SOLANO COUNTY CUPA
OPERATIONAL AREA PLAN FOR
EMERGENCY RESPONSE TO
HAZARDOUS MATERIALS INCIDENTS

REVISED JUNE 2020

COUNTY OF SOLANO
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ENVIRONMENTAL HEALTH SERVICES DIVISION
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INTRODUCTION

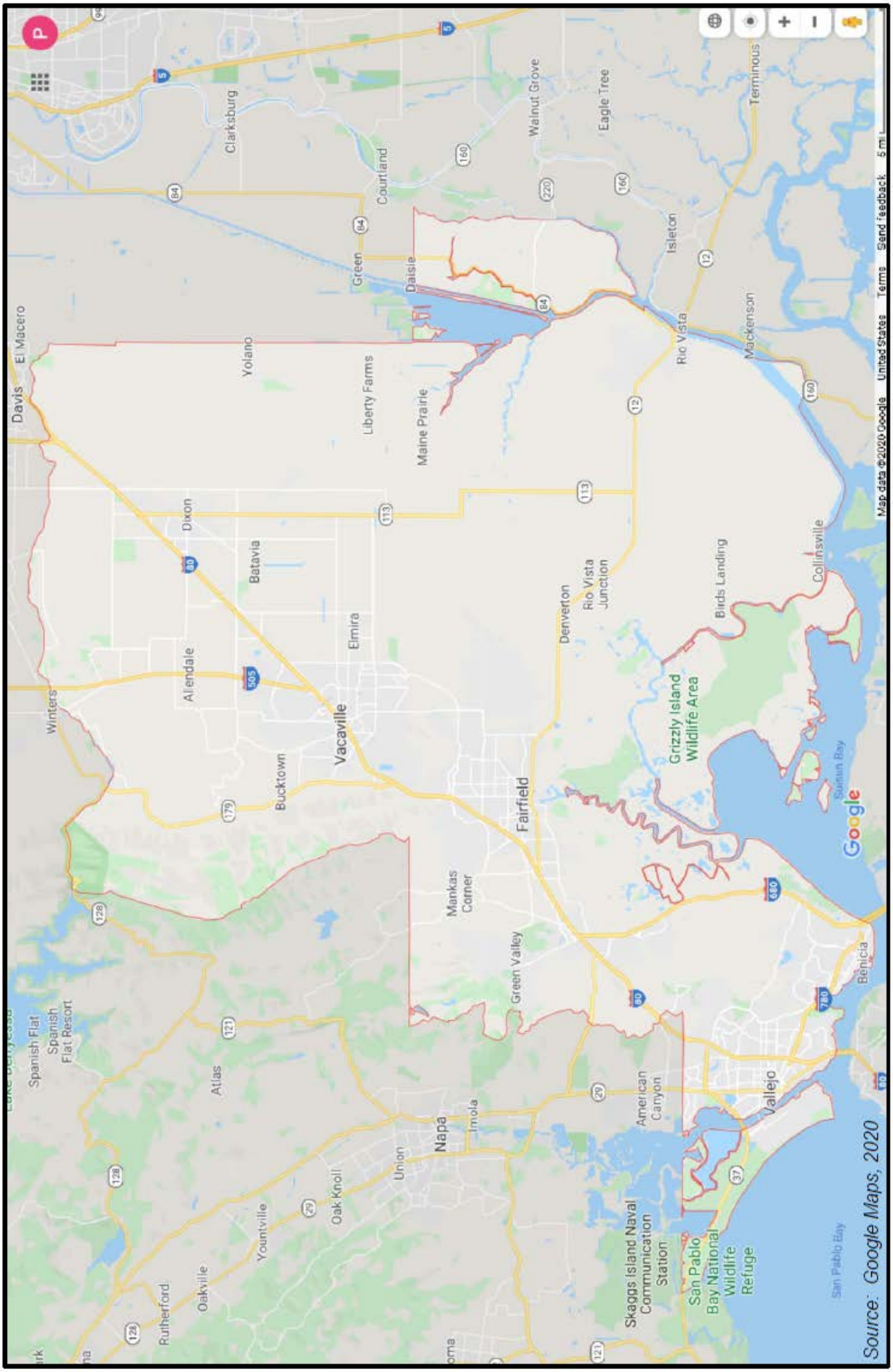
A. General

The County of Solano, Department of Resource Management, Environmental Health Services Division 2016 Area Plan for Emergency Response to Hazardous Materials Incidents (Area Plan) has been prepared pursuant to California Health and Safety Code (HSC), Division 20, Chapter 6.95, Section 25503(c). The statute requires administering agencies to establish an area plan for emergency response to a release or threatened release of a hazardous material within its jurisdiction. The statute also requires the California Office of Emergency Services (CalOES) to adopt regulations for minimum standards for area plans. These regulations are contained in Title 19 California Code of Regulations (CCR), Division 2, Chapter 4, Article 3 "Minimum Standards for Area Plans." This Area Plan has been prepared to meet the specific requirements of 19 CCR Division 2, Chapter 4, Article 3.

This Area Plan is the mechanism for implementation of a coordinated response to hazardous materials emergencies in accordance with the San Bernardino County Emergency Management Plan. This Area Plan also references information concerning inventories and spill contingency planning gathered from businesses within Solano County that handle hazardous materials. This Area Plan will be considered final upon approval by the State of California Governor's Office of Emergency Services. This Area Plan updates the 2017 Hazardous Material Area Plan.

Large quantities of hazardous materials are transported by ground and rail transportation, throughout most areas of the County, as well as through pipelines. Marine transportation of petroleum products occurs at Valero Benicia Refinery. The Valero Benicia Marine Terminal only receives crude oil. This facility has three 16-inch pipelines, becoming one 36-inch crude oil pipeline that extends from the wharf to six steel storage tanks at the rear of the facility with a capacity of 2,280,000 barrels. There are also four 12-inch petroleum product pipelines extending from the wharf to 15 steel storing tanks at the rear of the facility with storage capacity of approximately 1,500,000 barrels. The wharf has a 5,000-foot floating oil-spill containment boom for oil recovery.

There are nine major highways in the county including: U.S. Interstate Highway 80, U.S. Interstate Highway 505, U.S. Interstate Highway 680, U.S. Interstate Highway 780, State Route 12, State Highway 29, State Highway 37, State Highway 84 and State Highway 113. A map showing the highways and general features of Solano County is shown below.

