

ANNEX Q

HAZARDOUS MATERIALS EMERGENCY RESPONSE AND PREPAREDNESS ANNEX

TO THE GEAUGA COUNTY  
EMERGENCY OPERATIONS PLAN

ADOPTED BY THE GEAUGA COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE

\* NOTE: Since hazardous materials emergency response may not always be contained within a single jurisdiction, which in this case is Geauga County, a copy of this annex will be supplied to all surrounding counties that are adjacent to Geauga County; to ensure proper coordination in the event of a multi-jurisdictional event. Adjacent jurisdictions supplied with a copy of this annex include: Lake, Ashtabula, Trumbull, Portage, and Summit Counties.

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## I. Introduction

### A. Annex's Purpose

The purpose of this annex is to identify the chemical emergency response and preparedness activities within Geauga County. This annex was developed in accordance with the Ohio Revised Code Chapter 3750, as amended per the rules adopted by the State Emergency Response Commission (SERC). This annex establishes the roles, guidelines and inter-organizational relationships under which Geauga County officials, department heads and private organizations shall operate in the event of a hazardous materials incident. It is supported by individual agency standard operating guidelines (SOGs) that address specific operational concepts. These guidelines and activities should decrease the threat to the public's safety, and to the environment, from a release of hazardous materials. This annex was developed as part of Geauga County's Multi-Hazard Emergency Operations Plan, using NRT-1 and CPG 1-8 guidance.

### B. Annex's Basis

This annex was developed by the Geauga County Local Emergency Planning Committee (LEPC), utilizing the guidance established by the National Response Team (NRT) and the Chemical Emergency Response and Preparedness Criteria listed requirements, denoted under provisions of ORC Sections 3750.04 (A) and (B). The LEPC reviewed various annexes and SOGs to understand what response mechanisms were already in place. The LEPC also conducted a Hazard Analysis, using the computer program CAMEO, which identifies the potential sites from which a release could occur, and what would be the possible impact of such a release (See Tab B – Hazard Analysis for Extremely Hazardous Substance (EHS) facilities). These steps are the basis for completing this annex.

## II. Situations and Assumptions

### A. Situation

Please see the Geauga County Emergency Operations Plan (EOP) for an all hazard/risk assessment for Geauga County. This identifies several different hazards and risks that could have an effect upon the County.

### B. Assumptions

1. The existence of fixed hazardous materials facilities in Geauga County provides the potential for an episodic toxic air release hazard to the citizens located in the risk area of the facilities.

2. Geauga County has the capability to make protective responses in the event of an incident involving the transportation, storage, usage or manufacturing of hazardous materials.
3. Recommended protective actions to be taken by the citizens in the risk area are either in-place sheltering or evacuation.
4. The amount of time available to determine the scope and magnitude of the incident (lead time) will impact the recommended protective actions.
5. In the event of a serious hazardous materials incident, many of the residents in the risk area will choose to evacuate spontaneously, without official order or recommendation. Many will leave through roads not designated or announced as evacuation routes. Some may not evacuate the hazard area at all.
6. In the event of evacuation, at least 80% of the population at risk will relocate to private homes or hotels/motels. For planning purposes, mass care will be identified for 20% of the risk population.
7. A transportation hazardous materials incident may require the evacuation of residents at any location in Geauga County.
8. Hazardous materials entering the sewage systems may necessitate the shutdown of sewage treatment plants. This may result in the release of untreated sewage. Hazardous materials may also contaminate wells, which would necessitate coordination with the Geauga County Health District concerning well contamination.
9. Hazardous materials entering the sewer system may contaminate streams in the hazard area.
10. Wind shifts may occur that result in redesigning protective action measures. The average winds in Geauga County are from a westerly direction and may change seasonally from the southwest and northwest.
11. The resources of Geauga County may need to be augmented regionally, from the state or federal government, separately or in combination, to cope with the situation.
12. This annex will provide for coordinated response between the spiller(s) and their plans, the state/federal governments and their plans, and the local response forces.

### III. Concept of Operation

#### A. Mitigation

1. The LEPC has conducted a Hazard Analysis for each EHS site and their most likely transportation route. The transportation routes were determined by a transportation study. The study is on file at the D.E.S. office. The analyses were conducted to determine each sites potential vulnerable zone, should a release occur at the site. Tab B provides a list of sites and their respective analysis summaries. The summaries are used by First Responders to determine what materials are needed to respond to a potential release at each site. Facilities can use these results to take steps to prevent the likelihood of a release from occurring.
2. To complete the analyses, the LEPC used the computer program CAMEO worst case scenario, along with the SERC Tier II reporting forms, for each EHS facility. Where needed, the Emergency Coordinators of each EHS facility were contacted, by means of telephone, to determine if the information on the Tier II form was correct, and to identify the total population of workers per shift. The coordinators were also asked what special facilities were around them, where their drainage system went to, and other general information. Each year, the LEPC reviews and revises these analyses. This is essentially accomplished by the reporting forms they must submit under ORC 3750.

#### B. Preparedness

1. Mutual Aid Agreements
  - a. All police departments in Geauga County have mutual aid through a request of the Geauga County Sheriff. The Geauga County Sheriff has authority in the ORC to request assistance from any Police Agency, Sheriff's Office or the Ohio State Highway Patrol, in times of emergency. Police mutual aid consists of officers empowered to enforce the law of the State of Ohio, and to provide traffic control and security at the scene of the emergency, or at care centers, and to respond to hazardous materials emergencies as required. The LERP (Law Enforcement Response Plan) of Ohio provides the ability for a Sheriff to go on line and summon assistance for specific resources from around the state, from any Sheriff's Office, Police Department, or the Ohio State Highway Patrol.
  - b. All fire departments in Geauga County also operate Emergency Medical Services. Under the Geauga County Fire Chiefs' Association, each department may have individuals who serve on

the Geauga County Hazardous Materials Response Team. This team supplies support for all fire departments in the event of a hazardous materials response, at either a fixed facility or an emergency involving a transportation event. In addition, the head of the Geauga County Fire Chiefs' Association, and the Emergency Management/Emergency Services Directors in Lake, Portage, Ashtabula, Trumbull and Geauga Counties, have signed a memorandum of understanding that each will support each other for hazardous materials incidents.

- c. The Geauga County Fire Chiefs may also enact the Ohio Fire Chiefs' Response Plan, and can utilize all of the resources of the State of Ohio, in the event of either a localized and/or regional emergency.
- d. Geauga County maintains a listing of the training that is supplied to each police department, fire department, and municipality, by the county. The listing is maintained in an excel spreadsheet, and shows the training as it relates to hazardous materials, Incident Command System (ICS), or the National Incident Management System (NIMS).
- e. The Geauga County Hazardous Materials Response Team maintains various equipment and trailers, strategically located throughout Geauga County, in the event of a hazardous materials incident.

## 2. Training Goals

- a. Geauga County's emergency response personnel train to meet the required standards in accordance with SARA Title 1, Section 126. The minimum level of training for EMS and law enforcement in Geauga County is the awareness level. All fire departments in the County shall maintain Operations Level, as the minimum level of training. Hazardous Materials Team Members who work in hot zones shall maintain Technician Level, as a minimum of training. Incident Commanders shall also have Incident Command Level Training. Personnel assigned to the Hazmat Decontamination Team shall have special Decontamination Training, in addition to the levels of training stated above. All levels of training require yearly proficiency testing. Facility personnel shall train under their own authority and guidance.
- b. Training Levels – A listing of all training initiated by the Department of Emergency Services is contained in this annex in accordance with EPA and NFPA standards (Tab F – Agencies and

Current Level of Training). Each agency will maintain appropriate documentation of each person's training.

- c. Training Sources – the County has qualified instructors to teach hazmat classes within the County. These instructors can teach these courses when needed, and are arranged by contacting the Emergency Coordinator of the LEPC. The Geauga County Local Emergency Planning Committee receives grant funding from the SERC. These funds are used for planning and training. Responders may coordinate training, utilizing this funding with the Geauga County LEPC, for approval and scheduling. Other sources used for training are, but aren't limited to:
  - (1). The Ohio Fire Academy provides specific courses for Hazardous Materials. They include courses such as Chlorine Emergencies, Pesticide Challenge and Chemistry of Hazardous Materials.
  - (2). The Ohio Emergency Management Agency teaches the FEMA approved Hazardous Materials Contingency Planning Course, and provides courses on conducting Hazard Analyses, exercising, emergency plans, and other basic emergency preparedness principles. Course schedules are provided to the Geauga County DES Director, and are available to all safety forces.
  - (3). The Federal Emergency Management Agency provides (through the Ohio Emergency Management Agency) eleven workshops that can be taught in the County, by County or State personnel. FEMA also has emergency planning and response courses available at their Emmetsburg, Pennsylvania training academy.
  - (4). Other training sources include the EPA, DOT, Findlay University, Cleveland State University, National Chemical Response and Information Center, and Private Companies.

d. Training Program

Each department will maintain their own training schedule on a yearly basis. All departments will maintain the level of training as outlined above. All county emergency responders are invited, whether it is a refresher course for new responders or the next level of training. Classes are also open to the public and to all fixed facilities.

C. Response

Typically a 9-1-1 call would be made in the event of an emergency, and would ring into one of four Primary Safety Answering Points: The City of Chardon for Chardon City events, Bainbridge Police Department for Bainbridge Township events, Chagrin Falls for South Russell events, and the Geauga County Sheriff's Office for all other jurisdictions in Geauga County, as well as for wireless (cell phone) 9-1-1 callers. This notification procedure shall be followed for any release, leak, spill or fire involving any hazardous material; whether the release, leak, spill, or fire originates in a facility, pipeline or during transportation.

1. The spiller is required by ORC 3750.06 to provide notification of a release of an EHS or oil above their respective reportable quantities, if the release results in exposure beyond the facility boundaries. Notification can be made via telephone, radio or in person within thirty minutes after a person at the facility has knowledge of the spill, unless impractical under the circumstances. The spiller will contact the Ohio EPA's Response Division, the jurisdictional Fire Department, and (Aric Anderson) the Lieutenant with the Middlefield Fire Department, and Emergency Coordinator for the Local Emergency Planning Committee (LEPC). The following information shall be relayed without delaying a timely response:
  - (a). What has happened?
  - (b). Where did it happen?
  - (c). When did it happen?
  - (d). Chemical name or identify?
  - (e). Estimated Quantity?
  - (f). Time and duration of release?
  - (g). Proper precautions to take, including evacuation?
  - (h). Known or anticipated health risks?
  - (i). Type and condition of container?
  - (j). Shipper and shipping point?
  - (k). Carrier?
  - (l). Consignee and destination?
  - (m). Nature and extent of injuries?
  - (n). Nature and extent of property damage?
  - (o). Prevailing weather?
  - (p). Composition of surrounding area?
  - (q). Who caller is and where he/she is located?
  - (r). How and where telephone contact can be reestablished with caller or another responsible party at the scene?
  
2. All hazardous materials incidents will follow the same system. Typically one of the primary safety answering points (The Sheriff, Chardon, Bainbridge or Chagrin Falls) will be notified via 9-1-1 of the incident. The respective dispatcher will notify the fire and police departments where

the incident occurred. The Incident Commander of that jurisdiction will determine what mutual aid, including the Geauga County Hazardous Materials Response Team, is needed.

