ 20. Provide recommendations for changes to the SEOC Standard Operating Guidelines or these SSF Operating Procedures to the DEMHS Planning Section Chief.
- \_\_\_ 21. Provide additional after action comments to the SEOC Manager as soon as possible or at a scheduled After Action Review.
- \_\_\_ 22. Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.