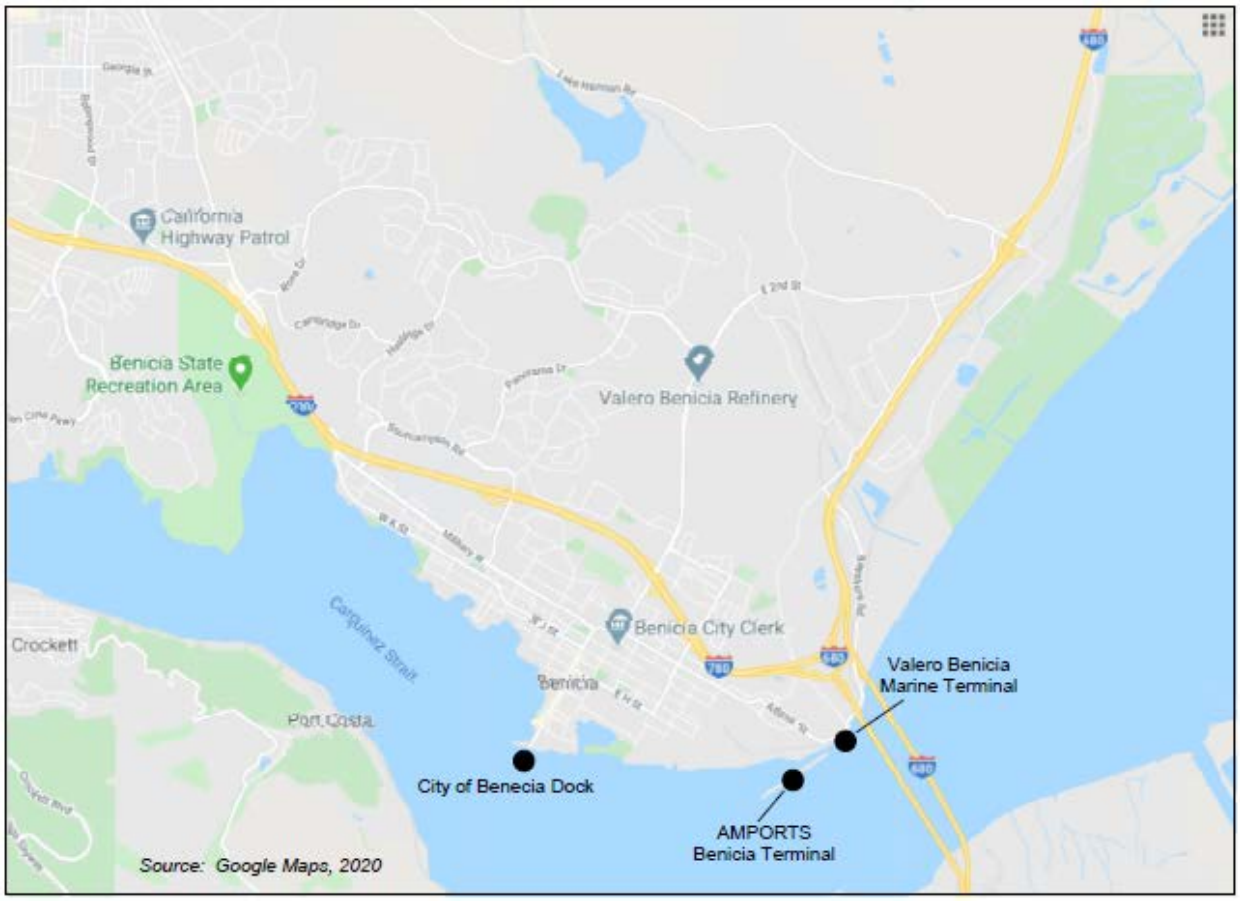

Clarksburg
Courtland
Walnut Grove
Eagle Tree
Terminous
Isleton
Rio Vista
Mackenson
Green
Daisie
El Macero
Davis
Yolano
Liberty Farms
Maine Prairie
Dixon
Batavia
Elmira
Denverton
Rio Vista Junction
Birds Landing
Collinsville
Grizzly Island Wildlife Area
Winters
Alendale
Vacaville
Bucktown
Fairfield
Suisun Bay
Google
Mankas Corner
Green Valley
Benicia
Spanish Flat
Spanish Flat Resort
Atlas
Napa
Imola
American Canyon
Vallejo
Union
Oak Knoll
Yountville
Oakville
Rutherford
Skaggs Island Naval Communication Station
San Pablo Bay National Wildlife Refuge
San Pablo Bay
Map data ©2020 Google
United States
Terms
Send feedback
5 mi
Source: Google Maps, 2020

There are two railroads currently operating in Solano County:

- Union Pacific Railroad provides the majority of freight services in the county, where it enters the County via a dedicated bridge from the south at Benicia and extends northeastward through Dixon and exits the County into Yolo County.

- California Northern Railroad extends from Suisun westward into Napa County paralleling State Highway 12. The line runs south at American Canyon and into Vallejo with a spur line to Mare Island. This railroad services industries in Fairfield, Lombard, and Napa.

There are three commercial shipping ports within Solano County: Valero Refining Co. - Valero Benicia Marine Terminal (formerly known as the Benicia Terminal Port Facility), AMPORTS Benicia Terminal (formerly known as Benicia Industries Wharf No. 95 Port Facility), and the City of Benicia Dock Port Facility. A map showing the port locations is shown below.

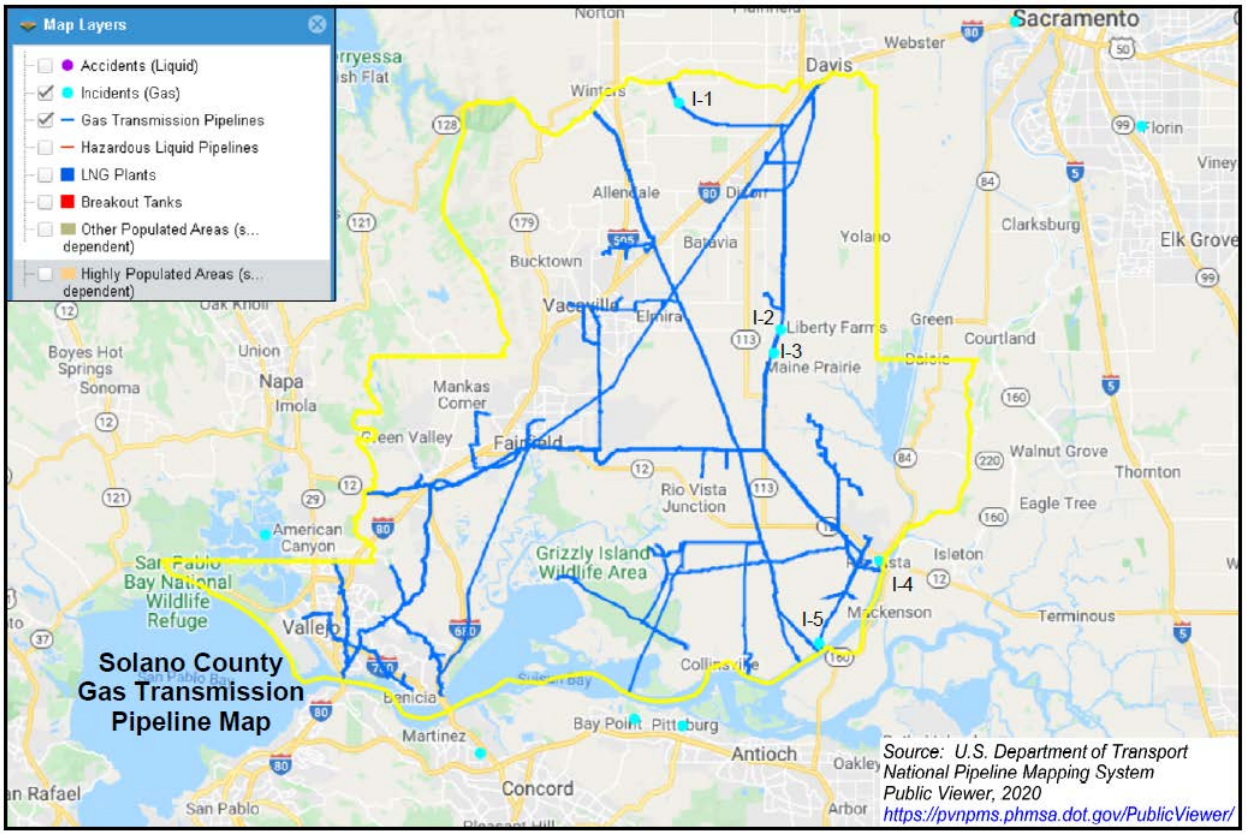


Information concerning natural gas and hazardous liquid pipelines running throughout Solano County was obtained from the U.S. Department of Transport (USDOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), National Pipeline Mapping System (NPMS) Public Viewer.