3. Once dispatchers have relayed the information from the initial call to the dispatched units, the en route units will approach upwind of the incident. The first on-scene agency will approach and confirm the hazards involved. The findings will then be relayed back to dispatch, whether the hazard can be identified or not. If needed, the Incident Commander may request notification through the Geauga County Sheriff's Wireless Emergency Notification System (WENS) to alert those within the pre-designated affected area. No approach to the actual incident site will occur without proper protective clothing and decontamination support.
4. The first senior fire officer at the scene assumes command until a superior fire officer of the same department arrives, or the correct department is it is determined that the actual scene is located in a different jurisdiction. If that is the case, the command will be relinquished to that senior officer after a briefing has been made. If an incident is located on the borderline of two or more jurisdictions, a unified command structure involving all of the jurisdictions will be established. The unified command is in charge of the operations, maintenance and deployment of the command post. Command will be directed by advice and technical assistance at the scene. All advisors, aides, technical teams, monitors, and state and federal officials should be directed to the Incident Commander's Liaison Officer, before undertaking any activity at the incident. Once command has been established and identified, by either a green flag or green light, the Incident Commander will gather and complete the Accident Notification Form (see Tab A – Accident Notification Form). The Incident Commander will then assign a level of response.
5. To facilitate the proper incident response, three levels have been developed according to the threat posed. All incidents will be initially classified as a Level 1 response.

a. Level I, Potential Emergency Condition

An incident that can be handled by first response agencies which does not require evacuation, other than the involved structure or the immediate outdoor area. The incident is confined to a small space and does not pose an immediate threat to life and property.

b. Level II, Limited

An incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require evacuation of the surrounding area.

c. Level III, Full Emergency Condition

An incident involving a severe hazard or a threat to life and property, which will likely require large scale evacuation; and/or incident requiring the expertise or resources of county, state, federal, and private agencies/organizations. A general emergency response may activate the EOC, command post vehicles, communications and other response actions.

6. Depending upon the classification (I, II, or III), and upon instructions of the Incident Commander, the appropriate communications centers will initiate the kind and sequence of emergency response forces and organizations as appropriate, in accordance with established guidelines.

Priorities for initiating response actions will be based on the following public protective options:

- a. Evacuation: can be effective in protecting the public if it can be accomplished prior to the arrival of a toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area, compared to the time available before the cloud arrives.
- b. In-Place Sheltering: in some situations, advising people to seek shelter, stay indoors and attempt to reduce the flow of air into a structure may be the most effective protective option. This strategy should be considered by emergency officials when it is assessed that persons could not be safely evacuated from an area before the arrival of a toxic cloud.
- c. Ingestion Advisory: surface and ground water supplies can be contaminated by a hazardous material release. Prompt identification must occur in the event of a threat to the drinking water supply. Quick notification should be given to both public and private system operators, allowing time to warn their users.
- d. Sewer and Well: a hazardous chemical entering the sewer/sewage system/water wells can cause serious and long-term damage to streams and treatment plants. It may be necessary to divert sewage, which might create an additional health threat and environmental problem.

7. Communications among Responders: Geauga County has a countywide 800 communications system which allows all emergency responders the capability to communicate with each other. In the event that outside agencies come to assist, the Geauga County Sheriff has a Mobile Communications Van, which allows for patching of communications.
8. The communication center receiving the initial incoming incident information will dispatch the necessary police, fire and rescue units as directed or determined by agency guidelines.
  - a. On-scene radio command will be handled by the senior fire command officer or other designated person. They may request that the Sheriff's Office provide tactical or other channels as needed for the incident.
  - b. All recorded radio traffic involving the event will be retained. Copies of the recordings may be made available to the emergency responders. Incident activity logs shall be maintained throughout the incident, and retained for future use.
9. Fire Department Methods and Guidelines

Upon response to a hazardous materials incident, the fire department will assume the role of Incident Command (lead agency) and will endeavor to take actions deemed necessary to save lives, prevent injuries, reduce property loss and restore vital services. The Incident Commander employs all available means to alleviate the hazardous condition. The Fire Department in charge may request the Geauga County Hazardous Materials Response Team, if the response is beyond the training and equipment capabilities of that fire department and/or if the containment and/or stabilization of a chemical release/spill are beyond the standard firefighting turnout gear available. During the initial phase of the incident, the Incident Commander should do the following:

a. Evaluate the Situation

- (1). Assess any visible activity taking place and evaluate the effects of wind, topography and the area affected.
- (2). Determine the level of the incident.
- (3). Establish a formal command post.
- (4). Evaluate the risks before formulating a plan. Also, the incident commander avoids premature commitment of companies and personnel to potentially hazardous area, and

keeps uncommitted firefighters and equipment at a safe distance.

- (5). Evaluation may require immediate action to rescue or evacuate, while recognizing the risk to personnel in relation to available protective equipment.
  - (6). Position apparatus for quick means of escape.
  - (7). Implement the Incident Command System to manage the incident and assign competent individuals to command positions.
  - (8). Notify Geauga County Sheriff's Office and local law enforcement agencies, including the Ohio State Highway Patrol.
- b. Determine what public action should be taken.
  - c. Determine and designate the hazard zones (hot line, contaminated, support zone).
  - d. Initiate public information, if applicable.
  - e. Develop an operational plan (can be mental at first) which outlines priorities of command strategies, and reasonable timelines for accomplishment.
  - f. Maintain overall command of the emergency scene until the hazard is contained, or until command can be passed effectively to an appropriate relief command and/or agency.
  - g. If the event is a Level II or III incident, the incident commander is responsible to request any additional apparatus, personnel and equipment as needed. The incident commander should identify any hazardous substances, request mutual aid, request the appropriate governmental environmental authorities, and seek aid and guidance from manufacturer or responsible party for the material.

10. Emergency Medical Services Methods and Guidelines

- a. All of the Emergency Medical Services are run through each of the fourteen (14) fire departments and are under control of the Fire Chief of that jurisdiction. Mutual aid can be requested on a regional and even statewide basis if needed.

- b. EMS function under the Incident Command system would be delegated in a hazardous material incident to a Medical Sector Officer. The medical sector is located in the non-contaminated areas, usually at the exist area of the decontamination zone.
  - c. The medical sector:
    - (1). Monitoring and surveillance of all safety workers in the Hot and Warm Zone.
    - (2). Receives and provides emergency medical treatment of victims after being decontaminated.
    - (3). Provides for all transportation of victims to a designated medical facility after they have been properly decontaminated.
    - (4). Assists in transportation of the public in the evacuation area who are ambulatory.
    - (5). Provides medical care/treatment information to the Incident Commander with the development of the action plan for the Hazardous Materials incident.
    - (6). Provides vehicles and staffing (if available) for rehabilitation sector.
11. Law Enforcement Methods and Guidelines. Police units respond to initial dispatch of fire units.
- a. Primary tasks (first on-scene officer)
    - (1). Make observation of area.
    - (2). Make estimates of needs relative to the situation.
    - (3). Communicates situation to dispatcher.
    - (4). Establishes on-scene command if first on scene; will be relieved by the fire department upon arrival.
    - (5). Crowd and traffic control.
  - b. Incident Evaluation
    - (1). Note the location and type of emergency.

- (2). Summons off duty officers/call for mutual aid assistance.
  - (3). Assists Incident Commander in the development of Evacuation Plan.
  - (4). Determines traffic re-routing actions and possible detours.
  - (5). Coordinates efforts with public transportation, public works, and highway agencies.
- c. Develops system plan for area evacuation with assistance of other public safety agencies.
  - d. Establishes preliminary perimeter control, and isolates the immediate area.
  - e. Establishes traffic re-routing, emergency access routes, and establishes traffic control points.
  - f. May notify area residents using public address system, door-to-door notifications, activation of reverse 9-1-1 system, and advise persons of mass care centers.
  - g. Provides security in affected area (generally only when the initial response tasks are executed should police officers become involved in actual control measures, rescue, or other related activities).
  - h. Provides security for the EOC.
  - i. Designates Law Enforcement Coordinator role in the EOC and liaison for the command post.
12. Health and Medical Methods and Guidelines.

The role of the Geauga County Health District in a hazardous materials incident is a supportive role to the primary responders. Activities will involve the primary interest of the Environmental Sections. The Geauga County Health District has capabilities to perform sampling of hazardous materials. The Environmental Section will respond at the request of the Incident Commander to:

- a. Aid in the assessment of an evolving hazard.
- b. Test or provide the means of the testing of water, air, soil or food.

- c. Conduct environmental evaluations of shelter sites after occupied.
- d. Coordinate with clean-up operations, as appropriate.
- e. Coordinate with other agencies for disposal of hazardous materials.
- f. Will be responsible to make recommendations regarding sanitation, water supplies, recovery, and public re-entry to the affected area.
- g. Sanitation control at mass care centers.

13. The Medical Staff will:

- a. Assist environmental response personnel.
- b. Assist with first aid/nursing at mass care centers.
- c. Obtain medical personnel for consultation during the incident, including mental health personnel.
- d. Assist the American Red Cross in providing medical personnel at designated mass care centers.

14. Hospitals

In Geauga County, UH Geauga Medical Center will accept hazardous materials injuries. As per SOGs, the EMS will notify the hospital of the nature and number of incoming injuries. Other hospitals are utilized by different fire departments and can be used per their protocols.

a. Response Personnel Safety

The ultimate responsibility for the safety of all individuals at an emergency scene rests with the Incident Commander. The Incident Commander must be aware of the status of operations and be prepared to alter, suspend or terminate those operations that are identified as unsafe or dangerous. The Incident Commander will assign a person the task of personnel accounting, this person will be responsible for accounting of all personnel working in or near the hazardous materials incident.

- (1) Guidelines are employed to reduce the risks to first responders' health and safety. They include Medical

surveillance, establishment of exclusion (control) zones, and personnel protective equipment (PPE).

b. Medical Surveillance

The hazmat branch officer designates an EMS Sector to monitor body functions of all personnel working in the exclusion zone. EMS Personnel at the scene will maintain surveillance of personnel who may be affected by toxic exposure such as:

- (1). Change in complexion/skin discoloration.
- (2). Lack of coordination.
- (3). Change in demeanor.
- (4). Excessive salivation, papillary response.
- (5). Changes in speech pattern.
- (6). Headaches.
- (7). Dizziness.
- (8). Blurred vision.
- (9). Cramping.
- (10). Irritation of eyes, skin or respiratory tract.

c. Establishment of Exclusion Zone/Hot Zone

The Incident Commander will determine boundaries, designate entry and exit, and assign personnel to regulate activities into and out of the zones.

- (1) The exclusion, or hot zone, is the area where contamination does or could occur. All first response personnel entering the zone will wear prescribed levels of protective equipment. An entry and exit checkpoint will be established at the perimeter of the zone to regulate the flow of personnel and equipment into and out of the zone, and to verify that the guidelines established to enter and exit are followed. Decontamination guidelines will be closely followed to preclude inadvertent exposure.

- (2) Any person leaving the zone will be inspected for potential exposure and held for observation. If required, those persons will be decontaminated and treated for exposure accordingly.

d. Personnel Protective Equipment

Geauga County has three levels of PPE available within the county. These levels follow USEPA guidance.

(1). Level A Protection

Level A should be worn when the highest level of respiratory, skin, eye and mucous membrane protection is needed. Protection includes:

- (a). A positive pressure self-contained breathing apparatus (SCBA), approved by the Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH). SCBA units may be connected to an approved continuous air supply.
- (b). Entirely encapsulated gas and liquid chemical resistant suit.
- (c). Coveralls.
- (d). Long cotton underwear.
- (e). Gloves, chemical-resistant with inner liner.
- (f). Boots, chemical-resistant steel toe and shank.
- (g). Hard hat (under suit).
- (h). Disposable gloves and boot covers.
- (i). Cooling unit.
- (j). 2-way radio communications.
- (k). Any other personal protection equipment as dictated by the incident (i.e. ear plugs, insulated gloves, fire resistive, etc.).