Four natural gas transmission pipelines run throughout Solano County:

- CPN Pipeline Company operates a natural gas transmission line which runs south from State Highway 12 and State Highway 113;
- A natural gas pipeline operated by Lodi Gas Storage LLC runs approximately 6 miles in an east-west direction south of State Highway 12 and State Highway 113;
- Pacific Gas and Electric Co. has a natural gas pipeline that trends southwest along Highway 80 and southeast down to State Highway 12; and
- Lastly, a natural gas pipeline, operated by California Resources Central Valley runs approximately 2.8 miles east-west through the Grizzly Island Wildlife Area.

A map showing the gas transmission pipelines is shown below, followed by a table of recent incidents related to the pipelines.



Solano County: Gas Transmission Pipeline Incident Data						
Location	**Date**	**Pipeline Operator**	**Commodity Released**	**Fatalaties**	**Injuries**	**Cause**
I-1	10/13/2013	Pacific Gas & Electric Co.	Natural Gas	0	0	Excavation Damage
I-2	2015	Pacific Gas & Electric Co.	Natural Gas	0	0	Excavation Damage
I-3	7/16/2016	Pacific Gas & Electric Co.	Natural Gas	0	0	Excavation Damage
I-4	3/5/2010	Pacific Gas & Electric Co.	Natural Gas	0	0	Other Outside Force Damage
I-5	5/13/2011	Pacific Gas & Electric Co.	Natural Gas	0	0	Excavation Damage

There are four designated hazardous liquid pipelines in Solano County:

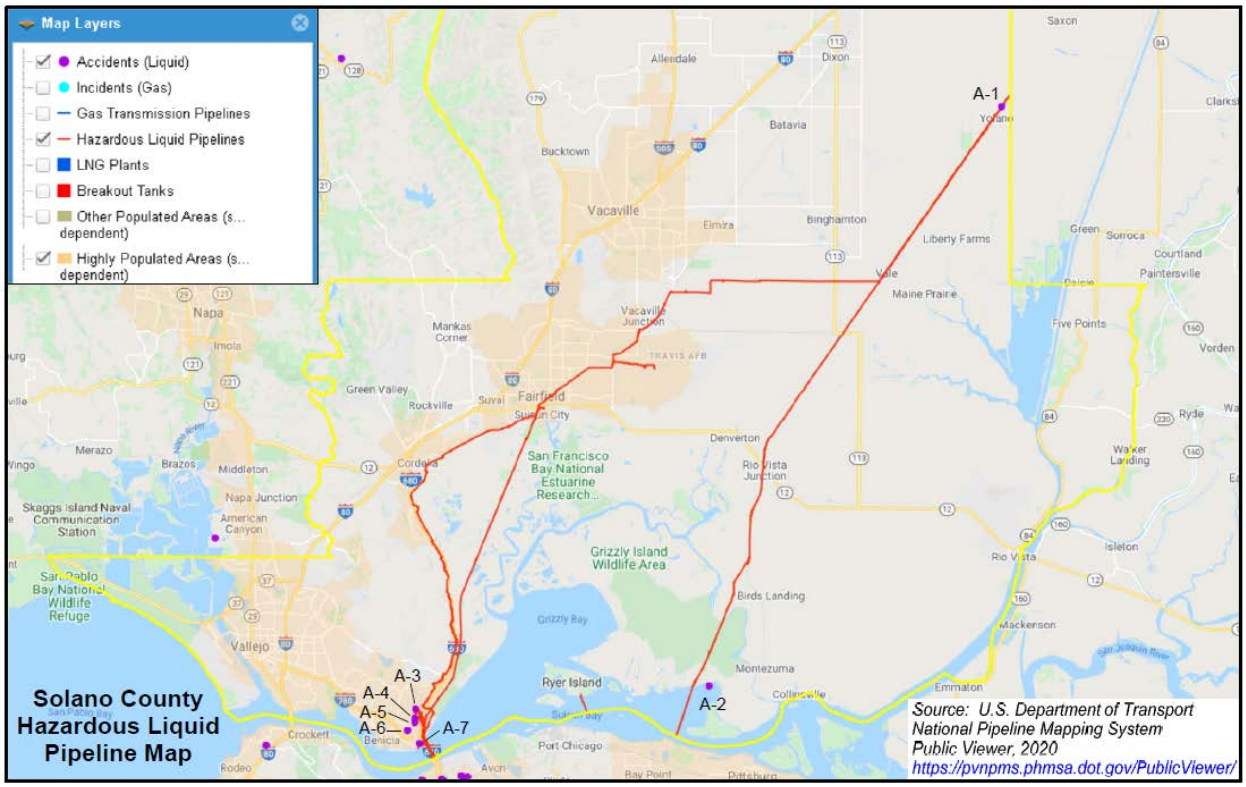
- Chevron Pipe Line Co. hazardous liquid pipeline runs from the border of Yolo and Solano County line southwest to Honker Bay. The pipeline system originates at their Richmond, California refinery and transports various grades of refined liquid petroleum products (unleaded supreme gasoline, unleaded regular gasoline, and diesel).

- A hazardous liquid pipeline, operated by SFPP, LP, which is owned by Kinder Morgan Energy Partners (KMEP), runs southwest along the same route as the Chevron pipeline in the eastern part of Solano County, along the UPRR in Fairfield and south along Highway I-680.

- Travis Air Force Base is served by a branch line of the KMEP/SFPP, LP pipeline. The pipeline transports high-pressure refined petroleum products, including jet fuel, gasoline, and diesel.

- Lastly, Valero Refining Company operates a hazardous liquid pipeline in Solano County. This pipeline runs in a circular formation around the connection of Highways 780 and 680 from the wharf to the refinery.

A map showing the hazardous liquid pipelines is shown below, followed by a table of recent accidents related to the pipelines.



Solano County: Hazardous Liquid Pipeline Accident Data

Location on Map	Date	Pipeline Operator	Commodity Released	Loss (bbls)	Recovered (bbls)	Cause
A-1	10/18/2005	Chevron Pipeline Co.	Deisel Fuel	400.00	0.00	Excavation Damage
A-2	4/17/2007	Shell Pipeline Co., LP	Crude Oil	428.00	328.00	Corrosion
A-3	8/24/2011	Valero Refining Company-California	Refined and/or Petroleum Products	5.00	5.00	Corrosion
A-4	6/25/2014	Valero Refining Company-California	Crude Oil	22.00	22.00	Corrosion
A-5	3/19/2019	Valero Refining Company-California	Crude Oil	0.70	0.70	Material/weld/equipment failure
A-6	4/5/2017	Valero Refining Company-California	Refined and/or Petroleum Products	12.00	12.00	Material/weld/equipment failure
A-7	12/13/2003	Valero Refining Company-California	Heavy Gas Oil	1000.00	1000.00	All Other Causes

Pipeline contact information is as follows:

Line	Operator	24 hour number	Emergency Contact	Alternate Contact
B	Equilon (Formerly Shell Oil Co.)	(800) 367-7752	Rod Turley (310) 816-2049	
D	Kinder Morgan (Formerly SFPP)	(213) 624-9461 (213) 624-9462	Don Quinn (714) 560-4940	San Jose Terminal (408) 435-7399
G-105 G-107 G-131 G-153 G-303	Pacific Gas and Electric (San Jose Gas System Operations Center)	(800) 547-5955 (408) 295-5283	Garry Sorenson (Supervisor) (408) 282-7225	
Jet Fuel	Travis Air Force Base	(707) 424-5510 (707) 424-5517 (707) 424-5518 (707) 424-5519		

B. Jurisdiction

The Solano County Department of Resource Management, Environmental Health Services Division was designated as the Certified Unified Program Agency (CUPA) for the County of Solano by the State Secretary for Environmental Protection Agency. The Solano County CUPA is the local administrative agency that has regulatory oversight over the implementation of hazardous materials and hazardous wastes regulations in Solano County through the following six programs:

- Hazardous Materials Business Plans (HMBP);
- Hazardous Waste Generator (HW);
- On-site Hazardous Waste Treatment (Tiered Permitting);
- Underground Storage Tank (UST);
- Aboveground Petroleum Storage Act (APSA); and
- California Accidental Release Prevention (CalARP), including the Valero-Benicia Refinery Program - 4 under CalARP.

The County of Solano covers 906 square miles and has a total population of 445,458. The Solano County CUPA service area includes 7 incorporated cities and unincorporated areas that include significant wildland areas as well as residential and commercial occupancies. The incorporated cities and unincorporated areas, which are Census Tract areas, covered in this Area Plan include the following:

City	Area (Square Miles)	Population
Allendale	6.2	1,506
Benicia	**15.7**	**28,343**
Birds Landing	NA	130
Collinsville	NA	NA
Cordelia	NA	NA
Dixon	**7.092**	**20,202**
Elmira	0.531	188

City	Area (Square Miles)	Population
Allendale	6.2	1,506
Benicia	**15.7**	**28,343**
Fairfield	**37.6**	**116,266**
Hartley	6.505	2,510
Rio Vista	**7.1**	**7,736**
Rockville	NA	130
Suisun City	**4.2**	**28,819**
Vacaville	**28.6**	**94,275**
Vallejo	**49.5**	**118,837**

Incorporated cities are bolded in the table

CCR SECTION 2640: PROPOSED AREA PLAN

A. Description and Implementation of Area Plan

The use, storage and transportation of hazardous materials and the generation and transportation of hazardous wastes are issues of increasing importance in the protection of life, the environment, and property in Solano County. The prevalence of businesses routinely storing and handling hazardous materials and hazardous wastes has promoted an increasing awareness and concern for the public's health and safety. Hazardous materials emergencies are the result of threatened releases, highway accidents, clandestine drug laboratories, train derailments, pipeline transportation accidents, pesticide drift incidents, or related fire and/or spills at fixed facilities. The Area Plan for Emergency Response to Hazardous Materials Incidents (Area Plan) will identify local, state, and federal responsibilities during incidents involving the release or threatened release of hazardous substances. The Incident Commander (IC) has the primary responsibility and the authority to activate a response consistent with the Area Plan.

The State legislature, in recognizing the risks that hazardous materials and wastes pose to emergency responders and the community, created a hazardous materials disclosure program under Chapter 6.95, Section 25500, et seq., of the Health and Safety Code. This program requires the Solano County CUPA to develop an Area Plan detailing the duties and responsibilities of governmental and other response agencies in a hazardous materials incident, including Pesticide Drift Incident Protocols. This Area Plan provides information for agencies involved in hazardous materials response within cities and the unincorporated areas of Solano County. This area plan is required by CalOES to be revised and updated on a continuous 3-year cycle.

Assembly Bill No. 1646, Muratsuchi requires the Local Implementing Agency (LIA), as defined, to develop an integrated Alerting and Notification System, in coordination with local emergency management agencies, local first response agencies, petroleum refineries, and the public. The Solano County Sheriff's Department is the LIA or local Benicia law enforcement has primary responsibility to execute evacuation actions during a release from the refinery.

1. PLAN OBJECTIVE

   The objective of this Area Plan is to establish specific emergency management policies and procedures for coordinating Solano County's integrated response to hazardous materials incidents. This Area Plan and all supporting documents shall pertain to the management of any hazardous materials incident occurring within any incorporated city or unincorporated community within the designated Solano County Operational Area.

2. AUTHORITY

   This plan is developed in accordance with California Code of Regulation, Title 19, Division 2, Sections 2640-2648 as it relates to the implementation of the requirements of Chapter 6.95, Article 1, Section 25500-25503 of the California Health and Safety Code.

   Authority for the development and implementation of this Area Plan is contained within various local, state, and federal laws and regulations, and specific authorities including:

- Occupational Safety and Health Administration, Code of Federal Regulations, Title 29, Section 1910.120;
- Department of Industrial Relations, California Code of Regulations, Title 8, Section 5192;
- Superfund Amendment and Reauthorization Act (SARA);
- California Health and Safety Code, Chapter 6.95, Article 1, Section 25500-25503; and
- California Code of Regulation, Title 19, Division 2, Section 2640-2648.

3. PLAN SCOPE AND FRAMEWORK

This Area Plan and all supporting documents shall pertain to the management of any hazardous materials incident occurring within the incorporated cities listed below as well as unincorporated communities within the designated Solano County Operational Area:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Suisun City
- Vacaville
- Vallejo

The framework for response to hazardous materials is based on the agreement for the formation and maintenance of the Solano County Hazardous Materials Response Team (Solano County HMRT) within Solano County. Solano County HMRT is a multi-agency team made up of 25-28 members from the following local fire departments and law enforcement agencies: Vallejo, Fairfield, Vacaville, Benicia, Dixon, and Travis Air Force Base fire departments, Solano County Sheriff and Fairfield Police Department. The team is currently a Type 2 team but is rapidly approaching a Type 1 rating once the hazmat team role is provided an entry team to perform the following:

- Identify unknown materials;
- Contain/control any releases;
- Perform air monitoring; and
- Collect samples from evidentiary reasons under direction of the Solano County CUPA or law enforcement.

Team Typing is discussed below in CCR Section 2642, B, 7.

There are several plans related to the Area Plan, which deal with hazardous materials emergency response at the federal, state, regional, and local levels. This plan is designed to complement information already addressed in these plans such as the following:

- National Oil and Hazardous Substances Pollution Contingency Plan (NCP);
- San Francisco Bay and Delta Oil Spill Response Plan;
- California Hazardous Materials Incident Contingency Plan;
- Oil Emergency Response Plan (OSPR), Sector San Francisco Area Contingency Plan;
- Region II Local Emergency Planning Committee (LEPC) Hazardous Materials Emergency Response Plan; and

- Local Agencies' (both Cities and County) Emergency Plans.
- Valero-Benicia Refinery Alert and Notification System per AB 1646

The National Contingency Plan addresses the hazardous materials response procedures for the National and Regional Response Teams. The California Hazardous Substances Response Plan addresses the State's hazardous materials response procedures. Also, this plan will describe Solano County's requirements and responsibilities with respect to petroleum refineries within its jurisdiction.