(2). Level B Protection

Level B should be worn when the highest level of respiratory protection is needed, but a lesser level of skin and eye protection is required. This is the minimum level recommended for initial site entries until the hazards have been further identified and defined by monitoring, sampling, and other reliable methods of analysis. Protection includes:

- (a). SCBA, positive pressure type.
- (b). Air respiration (MSHA/NIOSH) approved for specific use.
- (c). Chemical resistant outer protection.
- (d). Long cotton underwear.
- (e). Coveralls.
- (f). Gloves (outer) chemical resistant.
- (g). Gloves (inner) chemical resistant.
- (h). Boot covers (outer) chemical resistant.
- (i). Hard hat.
- (j). 2-way radio communications.
- (k). Any other personal protection equipment as dictated by the incident (i.e. ear plugs, insulated gloves, fire resistive, etc.).

(3). Level C Protection

Level C should be worn when the type of airborne substance is known, concentrations are measured, criteria for using air purifying respirators are met, and when skin/eye exposure is unlikely. Periodic monitoring of the air must be performed. Protection includes:

- (a). Air-purifying respirator, full-face, canister-equipped (MSHA/NIOSH) approved.

- (b). Chemical-resistant clothing includes: hooded one or two piece chemical splash suit; chemical-resistant hood and apron; disposable chemical-resistant coveralls.
  - (c). Gloves (outer) chemical resistant.
  - (d). Boots (outer) chemical resistant, steel toe and shank.
  - (e). 2-way radio communications.
- (4). The Geauga County Hazardous Materials Response Team has on a file a list of local protective equipment, including clothing and meters, etc.

15. Decontamination Methods and Guidelines:

Decontamination guidelines are to be utilized to prevent chemicals from being carried out of the exclusion zone, and limit exposure to others. The level of decontamination required will be determined by the degree of exposure or amount of contact with the chemical(s) involved. The Geauga County Hazardous Materials Response Team has been trained and equipped to provide decontamination.

a. Contaminated Victims and Response Personnel

The Incident Commander designates the exclusion zone boundaries (Exclusion zone, contamination, control zone, support zone).

- (1). Limits entry to only those persons who are adequately protected, and as few as necessary, to achieve objectives. Personnel performing decontamination must be equipped with adequate protective equipment.
- (2). Designates a contaminated victim assembly area for anyone who may have come into contact with the hazardous substance(s). Contaminated persons should not leave the Contamination Control Zone except where an immediate threat to life exists.
- (3). Establishes system to avoid cross contamination with victims, EMS, rescue, firefighters, personnel, etc.

- (4). Arranges for isolating and containing contaminated clothing and equipment. Attempt to contain water used in decontamination.
- (5). The Geauga County Hazardous Materials Response Team is controlled by the Geauga County Fire Chiefs' Association. The team is made up of members from every fire department in the County and has been trained and qualified to set up and operate the Decontamination Area.
- (6). All personnel entering and leaving the hazardous material hot zone will go through the decontamination area(s) determined by the Incident Commander.
- (7). Neutralization and final decontamination may be beyond the scope and capability of the county fire departments. These responsibilities should be referred to contractors, the Environmental Protection Agency (EPA), or other agencies as determined by the Incident Commander.

16. Personal Protection of Citizens

Protection of the public may include in-place sheltering, evacuations, and/or instructions on what to do. In most cases, the methods of educating the public will be via the Geauga County Sheriff's Office Wireless Emergency Notification System (WENS), door-to-door notification, 2-1-1, local radio, television, and the Emergency Alert System (EAS). Based on the best possible assessment of an incident's hazard, the recommended protective option for the public may be to advise taking shelter and remain indoors. This strategy should be considered when emergency management officials determine that people cannot be safely evacuated from the area prior to the temporary passage of a toxic cloud.

- a. For an indoor (Sheltering) protective strategy to be effective, planning and preparedness activities include:
  - 1). An emergency management system and decision-making process for determining when an indoor protection strategy should be recommended.
  - 2). A system for warning and advising the public.
  - 3). A system for determining when a cloud has cleared an area.
  - 4). A system for advising people that it is safe to leave the shelter.

- 5). A public education system disseminating the intent and value of indoor protection and the safety practices to be followed during an emergency.
- 6). Should in-place sheltering be implemented, a concerted effort will be made to check each occupied structure for safety of public when safe to do so.

b. Evacuation Guidelines

When it has been determined that the destruction potential of a disaster agent dictates evacuation as the recommended response to the emergency, effective evacuation can only be accomplished prior to the arrival of a toxic cloud at a particular location (e.g. Evacuation is dependent upon the time required to clear the area of people versus the time available before the cloud arrives).

- (1). Consistent with LEPC guidelines, each Geauga County political subdivision is expected to establish guidelines for selective or general evacuation of its population from risk areas and/or hazardous material facilities located in the jurisdiction.
- (2). A general evacuation involves the movement of the population in a risk area. A selective evacuation involves a portion of the risk area population. The Incident Commander will determine, based on the hazard analysis, whether a general or selective evacuation will be ordered.
- (3). The responsibility for ordering an immediate evacuation rests with the Incident Commander of the jurisdiction, or their chosen representative. The evacuation distance and methods will occur based on, but not limited to, current conditions, the amount and type of chemical(s) involved, time of day, special population needs, and weather conditions affecting chemical dispersion & road conditions. The fire and law enforcement agencies will carry out further evacuations assisted by county and private sector operational forces. Radio and television stations will be informed of the situations so they may disseminate information to the public. The Geauga County Department of Emergency Services has a listing of special needs people. Schools, hospitals, nursing homes, and industrial facilities will be notified the same as other personnel in the county, either in person, radio, television or by telephone.

- (4). Jurisdictions have established vehicular traffic control points at critical intersections along evacuation routes to restrict unauthorized traffic from entering risk areas. The jurisdiction's police are responsible for traffic control and the coordination of law enforcement support.
- (5). Business organizations and industries located in a jurisdiction are to coordinate their specific in-plant evacuation guidelines with the established jurisdiction's system.
- (6). Shelter locations have been predetermined to be schools and fire departments, however, most people will stay with friends and relatives.

17. Other Public Protection Strategies

a. Relocation

Chronic contamination of soil, water or other elements of the environment may pose a threat to the public in the affected area. People may have to be relocated for a lengthy period of time, until the hazard is safely reduced. This situation involves the interest and expertise of a broad spectrum of local, state, and federal authorities.

b. Water Supply Protection

Surface, stream, ground water, and well supplies may become contaminated by a hazardous materials incident. The Incident Commander will be responsible to notify the water treatment plants, the Geauga County Health District, and/or others so that they may shut down and/or monitor water sources.

c. Re-entry

The public will be advised to ventilate all structures immediately upon re-entry into the affected area. Any structure that is suspected to be a health hazard to occupants should be reported to the Emergency Operations Center, the Incident Commander, or to the Geauga County Health District.

d. Shelter and Mass Care

See the Emergency Operations Plan (Shelter and Mass Care).

e. Emergency Public Information (EPI)

Public alert in the event of a transportation incident or release from a fixed facility will be initiated by the Incident Commander. The current guideline for informing the public when there is a need to do so is by utilizing the Geauga County Sheriff's Office Wireless Emergency Notification System (WENS), door-to-door notification, use of the media by direct contact with the radio and television stations, or activation of the Emergency Alert System (EAS).

f. Emergency Public Information Definition and Authority

The EAS exists to furnish and expedite means of providing communications to the public in the event of war, threat of war, or grave national, regional, or local crises. An emergency system, such as EAS, is authorized by S1, 4(i) and (o) and 303(4) of the Communications Act of 1934 as amended. Local compliance is through the Federal Communication's Rules & regulations, Vol. 3, Part 73, Sub part G.

(1). Purpose

Provide prompt communication, information, direction, and instruction in the event of an emergency requiring public action such as a hazardous material incident.

(2). Radio/Television Stations

The following radio and television stations serve Geauga County:

(a). Radio

WTAM 1100 AM (LP-1) and WCPN 90.3 FM (LP-2) are the primary and secondary Emergency Alert System (EAS) stations. All other radio and television stations pick up message from these stations and re-broadcast them.

(b). Television

WKYC 3, WEWS 5, WJW 8, WOIO 19, WVIZ 25 and WUAB 43 are the stations that will be used for

emergency information. In addition, cable television runs a crawler on the bottom of the screen.

g. Emergency Alert Systems

Emergency information to Geauga County will be provided to the local radio and television stations as necessary. Upon notification by the Incident Commander, the Public Information Officer will notify radio and television stations that an emergency exists and request activation of the EAS. See the Emergency Operations Plan (EOP) for Emergency Public Information.

18. Community Relations/Public Information:

a. Purpose

Establish the guidelines for providing coordinated and reliable information to the public in conjunction with a hazardous materials incident, and to establish the guidelines to inform the public of plans and actions for their protection.

b. PIO

The Geauga County Commissioners select the Public Information Officer to represent them. In addition, the Geauga County Sheriff and Incident Commander will each have a Public Information Officer. Each one will address the media only regarding events that their respective agencies are taking.

c. PIO of Incident Commander

The Incident Commander of each jurisdiction has a designated PIO available to them. As directed by the Incident Commander, the PIO will report to the incident location and determine a location for the media to assemble. Requests of the media regarding information, photos, interviews, etc. will be considered after the priorities of personal safety and the action objectives of the on-scene command to protect lives and property.

d. Public Education Information

Prompt and cooperative citizen behavior occurs as a product of pre-emergency public information, which is periodically updated by the jurisdiction's emergency management authorities. Such information has been done with school student instruction, flyers, community emergency brochures, media articles, and the county

web site. The information instructs the public how they will be notified, what their actions should be, and the appropriate behavior during a time of emergency. The public must be educated to know how to report a suspected hazardous materials incident.

- e. Each jurisdiction should solicit the cooperation and coordination of each fixed hazardous materials facility, and other organizations that use, store, transport, or process such substances. Those organizations should prepare and distribute printed materials about the hazardous materials present at the facility to residents, hotels/motels, schools, hospitals, and all risk areas involving permanent or transient populations.
- f. Jurisdictions find it useful to periodically conduct a news media orientation with representatives from emergency response forces, fixed facility officials, and representatives from the Local Emergency Planning Committee. The orientation acquaints news media representatives with information about the community's emergency plan, systems, and methods of disseminating emergency public information.

19. Support Service Methods and Operations

a. Job and Family Services

The dimensions and severity of a hazardous material incident will dictate the variety and amount of human services required to alleviate victim suffering. A major disaster will call for the involvement of large-scale local, county, state, federal, and private sector support. On-site emergency officials coordinate efforts of the agencies designated to provide job and family services. Small scale incident impact might be processed from the command post. The EOC may be activated for large scale situations. The American Red Cross will help with identification, food, clothing, shelter management, emergency care, etc. The Geauga County Job and Family Services and 2-1-1 have a complete listing of agencies and personnel who may assist with the human service needs for the public.

b. Public Works

Public Works is made up of governmental departments, including Street/Road Departments. In the event of a hazardous materials incident, the appropriate department will be requested to assist the operation to contain the incident. They represent the primary agency to provide manpower and construction type equipment to

build dikes, dams, or other means of containment. They also assist law enforcement in the development of traffic re-routing/detours. They may assist in evacuation upon request.