This Area Plan will describe how funds in the Hazardous Spill Prevention Account authorized by the Public Utilities Commission Regulations, Section 7714, will be used to train and equip state and local hazardous materials response. The Region II LEPC Hazardous Materials Response Plan, as mandated by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), describes hazardous materials emergency response for the 16 Region II counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Francisco, San Mateo, San Ramon, Santa Clara, Santa Cruz, Solano and Sonoma. Lastly, the Local Agencies' Emergency Plans address many types of natural and man-made emergencies.

4. RELATIONSHIP TO OTHER PLANS

a. State Plan Consistency

The Solano Operational Area Hazardous Materials Area Plan is consistent with the guidance document prepared by The Governor's Office of Emergency Services titled the "California Hazardous Materials Incident Toolkit" (CHMIT). The CHMIT is the State of California's guidance document and is a supporting document of the State Disaster Contingency Plan. Both plans discuss response roles, responsibilities, and general protocols for implementing NIMS/SEMS. The County uses NIMS/SEMS and coordinates with state agencies via the State OES Warning Center.

b. Regional Plans

Local Emergency Planning Committee (LEPC) – Coastal Region has responsibility to develop and maintain the Regional Plan. The Regional Plan assists in identifying the risks and effective uses of regional resources for the maximum benefit and protection of the public during a hazardous materials incident. The Solano County Hazardous Materials Area Plan supports this Regional Plan. Solano County has provided the LEPC with a copy of the Solano County Hazardous Materials Area Plan and will provide an updated copy when the revision of the plan is complete.

c. Local Plans

There are several local city plans that have been developed to deal with emergencies, whether they are disaster related, medical related or as in the case of this Solano County Operational Area Hazardous Materials Area Plan, hazardous materials related. The Solano Operational Area Hazardous Materials Area Plan is an adjunct to these plans in the event of a hazardous materials

incident. Updates to these plans should include reference to the Solano Operational Area Hazardous Materials Area Plan.

d. Solano County Emergency Response Plan

The Sheriff Department's Office of Emergency Services maintains the Emergency Response Plan. The latest version of the Emergency Operations Plan was adopted in 2004. It is the primary emergency planning and management document within the County. This plan is activated in a hazardous materials incident when additional resources or extended response activities are needed. When two or more cities activate their Emergency Operations Centers (EOC), Solano County must activate the Operational Area EOC.

The Solano County Emergency Operations Center (EOC) can be activated in the event of an emergency, including a hazardous materials incident. It is located at 530 Clay Street, Fairfield. Solano County uses the Standardized Emergency Management System (NIMS/SEMS) for all emergency response procedures, which incorporates the Incident Command System in accordance with the Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

e. Solano County Dispatch Center Procedures

The Solano County Dispatch Center maintains policies and procedures on dispatch procedures and protocols to follow when receiving a call regarding a hazardous materials spill.

f. Oil Emergency Response Plan (OSPR)

The San Francisco Bay and Delta Oil Spill Response Plan is located in the Office of Emergency Services and describes the agencies and responses to a spill to the coastal region and Delta. There is also a Clean Bay Plan developed by Bay Area refineries which describes procedures to follow in the event of a spill into the Bay. There is county level oil spill plan maintained by Solano County OES. The county level plan, Sector San Francisco Area Contingency Plan, is located at https://www.wildlife.ca.gov/OSPR/Contingency.

g. Multi Casualty Incident Plan

The Department of Health and Social Services (Public Health Officer) developed this plan which establishes operational procedures and responses for emergency medical response at the field level on injuries or mass casualty incidents resulting from hazardous materials incidents. The latest version is April 2001. During a hazardous materials incident, it could be activated for one patient or where multiple injuries have occurred.

h. Disaster Council

Periodically, on a as needed basis, representatives from agencies and county departments including the Fire Departments of Solano county cities (Fire Chiefs), Solano County Office of Emergency Services, Department of Resource Management, Health & Social Services, Emergency Services Coordinator, city department response agencies, the State Office of Emergency Services, National Guard, Travis Air Force Base as well as non-governmental

agencies such as Red Cross meet for general disaster planning and coordination on a county-wide basis.

The Solano County Health Officer has formed a Public Health and Safety Preparedness and Response Workgroup (formerly Bioterrorism subcommittee) that facilitates countywide preparation for response to public health emergencies. The workgroup membership consists of private hospitals, private clinics, schools, private ambulance services, and public agencies. This committee meets to discuss protocols for responding public health emergencies including weapons of mass destruction events such as nuclear, chemical weapons, anthrax, small pox, pandemic influenza, and other infectious disease incidents.

B. Provisions for Integrating Information from Business Plans

The Hazardous Materials Business Plan (HMBP) program requires businesses that store hazardous materials and/or hazardous waste in quantities equal to or greater than 55 gallons for liquids, 500 pounds for solids or 200 cubic feet for compressed gas to develop business emergency response plans, also referred to as a hazardous materials business plan (HMBPs) and report this information to the Solano County CUPA. The intent of the disclosure program is to provide first responders with site-specific information such as chemical inventory and facility site maps indicating locations and quantities of hazardous materials and wastes. All regulated facilities in Solano County file their data electronically in the California Environmental Reporting System (CERS).

The California Health and Safety Code (HSC), Section 25508 requires all HMBPs to be submitted electronically to the CERS. Once uploaded to CERS, businesses have direct access to their Business Emergency Plans and Chemical Inventories. The Solano County CUPA also gave access to CERS to the fire departments and districts to view information on daily basis when needed. CERS can be accessed at California Environmental Reporting System (CERS).

The Solano County CUPA collects information disclosed by businesses for verification and provides it to agencies that are responsible for the protection of public health and safety and the environment, such as fire departments, hazardous materials response teams and other local environmental regulatory groups, who then have immediate access to chemical inventories and facility site maps in the region in case of a spill, fire, or other incident. During a hazardous materials incident, this information is used to supplement the Area Plan at fixed facilities. By developing hazardous materials emergency response plans, both businesses and government agencies may be better prepared for a coordinated response to hazardous materials incidents, thus minimizing potential risks to life, the environment, and property.

C. Provisions for Valero-Benicia Refinery Alert and Notification Plan of Release Incident

Assembly Bill No. 1646 requires the Local Implementing Agency (LIA), as defined, to develop an integrated Alerting and Notification System, in coordination with local emergency management agencies, local first response agencies, petroleum refineries, and the public. The Solano County Sheriff's Department is the LIA. The Solano County Department of Resource Management, Environmental Health Services Division, as the CUPA is the local emergency management agency for Solano County.

The Alerting and Notification System will be used to notify the community surrounding the Valero-Benicia Refinery in the event of an incident warranting the use of the notification system.

AB 1646 requires that the notification system to be configured, as specified, and used to alert and notify the communities surrounding a petroleum refinery, including schools, public facilities, hospitals, transient and special needs populations, as defined, and residential care homes.

The policy of the LIA and Solano County CUPA is to immediately notify the community upon the confirmation of any incident warranting the use of the notification system, significant emergency or dangerous situation involving an immediate threat to the health or safety of residents on the Valero-Benicia Refinery areas, unless issuing a notification will worsen or compromise efforts to contain the emergency.

A copy of the AB 1646 Emergency Notification & Alerting System Plan is contained in Appendix C.