- (1). Provides special equipment, dump trucks, cranes, bulldozers, saws, pumps, generators, loaders, barricades, etc.
  - (2). Transports materials and supplies.
  - (3). Provides assistance in containment.
  - (4). Provides clean-up assistance.
- c. When participating in assignments in the event of an incident, there is the potential to affect public works facilities, due to limited protective gear.
  - d. If a problem should occur at a Waste Treatment Facility or well field, public officials will activate existing emergency plans.
  - e. Sewer/Well Water Departments will provide information about sewer types (sanitary/storm) and their networks where hazardous substances may be present. Testing equipment is used to determine if hazardous materials have entered the sewer system, which may cause damage to treatment plants, pollute creeks or rivers, or cause an explosion.
  - f. The Geauga County Health District will provide assistance as it pertains to wells and septic systems.
  - g. The Public Works agencies will take their direction from the Incident Commander, or may receive requests from the Emergency Operations Center, if activated.

20. Others

- a. The Transportation Officer will make contact with Geauga Transit or school facilities for buses, to provide vehicles for transporting persons during evacuation operations, and for other disaster related details.
- b. In the event of a mass casualty/fatality event, refer to the Emergency Operations Plan (Health Annex and corresponding appendices).

21. Ongoing Incident Assessment

- a. The Geauga County Health District and Ohio EPA, after being notified that a hazardous materials incident has occurred and when requested by the Incident Commander, will coordinate action to monitor and assess the impact of the substance release to both the on and off-site area. The Geauga County Health District has the capability to sample hazardous materials. All fire departments in Geauga County have air monitoring equipment capable of monitoring for various atmospheres.
- b. The Geauga County Health District coordinates activities for monitoring the size, concentration, and movement of leaks, spills, and releases of hazardous substances. As appropriate, the department will provide input to the Incident Commander and the EOC, if activated, about response personnel safety, citizens' protection, and the use of food, water, and waterways in the area affected by the incident. Monitoring data will be provided to aid decisions about re-entry, containment, cleanup, and recovery.

22. Containment

- a. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander and their staff.
- b. The spiller is, by law, responsible for all cleanup countermeasures. The Geauga County Health District and the Ohio EPA are responsible for determining the responsible party and for monitoring cleanup operations, to ensure the following actions are taken:
  - (1). An approved disposal site is selected.
  - (2). Temporary storage sites are selected that are safe and secure.
- c. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment/displacement techniques are being initiated. Containment methods may include:
  - (1). Dikes.
  - (2). Berms and drains.

- (3). Trenches.
- (4). Booms.
- (5). Barriers in soil.
- (6). Stream diversion.
- (7). Patching and plugging of containers or vessels.
- (8). Portable catch basins.
- (9). Over packed drums or other forms of containment.
- (10). Reorientation of the Container

23. Clean-Up and Re-Entry

- a. The Incident Commander, in conjunction with the EOC or Ohio EPA, may secure private contractors for displacement techniques. They may include:
  - (1). Hydraulic and mechanical dredging.
  - (2). Excavating.
  - (3). Skimming.
  - (4). Pumping.
  - (5). Dispersion/dilution.
- b. Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to the Ohio EPA.
- c. Exposure Assessment

Initial assessment of the incident is the responsibility of the fixed facility. It should be recognized that industrial capability to assess the situation is supported by in depth knowledge of the chemicals, facilities, and environment. The fixed facility is liable for damages resulting from a release, and is motivated to provide a timely and accurate assessment of each situation. Other assessment capability is available.

- (1). All Geauga County Fire Departments have limited monitoring and assessment capability.
- (2). The Geauga County Health District has the ability to test materials for hazards.
- (3). The Ohio and Federal EPA have in depth assessment and monitoring capabilities.
- (4). The Federal Regional Response Team has in-depth assessment and monitoring resources.
- (5). Any agency taking samples, doing air monitoring, and/or conducting assessments must keep a detailed record of all samples and assessments to determine size and concentrations of spills and leaks. The Geauga County Health District shall work with the Ohio EPA and/or other agencies in this monitoring and reviewing of samples and assessments.
- (6). The Ohio EPA, and when necessary the Geauga County Health District, are tasked with recommending to the Incident Commander the proper clean-up methods and guidelines to be followed.

D. Restoration/Recovery

1. The Ohio EPA, in conjunction with state and federal authorities, is in charge of restoration efforts, including any testing required prior to authorization of public reentry to the hazardous materials area.
2. Treatment of contaminated soils and sediments is a responsibility of the industrial site or transporter/contractor.
3. When feasible, contaminated soils and sediments will be treated on the site. Technologies available include:
  - a. Incineration.
  - b. Wet air oxidation.
  - c. Solidification.
  - d. Encapsulation.

- e. Solution mining (soil washing or soil flushing).
  - f. Neutralization/detoxification.
  - g. Micro-biological degradation.
4. Off-site transportation, storage, treatment, destruction, or secure disposition off-site may be provided in cases where EPA determines such actions:
- a. Are more cost effective.
  - b. Will create increased capability to manage.
  - c. Are necessary to protect public health, welfare, or environment.
5. Contaminated soils and sediments may be removed from the site. Technologies used to remove contaminated sediment on soils include:
- a. Excavation.
  - b. Hydraulic dredging.
  - c. Mechanical dredging.
6. Provision of alternative water supplies can be provided in several ways:
- a. Individual treatment units.
  - b. Water distribution systems.
  - c. New wells or deeper wells.
  - d. Cisterns.

E. Documentation

1. Fixed site responsibilities for documentation of accidental releases are to prepare:
- a. Fixed site or other accidental release type of incident, including time, cause of release, material released, quantity released, location of release, response actions, decontamination, cleanup, etc.
  - b. Chronological log that details the time sequence account of release activities. Example: emergency response team, activation,

notification of off-site authorities, significant situation changes, time of recommendations to off-sit authorities, etc.

- c. All facilities will forward all release reports to the Fire Chief of the jurisdiction, enabling them to complete a final report.
  - d. All facilities must file a written notice within 30 days of the release, as outlined in ORC 3750.06(D) and Rule 3750-25(A) (2).
- 2. The Fire Department having jurisdiction, the agency dispatching them, or the Geauga County Sheriff's Office will document and prepare a report detailing communications during the incident. This report includes initial specifics of the release: e.g. time, location, material released, quantity released, manufacturer, shipper, vehicle, consignee, source of release, public health hazards, agencies contacted, comments, etc.
  - 3. Press arriving at the scene should report to the Incident Commander's Public Information Officer or to a selected location if the EOC has been activated.
  - 4. Critique

After all level 2 or greater hazardous materials incidents, a critique will be held to review both the incident and the Geauga County Hazardous Materials Response Annex. The critique will be co-chaired by the Fire Chief of the affected jurisdiction and the Emergency Coordinator of the Local Emergency Planning Committee.

- 5. Investigative Follow-up

The Fire Chief of the jurisdiction in which the incident occurs will prepare a final report summarizing the incident. The report should include the cause, incident critique, damages, expenditures, and conclusions. The fire chief of the jurisdiction, local law enforcement, The Geauga County LEPC Emergency Coordinator, fixed facility representative, and/or state agencies shall be responsible for post incident investigations to determine cause and origin. All agencies involved in the incident will send a representative to the post incident critique.

- 6. Cost Recovery Guidelines

All agencies that had a roll in the emergency will submit their expenditures associated with the hazardous materials leak, spill, or release. They should then forward the invoicing to the Geauga County LEPC Emergency Coordinator who shall serve as a central agency for invoicing and collection.

#### IV. Organization and Assignment of Responsibilities

##### A. General

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous local political subdivisions. Rapid communications must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive or exclusive, nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs.

##### B. Tasks Assignments

###### 1. Fire Department

The senior fire official in the jurisdiction where the incident occurs shall be in command of the hazardous materials incident, whether the incident includes fire or not (ORC 3737.90). Primary command authority at the scene of a hazardous materials incident is delegated to the fire chief or to the senior fire official with jurisdiction. The senior fire command officer will utilize the incident command system in accordance with federal law, and in concurrence with standard operating guidelines for hazardous materials incident command. This includes the operation of the integrated command post. The senior fire official can delegate any portion of the incident at any time to a competent person or agency. The senior fire official:

- a. Develops a plan of response, population and worker protection, contain, control, clean up, and recovery.
- b. Establishes a staging area upwind, and in safe areas.
- c. In coordination with on-site authorities and EOC, decides which public protective action is appropriate.
- d. Coordinates the support agency operations in connection with the successful conclusion of the incident. Agencies include, but are not limited to, EMS, law enforcement, and property conservation.
- e. Designates Fire/EMS Officer to support EOC operations.
- f. Coordinates Geauga County Hazardous Materials Response Team.
- g. Provides staff support to the Emergency Operations Plan.

2. Chief of Police, Sheriff, or Ohio State Highway Patrol

In addition to the responsibilities and guidelines outlined in the Emergency Operations Plan Law Enforcement Annex, the ranking law enforcement officer at the scene will report to the integrated on-scene command post and perform the following:

- a. Provides field operations support to the command post.
- b. Coordinates the establishment of scene perimeters, access control points, and traffic control points in conjunction with the command post.
- c. Establishes traffic control for staging, triage, and mass care centers.
- d. Arranges for security at vital facilities.
- e. Provides a staff member for the Executive Group and a Law Enforcement Coordinator for the Operations Group at the Emergency Operations Center, if activated.
- f. Is responsible for evacuation and security of population in the designated area. Assists in developing plans for an organized re-entry.

3. Geauga County Department of Emergency Services

- a. Maintains a state of readiness to effectively respond to hazardous materials incidents and other emergencies which might impact the county. DES develops, coordinates, and responds to incidents as they may occur under ORC 5502. The Department of Emergency Services has a contract with the Local Emergency Planning Committee, and provides fiscal, grant, exercise, preparedness, and compliance duties.
- b. Coordinates, activates, and staffs the EOC and/or provides liaison to local jurisdictions at the scene of the event.
- c. Coordinates public information activities.
- d. Activates/coordinates public warning systems.
- e. Coordinates response support by county agencies and departments (i.e. American Red Cross, Amateur Radio, etc.).

- f. Assists in the coordination of technical support for hazardous material risk assessment.
- g. Coordinates response support with state and federal agencies.
- h. Consolidates incident reports and data from all participating agencies for reasonable cost recovery.
- i. Responsible for coordinating the development and implementation of the chemical emergency response and preparedness annex of the county. Also, DES receives follow-up verbal and written notices of releases of hazardous substances, and extremely hazardous substance (EHS) facilities, provided under ORC 3750.06.
- j. Assists the community's emergency response operations in the event of a hazardous materials incident.
- k. Assists in plans and training programs in support of the Chemical Emergency Preparedness Program, and updates them on periodical basis.
- l. Maintains and updates resource lists to support the Chemical Emergency Preparedness Program.

5. Public Works Department

The senior department official at the scene will report to the integrated on-scene command post and perform the following, in addition to the responsibilities and guidelines outlined in the Public Works/Engineering Annex of the EOC:

- a. Provides material for building dikes to contain liquids and absorbing hazardous materials.
- b. Cooperates with police to establish an efficient detour with the appropriate signs, arrows and police officers to expedite movement of traffic.
- c. Provides staff support to command post, upon request.

6. Geauga County Health District

The Geauga County Health District will perform the following, in addition to the responsibilities and guidelines outlined in the Public Health Annex of the Emergency Operations Plan:

- a. Coordinates with local water system operators of the Department of Water Resources, if applicable.
- b. Provides field staff support to command post, if requested.
- c. Monitors enforcement regulations and legal action pertaining to health hazards initiated against parties involved in the release of hazardous materials.
- d. Provides staff support to the EOC, if activated.
- e. Consults with and/or coordinates action with the following as necessary: Hospitals, EMS, EPA and ODNR.
- f. Provides information/maps on which water systems could be impacted by the release.
- g. Reacts to the entry of any pollutant or contaminant into the water supply by shutting off appropriate intakes or switching to alternate sources (Public Works).
- h. Tests wells and/or issues advisories to citizens on pollutants that may have entered the water supply system.

7. Public Information Officer (PIO)

The PIO will disseminate information to the media and the public as outlined in the Emergency Public Information Annex of the Emergency Operations Plan.

8. American Red Cross

The American Red Cross would be responsible for mass care centers as defined in the Shelter and Mass Care Annex of the Emergency Operations Plan. During an incident involving hazardous materials, the American Red Cross will:

- a. When called upon to open shelters, determine the hazardous material involved and their potential impact on evacuees.
- b. When the shelter is open, establish a screening area to evaluate evacuees for possible exposure and contamination.
- c. Request Health District nurses or EMS personnel to assist in screening and treating evacuees.

- d. Will establish areas for separating and handling evacuees, who have been exposed and/or contaminated, before transported them to an appropriate medical facility.

9. Fixed Site Hazardous Material Facilities and Transportation Companies.

- a. Develops on-site contingency plans which specifies notification and emergency response guidelines.
- b. Provides technical guidance support for the development of off-site assessment.
- c. Provides planning support for the development of off-site assessment.
- d. Provides representatives to command post, upon request.
- e. Provides public information officer to Joint information Center, if requested.
- f. Adheres to emergency preparedness and response guidelines developed by the LEPC.
- g. Participates in exercises and drills.
- h. Endeavors where appropriate to provide a public alert system for the community area falling within the risk area.
- i. Coordinates on-site emergency plans with the jurisdiction's public safety authorities.
- j. Provides notification information specified in the Accident Notification Form to designate agencies.
- k. Issues written follow-up of any release in accordance with S304 of Title III.
- l. Is responsible for site clean-up of hazardous materials in accordance with state and federal standards.

10. State Government Role

Five primary agencies provide personnel, equipment, and advice to the Incident Commander/Geauga County EOC/LEPC as needed. Thirteen support agencies also provide personnel and support to local government.

Below are those agencies most likely to be used by this county. State roles are further defined in the State of Ohio's Hazardous Materials Emergency Management Plan which is on file with the Geauga County Department of Emergency Services Director.

a. State Emergency Response Commission (SERC)

Oversees the implementation of ORC 3750 in the State of Ohio. The Commission has no response responsibility. It is a planning body only. It coordinates the preparedness efforts of the State and LEPCs.

b. Ohio Emergency Management Agency (Ohio EMA):

- (1). Develops and implements the State's Hazardous Materials Emergency Management Plan, which includes State roles for mitigation preparedness, response, and recovery.
- (2). Coordinates requests for State/Federal assistance from local political subdivisions.
- (3). Activates and maintains the State EOC, as needed.
- (4). Acts as the SERC's Plan/Exercise Review Team by providing planning, exercise guidance, and training to LEPC's.

c. Ohio Environmental Protection Agency (OEPA):

- (1). Provides an On-Scene Coordinator to assist the Incident Commander in response and recovery decision-making. Also, OEPA will act as coordinator between the Federal On-Scene Coordinator (OSC) and the Incident Commander. OEPA will be the lead State agency on-scene when the primary threat is to the environment.
- (2). Monitors contamination and pollution, advises on acceptable cleanup operations, and provides guidance on disposal guidelines. Also, may investigate spills, if necessary.
- (3). Chairs the SERC, and acts as the State's Information Coordinator, by maintaining facility and spill reports, distributing grant monies, and providing advice to LEPCs.

d. State Fire Marshal (SFM), Hazmat Bureau:

- (1). Provides trained personnel and dedicated equipment from regional offices to assist the Incident Commander in response and recovery decision-making regarding materials with fire/explosive hazards.
- (2). Provides hazardous materials training through the Ohio Fire Academy and the SFM's Outreach Program.

e. Ohio Department of Health (ODH):

- (1). Assists local departments in ensuring the restoration of public health and sanitation.
- (2). Investigates potential health problems stemming from releases.
- (3). Assists in ensuring the safety of private water supply sources.
- (4). Coordinates the safety and health of shelters used during a response.

f. Ohio State Highway Patrol (OSHP)

Will close and divert traffic from State highways when requested by the Incident Commander, will support local law enforcement operations and can provide communication and weather data support as needed.

g. Public Utilities Commission of Ohio (PUC)

- 1). The Transportation Department's Hazmat Section can provide on-scene accident assessment of transportation and railroad hazardous materials spills. They can cite the spiller for improper handling, storage, or transport of materials.
- 2). The Consumer Service's Pipeline Safety Section can provide field and technical assistance should a release occur along a pipeline in the county.

h. Ohio Department of Transportation (ODOT)

Local offices may supply personnel and equipment to support Cold Zone operations. Primarily, ODOT will coordinate with local

entities to designate alternate traffic routes. Also, they will support traffic control and provide technical assistance regarding road conditions.

i. Ohio Department of Natural Resources (ODNR)

The Department is responsible for maintaining the State Lands. They can provide damage assessment teams (field inspectors or geologists), provide watercraft for related operations, and assist in sheltering.

11. Federal Government Role

Federal operations will be coordinated with the Incident Commander, and fall under the Incident Command System. Requests for Federal assistance shall be requested through the Ohio EMA. If the National Response Center (NRC) was notified by the spiller or Incident Commander, the National/Regional Contingency Plan may already be in effect. Federal roles are defined in the State of Ohio's Hazardous Materials Emergency Management Plan, which is on file with the Geauga County Department of Emergency Services Director.

V. Direction and Control

The direction and control function is the combined capability of the EOC and the incident command post. The exchange of critical information between these facilities (e.g. requests for support and key decision) enables first response efforts, and supports synchronized operations.

- A. The command post coordinates on-scene support to emergency service response elements which are deployed during large-scale situations, requiring the commitment of significance quantities of emergency services resources.
- B. The first senior fire officer at the scene assumes command until:
  - 1. A superior fire officer of the same department arrives or;
  - 2. It is determined that the actual scene is located in a different jurisdiction, in which case the command will be relinquished to the senior fire officer having jurisdiction, after an incident briefing.
  - 3. If the incident is located on the borderline of two or more jurisdictions, they shall establish a unified command structure involving all jurisdictions.

- a. The unified command is in charge of the operation, maintenance, and deployment of the command post.
- C. Command will be directed by the advice and technical assistance at the scene. All advisors, aides, technical teams, monitors, and state and federal officials should be directed to the incident commander's liaison officer before undertaking any activity at the incident.
- D. Any recorded radio traffic involving the communications center, EOC, and incident site shall be retained. Transcriptions and/or copies shall be made available to authorized persons on official business. Incident activities shall be maintained throughout the incident and retained for future use.
- E. The EOC is the focal point for coordinating resource requirements in support of on-scene activities and off-site protective action. The EOC is operated and maintained by the Geauga County DES Director. The EOC is staffed with representatives from each department and private sector organization, as described in the organizational and responsibilities section of this annex.
  - 1. The EOC is activated by the Incident Commander when, in their opinion, the field command post cannot handle command and control of the entire scope of the incident. This may be either a large scale incident, or a small incident with a potential disastrous outcome.
  - 2. The EOC is under command of the DES Director.

## VI. Continuity of Government

- A. Lines of succession for each department are according to the standard operating guidelines established in each department.
- B. On-scene succession is the Incident Commander, followed by their designee. Succession within the EOC is defined in the Emergency Operations Plan.
- C. Heads of Response Organizations are identified in the Emergency Operations Plan.
- D. LEPC members are appointed to two year terms. ORC 3750.03 designates LEPC membership positions, and explains the method for replacing and appointing members (See Tab D for LEPC Member Listing and description for positions).

## VII. Administration and Logistics

- A. Administration
  - 1. Information Requests

- a. The LEPC Information Coordinator is responsible for coordinating and maintaining the LEPC’s files of information obtained under this chapter (ORC Chapter 3750) and rules adopted under it, and for receiving and fulfilling requests from the public for that information.
  - b. As required by ORC 3750.10, the County makes available the information during normal working hours at 12518 Merritt Road, Chardon, Ohio. Trade secret and chemical location materials are not available in accordance with the law. Any request to review information must be made in writing to the Information Coordinator. If information is not on file with the County, the Information Coordinator will contact the facility for the required information to fulfill the request.
  - c. The Information Coordinator will maintain a record of the types and frequencies of information requests. This information may be annually provided to the facilities within the County, but will not include names or addresses of persons making such requests.
2. Enforcement and Compliance: Policy of SARA, Title III, Sections 302, 311 and 312.

B. Logistics

1. Resource Management

The resources covered here are unique to a hazardous materials incident. The coordinated effort of both the local jurisdiction and the LEPC will endeavor to provide details regarding where to get information, equipment, supplies, and trained personnel essential for the effective management of hazardous materials incidents. A ready reference system is in place.

- a. The following list the type of resources that the Geauga County emergency response forces have access to upon request. The Geauga County Sheriff’s Office, the Geauga County DES, and the Geauga County Hazardous Materials Response Team will maintain an updated resource Data Directory for use in Geauga County. The rescue categories identified for support of a hazardous materials incident are:

**Personnel**

Bus Drivers  
Ambulance Drivers

**Vehicles**

Buses  
Ambulances



Traffic Control	Tow Trucks
Public Works	Fuel Trucks
Communications	Trucks
Medical	Road Equipment
Hazmat Mat Team Members	Heavy Lift Equipment
Hazmat Experts (Advisors)	Vacuum Truck
EOC Personnel	
Shelters	
Fire/Rescue	

- b. Equipment and supplies are replaced as occurs, and inventories are maintained by appropriate emergency management organizations.
- c. When the situation exceeds the capability of local government, requests for State/Federal assistance will be initiated by the Incident Commander, and made by the Chief Elected Official or by another duly authorized individual.
- d. Requests for assistance from local, private, and public sector groups will be made as appropriate by contacting agencies listed in the Geauga County Resource Data Directory. It identifies agencies or groups that can provide assistance along with the telephone number and point of contact.

2. Relationship to Other Plans

a. Emergency Operations Plan

The County’s all-hazard Emergency Operations Plan (EOP) creates an umbrella for protecting the health, safety, and property of the public from all hazards. This annex of the plan provides the hazard-specific guidelines to protect the public from transportation or fixed site hazardous materials incidents. This annex is supported by standard operating guidelines (SOGs) that address specific situations and operational concepts.

b. Geauga County Hazardous Materials Response Plan

The Geauga County Fire Chiefs’ Association oversees the Geauga County Hazardous Materials Response Plan and assorted guidelines as it pertains to their operations and transportation or fixed site releases. This includes the concept for activation, assessment, personnel safety, site control, identification, containment, command post, staging area, monitoring, on-site/off-site response coordination, decontamination, and recovery during incidents involving these locations.

c. Fixed Facility Annex

Fixed Facility Contingency Plan is required under OSHA 1910.120. Each facility Plan specifies notification, emergency response organization responsibilities, emergency response organization guidelines, and coordination guidelines for interfacing with off-site authorities and response organizations. If the facility will not respond to a release at their own site, they will then have a plan which will define basic fire and evacuation procedures to be followed by the facility's employees.

d. The Ohio Hazardous Materials Emergency Management Plan

The plan describes the procedures, methods, and roles by which the State of Ohio will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in large scale hazardous materials emergencies, by establishing clear methods for interfacing with local government. The plan is activated by the Ohio EMA in consultation with the primary agencies in the plan. This annex supplements the State plan and Tab B acts as the State plan's Hazard Analysis.

e. The Regional Contingency Plan

The regional plan provides for the coordination of a timely response by various Federal agencies and other organizations to discharges of oil, releases of hazardous substances, pollutants, and containments in order to protect public health, welfare, and the environment. This plan will be activated by either a request of regional Federal agencies through the Ohio EMA, or by the NRC when it is notified of an incident. The regional plan will direct federal functions and will be coordinated through the Incident Commander.

f. The National Contingency Plan

This plan provides for a coordinated Federal response to a large scale hazardous materials incident. A request for activation of this plan is made as done for the Regional Plan above. It is used when regional federal sources are insufficient to handle the situation.