D. California Accidental Release Prevention Program (CalARP) – Acutely Hazardous Materials (AHMs)

The CalARP is defined by Section 25531 of the California Health and Safety Code and is regulated by the Solano County CUPA. CalARP was adapted from the Federal accidental release program established by the Clean Air Act Section 112 (r) and modified to meet California's needs. This program requires businesses that handle threshold quantities of a Regulated Substance (RS) in a process to develop a Risk Management Plan (RMP). The RMP is implemented by the business to prevent or mitigate releases of regulated substances that could have off-site consequences. The intent of the program is to prevent the release of materials that could cause harm to the public or the environment, and to ensure proper mitigation measures are in place should a release occur. Regulated Substances and their threshold quantities can be found in CCR, Title 19 Division 2 Chapter 4.5, in the following tables:

- Table 1: Federal list of Toxic Regulated Substances
- Table 2: Federal list of Flammable Regulated Substances
- Table 3: California list of Regulated Substances

The Solano County CUPA implements this program for all Solano County cities and unincorporated areas. As of February 2017, 17 businesses have been identified as handling and storing extremely hazardous substances (acutely hazardous materials) in quantities above the California recognized threshold quantities. These facilities include water treatment facilities using chlorine gas, refrigeration facilities using anhydrous ammonia, consumer product facilities using chlorine and ammonia, warehousing and cold storage facilities using anhydrous ammonia for refrigeration, manufacturing facilities using other highly toxic materials, a refinery, and other facilities with significant amounts of highly flammable chemicals.

A list of CalARP facilities in Solano County is shown below:

Solano County CalARP Facilities 2020		
Program	**Facility**	**Address**
Program 1	Calpine Wolfskill	2425 Cordella Road, Fairfield
	Calpine Goosehaven	3853 Goose Haven Road, Suisun City
	Calpine Lambie	5975 Lambie Road, Suisun City
	Calpine Creed	6150 Creed Road, Suisun City
Program 2	Cal Peak	5157 Quinn Road, Vacaville
	Superior Farms	7390 Rio Dixon Road, Dixon
	Tremont Supply Inc.	7235 Tremont Road, Dixon
	Wilbur-Ellis	1850 First Street, Dixon
	California Vegetable Specialties	15 Poppy House Road, Rio Vista
	Matheson Tri Gas	871 Eubanks Drive, Vacaville
Program 3	Solano Irrigation District Cement Hill	1200 Manuel Campos Parkway, Fairfield
	Sheldon United	1900 Cordella Road, Fairfield
	Producers Dairy Food	199 Red Top Road, Fairfield
	Anheuser Busch	3101 Busch Drive, Fairfield
	City of Benicia Water Treatment	100 Water Way, Benicia
	Praxair	331 Channel Road, Benicia
Program 4	Valero-Benicia Refinery	3400 Second Street, Benicia

Because of the volumes and types of chemicals handled, these operations present a threat to public health and the environment if they are accidently released. The regulated materials are either acutely toxic (such as chlorine, ammonia, and sulfur dioxide) or are highly flammable (such as propane, butane, hydrogen and acetylene). Threshold quantities range from 1 pound to 20,000 pounds depending on the material. These materials are classified as extremely or acutely hazardous because a release into the environment could produce a significant likelihood that persons exposed may suffer acute health effects resulting in significant injury or death. In the event of an emergency, CalARP facility information can be accessed by emergency responders on the CERS Portal.

E. Cal OES Optional Reporting Form for Area Plan

The Cal-OES Form (Appendix A) lists corresponding page numbers for each section located in the document. These sections demonstrate that the Solano County CUPA has met the reporting requirements of The California Code of Regulations, Title 19, Division 2, Chapter 4, Article 3. This form has been updated according to Section 100 –Revisions, March 2016. A glossary of terms and a list of acronyms are included as Appendix B.

CCR SECTION 2642: PROCEDURES AND PROTOCOLS FOR EMERGENCY RESPONSE PERSONNEL

A. Guidelines for Approach, Recognition, and Evaluation of Releases

1. APPROACH

Solano County agencies responding to Hazmat incidents utilize the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) as defined by the State of California. The first emergency person at an incident will act as the IC until relieved by a representative of the responsible agency. First responders are trained to respond in a defensive fashion. The order of completion of the tasks is incident specific and should be based on protecting life, the environment, and property. The primary responsibilities of these responders may include the following:

- Isolate the scene and deny entry;
- Establish zones;
- Establish an Incident Command Post (ICP) in the support zone using the NIMS, the SEMS and the ICS. ICS forms are available in Appendix D;
- Identify the product and product characteristics (if identification can be done safely - i.e., from a safe distance);
- Assess the type of incident and request appropriate resources based on the level of emergency;
- Ensure notification of appropriate agencies;
- If necessary, rescue victims if rescue can be done safely (i.e., if proper level of protection is available);
- Provide emergency medical care, including decontamination of exposed persons;
- Determine need for protective actions (e.g., evacuation or sheltering in place); and
- Conduct evacuation, if appropriate.

(Reference California Hazardous Material Incident Contingency Plan-First On Scene Checklist 1990)

Upon arrival, the IC will determine the level of the incident and make sure the established ICP is upwind, uphill, and/or upstream from the incident until hazards are completely identified.

The IC will assist victims and may utilize shelter in place techniques as necessary to prevent further exposure to the community. In a pesticide exposure situation, if rescue is deemed safe and necessary, then, in coordination with the Environmental Health-Hazardous Materials Section (CUPA) and Agricultural Commissioner (AC), the IC will identify areas of safe refuge where further pesticide exposure via inhalation or dermal contact will not occur.

Site perimeter security and traffic control is the responsibility of the law enforcement agency having traffic investigative authority and should be initiated as soon as possible to minimize contamination of citizens and to allow emergency response personnel to perform their tasks without interference from uninvolved individuals and parties.

The IC will be responsible for coordinating the multi-agency operations (i.e., fire, law enforcement, emergency response team, public works, etc.) and designating the safety officer. If pesticide related, the County AC and Solano County Health Officer shall be notified as early as possible.

2. RECOGNITION

Recognizing the type and degree of hazard present is usually one of the first steps after arriving at an incident. The substance involved must be identified. Among the sources of hazardous materials identification are the following:

- Placards;
- Shipping manifests;
- Visual observation;
- Package labels;
- Pesticide application signs;
- Container shapes, sizes, and/or color;
- Pesticide application equipment, tarped fields, and other evidence of pesticide application nearby;
- Information from drivers, shippers, operators, and/or witnesses;
- Observing the signs and symptoms of possible pesticide exposure victims (Including headache, nausea, dizziness, and increased secretions such as sweating, salivation, tearing and respiratory secretions. Progressive symptoms include muscle-twitching, weakness, tremor, in coordination, vomiting, abdominal cramps and diarrhea);
- Safety Data Sheets (SDS); and
- CHEMTREC - Chemical Transportation Emergency Center provides two types of assistance during a hazardous materials incident:
    - Relays information in regards to the specific chemical (Appendix D - Chemtrec Communication Form); and
    - Will contact manufacturer or other expert for additional information or on-site assistance.

The IC may use the above resources to identify the substance involved (if the identification can be done safely -i.e. from a safe distance). The Solano County HMRT responds to incidents county-wide that involve a release or potential threat of hazardous materials and wastes that pose a physical, chemical, biological, or radiological hazard to the community. The Solano County CUPA provides emergency response support staffing 24-hours a day for spill consultation and response.

The primary duties of the Solano County CUPA are to provide regulatory guidance and technical expertise, to mitigate and oversee the removal of hazardous substances, and to investigate hazardous materials incidents.

In the event of a spill involving hazardous materials or waste, which constitutes an immediate threat to public health, the County Health Officer (CHO) may initiate actions to proclaim a county health emergency. Once a proclamation is made, the CHO will coordinate with the Solano County OES to determine if the Solano County Emergency Operations Center (EOC) will open.

3. EVALUATION

Three levels of hazardous materials emergencies have been developed to assist in determining the level of response needed during a hazardous materials incident. The response to a hazardous materials emergency will be dictated by the type and magnitude of the emergency. Generally, response to a major hazardous materials emergency will progress from local, to regional, to state, to federal involvement. For planning purposes, there are three levels of emergency response to a hazardous materials release. Each level is based on the severity of the situation and the availability of local resources and is designed to be consistent with state and federal contingency plans. These levels are described for planning purposes, and do not represent a formal classification of any actual hazardous materials incident. The incident level is the determination of the IC, under the NIMS and SEMS. The local agency and/or the Solano County HMRT will provide input to the IC.

a. Level I Incident – Minor

A minor to moderate incident is one in which local resources necessary to mitigate the incident are adequate and available. Two on-scene conditions fall into this category: a Potential Emergency Condition in which conditions exist that could lead to the release of hazardous materials into the environment, or a Limited Emergency Condition in which hazardous materials have been released, but the public is not expected to be endangered. A local emergency may or may not be proclaimed. Level I Incidents include hazardous material spills, leaks, and ruptures which can be reasonably contained, extinguished, and or abated using equipment, supplies, and resources available to the First Responders.

b. Level II Incident – Moderate

A moderate to severe emergency is one in which local resources are not adequate and mutual aid may be required on a regional or even statewide basis. The on-scene condition in this category is a Full Emergency Condition in which hazardous materials have been released and present a significant threat to public health and safety. A local emergency may be proclaimed and a Gubernatorial State of Emergency might be proclaimed.

c. Level III – Major

A major disaster is one in which resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are requested. A local emergency will be proclaimed and a Gubernatorial State of Emergency as well as a Presidential Declaration of an Emergency of Major Disaster will be requested.

Whenever a Level II or III hazardous materials incident is in progress, the IC shall notify the dispatch center of the agency having jurisdiction. The dispatch center will be given a call back telephone or cell phone number, or radio contact. The dispatch center will notify the requested agency to respond to the incident. The dispatch will notify the requested agency of the IC, a contact phone number, location of staging area, and route of approach.

EVENT CLASSIFICATION GUIDE

	Incidental Release	Level (I) One Emergency Minor	Level (II) Two Emergency Moderate	Level (III) Three Emergency Major/ Catastrophic
Release Type	Incidental	Uncontrolled	Uncontrolled	Uncontrolled
Mutual Aid	None: In-house resources are adequate and available.	None: In-house or local-government resources are adequate and available.	Beyond local capabilities: May require mutual aid or outside responders.	Significantly exceeds local capabilities. Requires extensive state/federal resources.
E.O.C.	Not Applicable	Not Applicable	Local EOC may be partially or fully activated.	Local EOC and State SOC fully activated.
Incident Command	Per Business Emergency Plan	Most likely unified. HazMat Safety Officer is required.	Most likely unified. HazMat Safety Officer is required.	Most likely unified. HazMat Safety Officer is required.
Product Identification (Examples)	Slow leaks of natural gas or propane gas without evacuation. Small amounts of fuels, cleaners, solvents, lubricants, paints, or pool acid spilled onto dry land in a well-ventilated area. Consumer Commodities (ORM-D) Sewage overflows.	Accidental mixtures Unknown commodities A known commodity with NFPA-0 or -1. DOT Class-9: Miscellaneous No other DOT-placards required. Illegal dumping	PCBs <u>without</u> fire Etiologic/ Biohazards Commodity with NFPA-2 in any category. DOT Classes 1-8 Clandestine Drug Labs HazMat release into a confined space. EPA or CAL-EPA Hazardous Waste.	PCBs <u>with</u> fire DOT Inhalation Hazard Commodity with NFPA-3 or -4 in any category, including special hazards. DOT Classes 1-8 Cryogenics EPA Extremely Hazardous Substance
Container Size	Small Pail, drum, cylinder, bag	Small Pail, drum, bags, packages, cylinders – except one-ton.	Medium (One-ton cylinder, portable containers, multiple small packages.)	Large (Tank cars, tank trucks, stationary tanks, hopper cars/trucks, pipelines.)
Container Integrity	Not damaged	Not damaged	Damaged, but able to contain contents to allow product handling or transfer.	Extensively damaged. Catastrophic rupture is possible.
Leak Severity/ Quantity Released	No release or small release that is confined, absorbed, or neutralized at time of release.	Small, uncontrolled release or threatened release contained or confined with readily available resources.	Release or threatened release that may not be controllable without special resources.	Release or threatened release that may not be controllable – even with special resources.
Fire/Explosion	No unusual fire potential	Low fire potential	Medium fire potential	High fire potential or currently on fire
Life Safety and Toxic Health Hazard	No immediate safety or health hazard from materials involved. Not IDLH.	Human safety and health may be affected. Requires immediate attention.	Human safety and health is affected in localized area. Limited evacuation. Requires immediate attention.	Large area affected; mass evacuation. People contaminated or injured. Requires immediate attention.

	Incidental Release	**Level (I) One Emergency** **Minor**	**Level (II) Two Emergency** **Moderate**	**Level (III) Three Emergency** **Major/ Catastrophic**
Environmental Impact	No significant/ immediate environmental issues.	Minimal environmental impact.	Moderate environmental impact.	Severe impact has occurred or is expected.
Emergency Response Team/ Actions: **-Recognition** **-Evaluation** **-Stabilization** **-Safety**	Typically handled by: **Maintenance workers, Employees in spill area,** or **Maintenance Services Personnel** and/or **Fire Department First Responders**	Emergency typically controlled by: **Fire Department HazMat Technicians (Hazardous Materials Response Team)** and/or **Industrial HazMat Technicians**	Emergency typically controlled by: **Fire Department HazMat Technicians (Hazardous Materials Response Team)**, and/or **Industrial HazMat Technicians**	Emergency typically controlled by: **Fire and/or Industrial HazMat Specialists (Hazardous Materials Response Team)**, or **Specialty Teams** or **Individuals**
Typical Emergency PPE	Level C or D Note: SCBA required for any unknown commodity or IDLH*.	Level B or C Note: SCBA required for any unknown commodity or IDLH.	Level A or B or C Note: SCBA required for any unknown commodity or IDLH.	Level A or B or C Note: SCBA required for any unknown commodity or IDLH.
	*Immediately dangerous to life or health, oxygen-deficient atmosphere, or oxygen-enriched environment.			
Remedial Actions: **-Clean-up** **-Removal** **-Waste-Management**	Waste is typically removed by property owner, Solano County CUPA, by city public works or by a towing company. Waste is typically managed in routine hazardous waste stream.	Waste is typically removed by property owner, by city public works, or by a commercial hazardous waste contractor with Solano County CUPA oversight.	Waste is typically removed by a commercial hazardous waste contractor with Solano County CUPA oversight.	Waste is typically removed by a commercial hazardous waste contractor with Solano County CUPA oversight or EPA oversight.
Disposition/ Termination	Property owner, under Solano County CUPA oversight/permit, typically manages site remediation.	Solano County CUPA typically oversees site remediation.	Solano County CUPA or EPA typically oversees site remediation.	Solano County CUPA or EPA typically oversees site remediation.
<u>Required</u> Immediate Notifications by Spiller	In-house Maintenance Team: Solano County CUPA (707) 784-6765 or after-hours (Solano Dispatch) (707) 421-7090 and request EH Hazmat Section contacted	Police: 911; Cal OES-Warning Center: (800) 852-7550 or (916) 845-8911 Solano County CUPA (707) 784-6765 or after-hours at (707) 421-7090	Police: 911; Cal OES-Warning Center: (800) 852-7550 or (916) 845-8911 Solano County CUPA (707) 784-6765 or after-hours at (707) 421-7090 National Response Center: (800) 424-8802	Police: 911; Cal OES-Warning Center: (800) 852-7550 or (916) 845-8911 Solano County CUPA (707) 784-6765 or after- hours (707) 421-7090 National Response Center: (800) 424-8802