## VIII. Plan Development and Maintenance

### A. LEPC Annual Annex Review

1. All agencies assigned responsibilities in this annex are responsible for developing or updating internal guidelines that will assure a continuing acceptable degree of operational readiness to carry out the responsibilities. The LEPC has a sub-committee who will review this annex annually and submit it to the LEPC before the deadline, as stated in the by-laws of the LEPC. The annex shall also be reviewed following each exercise or actual incident. Critique comments made from either event will be discussed by the LEPC regarding changes needed to the annex.
2. The LEPC's Emergency Coordinator is responsible for coordinating the development and implementation of the chemical emergency response and preparedness annex of the county. Also, the Emergency Coordinator is responsible for receiving verbal and follow-up written notices of releases of hazardous and extremely hazardous substances (EHS) provided under ORC Section 3750.06.
3. As updates are made, the revised and dated changed pages will be provided to all individuals and agencies listed as holding copies of the EOP. It is the responsibility of the copy holder to post such changes and to note the change(s) on the Record of Change sheet.

### B. Exercises

1. The LEPC is responsible for scheduling, designing, conducting, and evaluating its chemical preparedness exercises. The LEPC will, at minimum, conduct one exercise annually. The LEPC will provide a minimum of 60-day notice to the SERC (via Ohio EMA) of its annual exercise. The exercise will include either a facility subject to the law, or a transporter of hazardous materials. The LEPC will ensure that within a four-year exercise cycle, all required Objectives will have been successfully tested. Also within this cycle, one Full-Scale Exercise will have been completed, and the primary EOC must be opened and exercised. The LEPC's Exercise Design Team shall adhere to SERC Exercise rules and utilize the OAC 3750-20-78 to develop and conduct the exercise. The SERC approved Evaluation Forms will be used to evaluate each exercise.
2. There are three types of exercises that will be conducted as per SERC rule 4750-20-76. They are Table-Top, Functional and Full-Scale. They are defined as follows:

- a. A Table-Top Exercise is a verbal walk through or discussion of the emergency response guidelines. It is designed to evaluate plans and resolve questions of coordination and role. It must demonstrate at least three, but not more than five, Objectives. One of which must be a Core Objective. This will allow the participants to evaluate plans, and to resolve questions of coordination and assignment of responsibilities throughout the exercise.
  - b. A Functional Exercise is a hands-on or physical demonstration of, a specific function or operational capability. The function, or operation, is such that it can be implemented with little or no outside support. The exercise will evaluate four, but no more than seven, Objectives. Two of which must be Core Objectives. An EOC, or Incident Command Post, is activated for this exercise in order to show how the command structure manages the function or operation.
  - c. The Full-Scale Exercise is again, a hands-on test, but this time it will evaluate the overall emergency management system. It will test most or all of the emergency response functions as outlined in the annex. It includes the mobilization and use of personnel and equipment. Also, an EOC or Incident Command Post is used to coordinate the response functions. The exercise will evaluate eight or more Objectives.
  - d. Actual incidents can be used as an annual exercise of the annex but it must adhere to the requirements established for the type of exercise selected.
3. The exercise will be evaluated by persons selected by the LEPC. The SERC Facilitator will, with the assistance of the exercise design team, train the evaluators on their assigned roles and what areas they will evaluate. The evaluators will utilize the SERC provided evaluation forms. A critique of the exercise will follow each exercise. Participants, controllers, and evaluators will discuss the results and lessons learned from the exercise. As required by law, after a Full-Scale exercise, the LEPC will announce and hold a public critique of the exercise.
  4. The LEPC will use the Evaluator's comments, Facilitator's comments, and the critique comments to see if activities were effective in practice, or if there are more efficient ways of responding to an incident. The annex will be updated accordingly by the LEPC's Emergency Coordinator, as stated above. During the next exercise, changes will be tested to see that the deficiencies were corrected.

5. In order for an Actual Event to qualify as an exercise, the LEPC must submit an Exercise Notice Form within thirty days of the response. The Ohio EMA will then arrange a meeting with the principal participants of the response to determine whether or not the exercise objectives were successfully demonstrated.

## IX. Authorities and References

### A. Authorities

These authorities apply specifically to Extremely Hazardous Substance (EHS) preparedness and response. See the Basic Plan of the Emergency Operations Plan for other basic local, state, and federal authorities.

#### 1. Local laws/ordinances

No local laws or ordinances are established in the County that applies to EHS planning or response.

#### 2. State laws

- a. Ohio Revised Code (ORC) Chapter 3750. Emergency Planning (as amended and the rules adopted under it). This is Ohio's version of the Federal EPCRA, and establishes the framework for EHS planning and response in Ohio.
- b. ORC Chapter 5915.18 (The effects of SARA Title III on Emergency Management). This states that the EMA/DES Director may serve on, and even Chair an LEPC, and must incorporate the LEPC's annex into the County's planning and preparedness activities.
- c. ORC Chapter 3745.13 (Recovery of costs from persons causing environmental emergencies). This defines how costs incurred by a County during a response can be collected via the County's EMA/DES office from the spiller, in conjunction with appropriate legal counsel support.
- d. ORC Chapter 3737.90 (Hazardous Materials Emergencies). This defines that the Fire Chief will be responsible for primary coordination of on-scene activities of all agencies.
- e. ORC Chapter 2305.232 (Civil Immunity for Persons Assisting in Cleanup of Hazardous Materials). This is Ohio's "Good Samaritan" law, and defines the steps necessary for receiving civil

immunity when providing assistance at a hazardous materials release or cleanup.

- f. Ohio Administrative Code (OAC) 3750 et al. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.
- g. Ohio Fire Code [30]:7-1-03 Section F-102.8 (Authority at Fires and Emergencies). This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or property.
- h. Ohio Attorney General (OAG) Opinion, No. 91-014. This discusses the liability of SERC and LEPC members when acting under ORC Chapter 3750.
- i. Ohio Revised Code (ORC) 3750.04 (Exercises). This section of the ORC discusses the requirements of a four year cycle of county exercises. All exercises require a 90 day notice to Ohio EMA for initial notification. The Code requires each LEPC to conduct an exercise of its Chemical Emergency Response and Preparedness Annex at least annually.

### 3. Federal Laws

- a. Superfund Amendments and Reauthorization Act (SARA), Title III (Emergency Planning and Community Right-to-Know Act of 1986) (EPCRA) (Public Law 99-499). This sets the framework for EHS planning in the United States.
- b. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA or Superfund (Public Law 96-510). This provides federal funds for responses to releases of hazardous substances and requires notification to the National Response Center (NRC) of accidental releases.
- c. Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q) (Emergency Response). This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.
- d. SARA, Title 1, Section 126. (Worker Protection Standards). This directed OSHA to develop training standards for persons responding to hazardous emergencies who may be exposed to toxic substances. OSHA established the HAZWOPER standards. These

standards were adopted by the USEPA for non-OSHA states such as Ohio.

- e. Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380). This defines that facilities with hazardous substances or oil under the Clean Water Act must have a facility plan for accidental releases.
  - f. Clean Water Act of 1977 (CWA) (Public Law 95-127). This amends the Federal Water Pollution Control Act regulating discharges of toxic pollutants into waterways.
  - g. Hazardous Materials Transportation Uniform Safety Act of 1977 (HMTUSA) (Public Law 101-615). This amends the Hazardous Materials Transportation Act of 1977, and establishes uniform licensing of hazardous materials transporters. It also established a training grant fund to supplement State training programs for LEPC's and Fire Departments.
  - h. Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580). This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tanks owners are financially responsible for cleaning up leaks.
  - i. Toxic Substances Control Act of 1976 (TSCA) (Public Law 94-469). It defines the testing and screening of chemicals produced/imported into the United States.
- B. au. The Information Coordinator maintains the following references which are housed at 12518 Merritt Road, Chardon, Ohio 44024. Copies of these references may be obtained by either contacting the Information Coordinator, Emergency Coordinator, Secretary/Treasurer, or the LEPC Chairman.
- 1. National Response Team (NRT) (1987) Hazardous Materials Emergency Planning Guide, NRT-1, Washington, D.C.
  - 2. Federal Emergency Management Agency (FEMA) (1985) Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8.
  - 3. Department of Transportation (DOT) (2008) Emergency Response Guidebook, DOT P 5800.4.
  - 4. National Response Team (NRT) (1990) Developing a Hazardous Materials Exercise Program, A Handbook for State and Local Officials – NRT-2.

5. USEPA, FEMA, USDOT (1987) Technical Guidance for Hazard Analysis, Emergency Planning for Extremely Hazardous Substances.
6. USEPA, FEMA, USDOT, Handbook of Chemical Hazard Analysis Procedures, manual for the ARCHIE computer software.
7. NOAA/USEPA computer software. Computer Aided Management of Emergency Operations (CAMEO), windows version.

X. Tabs

- A. Hazardous Materials Release Notification Requirements Form
- B. Listing of EHS Facilities and Facility Coordinators
- C. Transportation Study
- D. Geauga County LEPC Roster and Matrix
- E. Abbreviations, Definitions and Acronyms
- F. Training Levels
- G. Heads of Emergency Response Organizations (Police/Fire)

XI. Authentication

- A. The Geauga County LEPC has reviewed this annex and finds it addresses the requirements of ORC 3750.04. The Geauga County LEPC Chairman acknowledges this with his signature below.

\_\_\_\_\_  
Gauga County LEPC Chairman

\_\_\_\_\_  
Date

## Tab A – Hazardous Materials Release Notification Requirements Form

Pursuant to 3750.06 of the Ohio Revised Code (ORC), an owner or operator of a facility where hazardous materials chemicals are used, stored, or produced, or a facility which there is a transportation-related release and from which a release or discharge has occurred of a hazardous substance, extremely hazardous substance or a discharge of oil in an amount equal to or exceeding the reportable quantity as set forth under rule 3750-20-50, 3750-25-20 of the Ohio Administrative Code (OAC) respectively, is required to verbally notify the Ohio EPA, the Geauga County LEPC Emergency Coordinator and the local fire department within thirty (30) minutes of knowledge or discovery of the release. Verbal notification shall be made in accordance with the release reporting requirements as set forth in Rule 3750-25-25 of the OAC.

I acknowledge receipt of this Hazardous Materials Notification Requirements Form

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Signature of Owner/Operator	Representing	Date	Time
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Emergency Services Representative	Representing	Date	Time
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**IMMEDIATE Verbal Notification (within 30 minutes)**

- |    |                       |                                  |                           |
|----|-----------------------|----------------------------------|---------------------------|
| 1. | Local Fire Department | Dial 9-1-1 or consult phone book |                           |
| 2. | Geauga County LEPC    | 440-279-2173 (Day Time)          | 440-279-2050 (Night Time) |
| 3. | Ohio EPA              | 800-282-9378                     |                           |

**Follow-Up Written Notification (within 30 days)**

1. Geauga County Local Emergency Planning Committee  
12518 Merritt Road  
Chardon, Ohio 44024  
Attn: Emergency Coordinator
  
2. Ohio EPA, DERR-ER  
PO Box 1049  
Columbus, Ohio 43266-0149  
Attn: Duty Officer

**Additional Notifications that you may be responsible to call (not all inclusive)**

1. National Response Center 800-424-8802  
Verbal Notification within 30 minutes of a release of a CERCLA hazardous substance
  
2. Public Utilities Commission of Ohio (PUCO) 614-644-5479  
Verbal Notification of a transportation-related hazardous substance release
  
3. Ohio EPA  
Submission of SPCC Plan within 60 days of a second release from the facility or a release of over 1,000 gallons reaching a waterway
  
4. U.S. EPA Regional Administrator  
Submission of SPCC Plan within 60 days of a second release from the facility or a release of over 1,000 gallons reaching a waterway



Tab A – Hazardous Materials Release Notification Requirements Form

1. What has happened \_\_\_\_\_
2. Where did it happen \_\_\_\_\_
3. When did it happen \_\_\_\_\_
4. Chemical name or identify \_\_\_\_\_
5. Estimated Quantity \_\_\_\_\_
6. Time and duration of release \_\_\_\_\_
7. Proper precautions to take \_\_\_\_\_
8. Known or anticipated health risks \_\_\_\_\_
9. Type and condition of container \_\_\_\_\_
10. Shipper and shipping point \_\_\_\_\_
11. Carrier \_\_\_\_\_
12. Consignee and destination \_\_\_\_\_
13. Nature and extent of injuries \_\_\_\_\_
14. Nature/extent of property damage \_\_\_\_\_
15. Prevailing weather \_\_\_\_\_
16. Composition of surrounding area \_\_\_\_\_
17. Who is caller/location \_\_\_\_\_
18. Call back number \_\_\_\_\_

Tab B. Facility Data/Hazard Analysis Summaries

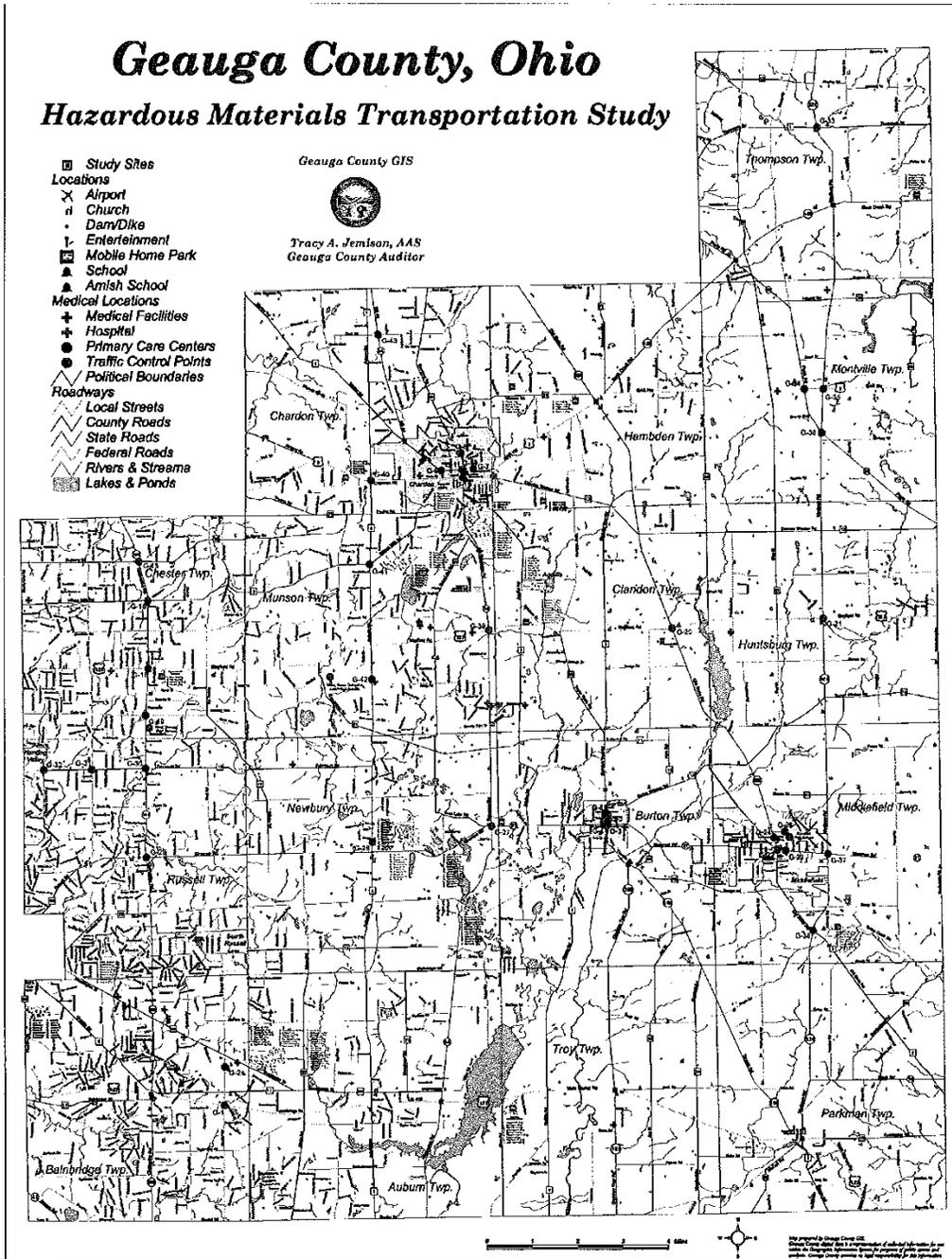
**Listing of EHS Facilities and Facility Coordinators**

Facility Number	Name and Location of EHS Facility	Facility Coordinator	Alternate Coordinator
1	Duramax Marine 17990 Great Lakes Parkway, Hiram Oh 44234	Richard Darocha (440)-227-8204	Tom Spann (440)-227-7714
2	Great Lakes Cheese 17825 Great Lakes Parkway, Hiram Oh 44234	Dan Zabiegala (440)-834-7226	Dan Zabiegala (440)-834-7226
3	Home Depot - Bainbridge 18800 N. Market Place, Aurora, Ohio 44202	Tracey Reidlinger (330)-280-2388	Jeremy Horner (216)-246-9459
4	Home Depot - Chardon 287 Meadowlands Drive, Chardon, Oh 44024	Jeremy Horner (440)-246-1541	David Furlich (440)-214-0327
5	Johnsonite Maintenance Department 16910 Munn road, Chagrin Falls, Oh 44023	Brian Barnhart (440)-708-9487	Dean Sullivan (440)-543-8916
6	Johnsonite Rubber Flooring 16035 Industrial Pkwy, Middlefield, Oh 44062	Gary Scotton (440)-636-2275	Jeff Wells (440)-708-8563
7	Johnsonite Distribution Center 16077 Industrial Parkway, Middlefield, Oh 44062	Patrick Bargiel (440)-708-5869	Carl Schoenig (440)-567-4930
8	MCM – P1 16052 Industrial Parkway, Middlefield, Oh 44062	Matt Weaver (440)-313-4758	Harry Wolfe (330)-980-5117
9	MCM – P2 15535 S. State Ave, Middlefield, Oh 44062	Steve Blackburn (330)-978-6981	Jim McAllister (440)-552-2881
10	Middlefield Cheese 15815 Nauvoo Road, Middlefield, Oh 44062	Gary Schoenwald (440)-632-0157	John Rothenbuhler (440)-632-5228
11	Neff-Perkins Co. 16080 Industrial Parkway, Middlefield, Oh 44062	Dave Gazella (440)-476-0966	Mike Elly (440)-812-8547
12	NOF Metal Coatings – North American Inc. 345 Industrial Parkway, Chardon, Oh 44024	Matthew S. Shields (440)-226-4865	Norman Gertz (440)-285-2231
13	Ohio Bell – Burton 14524 Main Street, Burton, Ohio 44021	Thomas Eulinberg (214)-464-2626	Michael Perry (214)-464-2626
14	Sajar Plastics 15285 S. State Ave, Middlefield, Oh 44026	Dan Weaver (440)-321-6756	Tony Mosko (234)-806-7972
15	Time Warner Cable – Chardon Tower 11301 Colburn Road, Chardon, Ohio 44024	Steve Reisner (704)-731-3976	Cesar Dominguez (330)-802-5016
16	Time Warner Cable – Chardon Hub 107 Water Street, Chardon, Ohio 44024	Steve Reisner (704)-731-3976	Cesar Dominguez (330)-802-5016

17	Western Reserve Farm Cooperative 13923-25 Madison road, Middlefield, Ohio 44062	Douglas Stiles (440)-645-3783	Ella Mitchell (440)-636-2067
19	Windstream – Bainbridge 8400 Bainbridge Solon road, Bainbridge, Ohio 44022	Steven Grissom (740)-670-4925	Douglas Mackey (330)-958-1128
20	Windstream – Newbury Central Office 10982 Kinsman Road, Newbury, Ohio 44065	Michael Sestak (440)-669-4663	John Lightner (440)-344-4913
21	Zook Enterprises, LLC 16809 Park Circle Drive, Chagrin Falls, Ohio 44022	Greg Clark (440)-525-6434	Darrell Morgan (440)-384-5604
22			
23			

## Tab C. Geauga County Transportation Study

In May 2006 Geauga County LEPC in conjunction with the Public Utilities Commission of Ohio completed a transportation study of hazardous materials being transported within & through Geauga County. The final report is on file at the Department of Emergency Services for reference and planning. Below is the associated map created with the compiled information:



Tab D. Geauga County LEPC Roster

Fire (2)		
Aric Anderson	Lieutenant	Middlefield Fire Department
John Wargelin	Fire Chief	Chester Fire Department
Law (1)		
Richard Smigelski	Police Chief	Burton Police Department
Elected Official (1)		
Scott Hildenbrand	Sheriff	Geauga County Sheriff
Emergency Management (3)		
M. Austin Rice	Planner	Geauga County DES
Thomas Vencl	Deputy Director	Geauga County DES
Roger M. Peterson	Director	Geauga County DES
Hospital (2)		
Don Zimmerman	EP Coordinator	UH Geauga Medical Center
Vacant		
First Aid (2)		
Mark D. Menary	Firefighter/Paramedic	Bainbridge Fire Department
Robert Magree	Disaster Action Team	American Red Cross
Health (2)		
David Sage	Public Health Sanitarian	Geauga County Health District
Tamera Spencer	Assistant EP/PIO	Geauga County Health District
Environmental (1)		
Gregory Kovalchick	Compliance Manager	Geauga-Trumbull SWMD
Transportation (2)		
JoAnna L. Santilli	Transit Director	Geauga Transit
J. Casey McNicholas	Safety Coordinator	KKR Inc.
Media (1)		
Vacant		
Community Group (3)		
Vacant		
Vacant		
Jessica Boalt	Director	Geauga County Aging

Industry (2)  
Phil Pavick  
Mike Bell

Environmental and Health  
VP of Tech and Sales

Great Lakes Cheese  
ETNA Products, Inc.

Tab E. Abbreviations, Definitions, Acronyms

Accident Site	An incident site. The location of an unexpected occurrence, failure, or loss at a facility or along a transportation route or along an energy corridor resulting in a release of hazardous materials
Acid	A chemical compound that can react with a base to form a salt. A number of acids, such a sulfuric, perchloric and hydrofluoric acids are extremely hazardous
Acutely Toxic Chemicals	Chemicals that can cause severe short and long term health effects after a single or brief exposure. When ingested, inhaled or absorbed through the skin, these chemicals can cause damage to living tissue, impairment of the central nervous system, severe illness or even death
Airborne Release	Release of a chemical into the atmosphere
Alkali	A base substance. See base
Ando	Ammonium nitrate and diesel oil combination. Used as an explosive
Anhydrous	Dry, without water
Base	A chemical compound that reacts with an acid to form a salt
Bleve	Boiling Liquid Expanding Vapor Explosion
Carcinogen	A substance which causes cancer
CAS Registry Number	Chemical Abstract System. Uniform system Chemical Classification established by the Chemical Abstracts Service. For a detailed listing of CAS numbers, refer to the Registry Handbook, which should be available in most major libraries or may be ordered through the Chemical Abstracts Service – PO Box 33012 – Columbus, Ohio 43210.
Caustic	A substance that attacks tissue by chemical action
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980. Requires reporting by persons in charge of vessels or facilities from which hazardous substances have been released
Chronic	Of long duration or having frequent recurrence or exposures. Chronic health effects are those that become apparent or continue form some time after exposure to a hazardous material
Corrosive	A term used to describe a substance that actively attacks metal or tissue. Example – acids.
Decontamination	The removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health effects
DES	Department of Emergency Services
Dike	A barrier such as low wall or embankment designed to prevent a spill from spreading or flooding during an emergency response. Can be sand, soil, hay or whatever absorbent materials are available

Dispersion Mechanism	The process by which a material scatters in one or more direction
Disposal	The removal of waste material to a controlled site or facility that is specifically designed and permitted to receive such waste
DOC	U.S. Department of Commerce
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOI	U.S. Department of Interior
DOJ	U.S. Department of Justice
DOL	U.S. Department of Labor
DOT	U.S. Department of Transportation
EAS	Emergency Alert System
EHS	Extremely Hazardous Substance – list of chemicals established by EPA to identify chemicals which could cause serious irreversible health effects in the event of an accidental release. These chemicals trigger reporting requirements under Sections 302, 303 and 304 of SARA Title III
EOC	Emergency Operations Center – a facility at which emergency government operates during a major emergency
EOP	Emergency Operations Plan – an all hazards plan in which different components of emergency response are detailed
EPA	Environmental Protection Agency
Exercise	A simulated accident or release set up to test emergency response methods and for use as a training tool. Evaluations are made of these simulated responses to determine levels of competence
Facility	Means all buildings, equipment, structure and other stationary items that are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by or under common control with, such person). Facility shall include man-made structures in which chemicals are purposefully placed or removed through human means such that it functions as a containment structure for human use. For purposes of emergency release notification, the term includes motor vehicles, rolling stock and aircraft
Hazardous Chemical	Defined under OSHA’s Hazard Communication Standard as any chemical which is a physical or health hazard. In general, a substance is a hazardous chemical if it is a carcinogen, toxic or highly toxic agent, reproductive toxin, irritant, corrosive, sensitizer or an agent which damages the lungs, skin, eyes or mucous membranes
Hazard Communications	Worker health and safety program promulgated by the Occupational Safety and Health Administration to reduce workplace hazards faced by employees resulting from inadequate information concerning the hazardous chemicals to which they are exposed. The Hazard Communication Standard requires chemical manufacturers and importers to prepare Material Safety Data

	Sheets (MSDS) for each hazardous chemical that is produced or imported. Employers must maintain MSDS at their workplace and implement hazard communication programs with their employees. Although originally enacted to cover only employers in the manufacturing industry, the Hazard Communications Standard was amended in 1987 to cover non-manufacturing employers as well.
Import	To send a chemical substance into the customs territory of the United States
Incident Command	The ranking on-scene official (fire chief) of the jurisdiction within which a hazardous materials incident occurs
MSDS	Material Safety Data Sheet – Information sheet that chemical manufacturers and importers are required by OSHA to prepare, containing the identity of the hazardous chemical, the identity of the chemical manufacturer, physical and health hazards associated with the chemical and safe handling guidelines.
Mixture	Any heterogeneous association of substances where the various individual substances retain their identities and usually can be separated by mechanical means. Mixtures include solutions and compounds but are not alloys or amalgams.
Manufacture	To produce, prepare, import or compound a toxic chemical. Manufacture also encompasses substances that are produced coincidentally during the manufacture, processing, use or disposal of another substance or mixture, including by-products and co-products that are separated from that other substance or mixture and impurities that remain in the substance or mixture.
National Response Center	A communications center for activities related to response actions, located at Coast Guard Headquarters, Washington, D.C. The National Response Center receives and relays notices or discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802) is operational 24 hours a day for reporting actual or potential pollution accidents.
OSHA	Occupational Safety and Health Act
Otherwise Use	Any use of a toxic chemical that is not covered by the terms “manufacture” or “process” and includes use of a toxic chemical contained in a mixture and impurities that remain in the substance or mixture.
Plume	Effluent cloud resulting from continuous source release
Poison A	Extremely dangerous poisons; poisonous gases or liquids of such nature that a very small amount of the gas or vapor of the liquid, mixed with air is dangerous to life. Examples: Hydrocyanic acid, arsine or phosgene
Poison B	Less dangerous poisons, substances, liquids or solids, including pastes and semi-solids, other than Class A or irritating materials, which are known to be so toxic to man as to afford a hazard to

	health during transportation, or which in the absence of adequate data on human toxicity are presumed to be toxic to man. Examples – aniline or arsenic
Process	The preparation of a toxic chemical, after its manufacturing, for distribution in commerce – (1) in the same form or physical state as, or in a different form or physical state form, that in which it was received by the person so preparing such substance, or (2) as part of an article containing the toxic material. Process also applies to the processing of a toxic chemical contained in a mixture or trade name product
RQ	Reportable Quantity
Release	The efforts to minimize the risks created in an emergency by protecting the people, the environment and property, and the efforts to return the scene to normal pre-emergency conditions
Risk Analysis	Assessment of the probable damage that may be caused to the community by a hazardous material release
SARA	Superfund Amendments and Reauthorization Act of 1986
SIC Codes	4-digit codes set forth in the Standard Industrial Classification Manual. A SIC Code describes the products made by a particular facility that have the highest economic value
TPQ	Threshold Planning Quantity – Refers to threshold reporting quantity for all chemicals covered by Title III that are extremely hazardous substances
Title III	The Emergency Planning and Community Right-to-Know Act of 1986. Specifies requirements for the emergency planning process at the state and local levels for specified extremely hazardous substances; minimum plan contents; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facility; and the mechanisms for making information about hazardous substances and chemical releases available to citizens. Requires businesses to report on the presence of chemicals at their facilities, chemical spills and annual releases of toxic chemicals into the air and water and onto land.
Toxic Chemical	A chemical or chemical category listed in this document with the location, map and emergency coordinator contact name. These chemicals trigger reporting requirements under Section 313.
Trade Secret	Any confidential formula, pattern, process, device, information or compilation of information that is used in a reporting company's business and that gives the company an opportunity to obtain an advantage over competitors who do not know or use it.
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USNRC	United States Nuclear Regulatory Commission
Warning	A term indicating an intermediate degree of hazard in precautionary labeling – between danger and caution

## Tab F – Training Levels

The Geauga LEPC Emergency Coordinator also acts as the lead for the Geauga County Hazardous Materials Response Team and is trained in all aspects of emergency management as a trainer. As such, he maintains records of what type of training he has given in Geauga County. These classes and numbers are only that training that he has given and does not include what has been taken by the local respective departments or classes that they may have attended without advising either the Department of Emergency Services or the Geauga County Local Emergency Planning Committee.

Because training is done on a continual basis, numbers of those trained will not be entered below. The Geauga County Department of Emergency Services has a database showing the names, departments, dates and classes taken on an ongoing basis and is available for review at any time.

- Advanced ICS (IS 400)
- AG Hazmat
- Analysis of Hazmat (G602)
- Awareness/Ops Refresher
- Decon/Hazmat
- Gauga Hazmat Training
- Hazmat Awareness/Decon
- Hazmat Awareness/Ops
- Hazmat for EMS
- Hazmat Guidebook
- Hazmat Prevention (IS340)
- Hazmat Refresher Drill
- Hazmat Team Training
- Hazmat Tech Refresher
- Hazmat Training
- Hazmat WMD/Ops
- Hazmat/WMD Awareness
- Hazmat Ops
- HM Refresher
- HM/WMD Awareness
- HM/WMD Operations
- ICS for Single (IS 200)
- ICS Train the Trainer
- Incident Command (IS 100)
- Incident Command (IS 300)
- Intro to NIMS (IS 700)
- National Response/Framework (IS 800)
- Structural Collapse
- LEPC Table Top
- Tech Refresher
- Terrorist Awareness
- WMD Awareness
- WMD Dispatchers
- WMD Crime Scene
- WMD Hazmat Evidence
- WMD Operations
- WMD Threat (MGT 310)

TAB G – HEADS OF EMERGENCY RESPONSE ORGANIZATIONS (POLICE/FIRE)

Auburn Fire Department  
Chief John Phillips  
10950 Washington  
Chagrin Falls, Ohio 44023

Bainbridge Fire Department  
Lou Ann Metz  
17822 Chillicothe Road  
Bainbridge, Ohio 44023

Burton Fire Department  
Chief Brian Wendl  
13828 Spring Street–P O Box 243  
Burton, Ohio 44021

Chardon Fire Department  
Chief Larry Gaspar  
110 S. Hambden Street  
Chardon, Ohio 44024

Chesterland Fire Department  
Chief John Wargelin  
8552 Parkside Drive (Sta.I)  
11767 Chillicothe Road (Sta.II)  
Chesterland, Ohio 44026

Hambden Fire Department  
Chief Scott Hildenbrand  
9867 Old State Road  
Chardon, Ohio 44024

Middlefield Fire Department  
Chief William Reed  
P O Box 1026 (14870 N. State Ave.)  
Middlefield, Ohio 44062

Bainbridge Police Department  
Chief Jon Bokovitz  
17826 Chillicothe Road  
Bainbridge, Ohio 44023

Montville Fire Dept.  
Chief Ron Jonovich  
9755 Madison Road-P O Box 98  
Montville, Ohio 44064

Munson Fire Department  
Chief Alan Zwegat  
12200 Auburn Road  
Chardon, Ohio 44024

Newbury Fire Department  
Chief Ken Fagan  
11111 Kinsman Road–P O Box 255  
Newbury, Ohio 44065

Parkman Fire Department  
Mike Komandt  
16299 Main Market-P O Box 538  
Parkman, Ohio 44080

Russell Fire Department  
Chief John Frazier  
14921 Chillicothe Road  
Novelty, Ohio 44072

Thompson Fire Dept.  
Chief Danny Robison  
P O Box 37-6778 Madison  
Thompson, Ohio 44086

Troy Fire Department  
Chief Eric Matthews  
14019 Nash Road  
Burton, Ohio 44021

Russell Police Dept.  
Chief Tim Carroll  
8450 Kinsman Road  
Russell, Ohio 44072

Burton Police Department  
Chief Richard Smigelski  
14588 West Park – P.O. Box 24  
Burton, Ohio 44021

So. Russell Police Dept.  
Chief Mike Rizzo  
5205 Chillicothe Road  
Chagrin Falls, Ohio 44022

Chardon Police Department  
Chief Scott Niehus  
111 Water Street  
Chardon, Ohio 44024

Thompson Police Dept.  
Chief William Holbert  
P O Box 134  
Thompson, Ohio 44086

Chester Police Department  
Chief Mark Purchase  
12696 Opalocka Drive  
Chesterland, Ohio 44026

Sheriff's Department  
Sheriff Scott Hildenbrand  
12450 Merritt Road  
Chardon, Ohio 44024

Middlefield Police Department  
Chief Joseph Tucholski  
14860 North State Avenue-P O Box 1019  
Middlefield, Ohio 44062

State Highway Patrol Post 28  
Lt. Larry Roberts  
530 Center Street  
Chardon, Ohio 44024