	Incidental Release	Level (I) One Emergency Minor	Level (II) Two Emergency Moderate	Level (III) Three Emergency Major/ Catastrophic
Follow-Up by Spiller	No Follow-Up Report is required.	Written "304-Report" to Cal OES – HazMat Unit if EPCRA EHS	Written "304-Report" to Cal OES – HazMat Unit if EPCRA EHS	Written "304-Report" to Cal OES – HazMat Unit if EPCRA EHS
Typical On-Scene Notifications by Emergency Responders (depending upon specific incident)	1- Property Owner 2- Roadway Owner 3- Other Agencies, as necessary.	Solano County CUPA; Relevant City Emergency Services Department or Function; Property Owner; Roadway Owner; Investigator/Inspector; Schools within ½ mile; State Cal OES	Solano County CUPA; Relevant City Emergency Services Department or Function; Property Owner; Investigator/Inspector; Schools within ½ mile; State Cal OES; CVRWQCB; FC Public Works and Planning; CA Fish & Wildlife	Solano County CUPA; Relevant City Emergency Services Department or Function; Property Owner; Roadway Owner; Investigator/Inspector; Schools within ½ mile; State Cal OES; Federal NRC; CVRWQCB; FC Public Works and Planning; CA Fish & Wildlife
After-Action by Government Employees	1-Prop-65 Report 72 hrs. if necessary 2- Solano County CUPA	1-Prop 65 Report 72 hrs. if necessary 2- Solano County CUPA 3-Cal-OSHA	1-Prop 65 Report 72 hrs. if necessary 2- Solano County CUPA 3-Cal-OSHA	1-Prop 65 Report 72 hrs. if necessary 2- Solano County CUPA 3- Cal-OSHA 4- Issue Alert

4. DISPATCH PROCEDURES FOR HAZARDOUS MATERIALS INCIDENTS

As outlined in the Emergency Operations Plan Volume 2, the Solano County EOC is the centralized facility through which the operational area responders will coordinate all emergency-related services. The Solano County EOC is the EOC for the Solano County Operation Area. The Operational Area EOC serves at the central point for:

- Coordination with local governments including each city EOC within the operational area;
- Requests for resources from each city during an incident;
- Information gathering and dissemination within the operational area;
- Reporting of information to the regional level; and
- Coordination with the Regional EOC and other operational areas.

There are two dispatch centers in Solano County that dispatch hazardous material incidents, these include:

Main EOC Facility
Solano County Office of Emergency Services
530 Clay Street
Fairfield, CA 94533
707-784-1600

Alternate EOC
Solano County Detention Facility
2500 Clay Bank Road
Fairfield, CA 94533

The Solano County EOC may be activated as needed by one of the following County employees:

- Solano County Director of Emergency Services (County Administrator);
- Deputy Director of Emergency Services (Emergency Services Manager);
- Assistant Director (Sheriff); or
- Field Incident Commander, with approval from any of the above.

B. Monitoring and Decontamination Guidelines

1. GENERAL

Emergency response personnel and equipment are subjected to various degrees of chemical contamination as a result of exposures encountered at hazardous materials incidents. Response personnel can become contaminated in a number of ways, including exposures to vapors and gases, walking or driving through released liquids, powders, or contaminated soils, and from contact with other contaminated personnel, victims, or equipment.

2. TYPES OF DECONTAMINATION

There are five types of decontamination (decon) which are described as follows:

a. Emergency Decon

Emergency decon refers to decon that is urgent, field expedient and there is an immediate need to remove contaminants. Most often it is done to civilians or response personnel who have had direct exposure to hazardous solids, liquids, mist, smoke and certain gases, and who are displaying related symptoms. It is a two-stage process: the first stage consists of clothing removal and a gross two-to-five minute water rinse; the second stage is a soap-and-water scrub and rinse. Exposures to the eyes might involve flushing for 15 minutes or longer. The environment and personal modesty are not of primary importance when there are potentially life-threatening injuries/exposures; however, emergency decon should, if possible, take place in the least environmentally sensitive area. Rescuers should don the best available personal protective equipment (PPE) when performing emergency decon. An attempt to communicate information to lessen the victim's fears about the emergency process and to ensure their cooperation throughout all phases of the response should be made.

b. Respiratory Decon

Respiratory decon is provided to civilians who have had an exposure to a gas, which is toxic, but poses little or no risk of secondary contamination to rescue and Emergency Medical Services (EMS) personnel. It may be required on an emergency basis for victims displaying related symptoms. It involves removing the victims from the hazardous environment and relocating them to a clean and safe location. It may include the administration of oxygen. Bulky clothing capable of trapping gas should be removed outdoors prior to turning the victim over to medical personnel.

c. Primary Decon

Primary decon refers to that form of decon which is provided to personnel working in the Exclusion Zone or Contamination Reduction Zone. Although accelerated, it is a more thorough and detailed process than emergency decon. It is organized and conducted by HAZMAT teams or specially trained decon teams. A Contamination Reduction Corridor is established prior to entry of a HAZMAT team and is conducted within the Contamination Reduction Zone. This generally includes HAZMAT Entry and Decon Teams working in Level A or Level B protective clothing. Primary decon provides for the collection of the contaminants for analysis, treatment or proper disposal.

d. Secondary Decon

Secondary decon refers to decon provided to civilians that may have been exposed to hazardous chemicals, but are not displaying any related symptoms of exposure. Secondary decon may also be used following emergency decon for victims displaying related symptoms. In secondary decon there is time to contain runoff water; communicate information to lessen the victim's fears about the emergency process and ensure their cooperation throughout all phases of the response; provide for modesty; and properly handle the victim's personal items. This level of decon might involve the use of tents, trailers, tarps, containment basins and/or showers. Secondary decon is too time-consuming for victims with immediate life-threatening injuries/exposures.

e. Equipment Decon

Equipment decon refers to the type of decon utilized to clean equipment so that it can be returned to service. This may refer to the cleaning of equipment contaminated during mitigation of the incident or additional cleaning of PPE once back at the station.

3. EXTENT OF DECONTAMINATION REQUIRED

Decontamination procedures should be tailored to the specific hazards of the incident and may vary in complexity and number of steps, depending on the degree of hazard and the employee's exposure to the hazard. Decontamination procedures for personnel and PPE will vary depending upon the specific hazardous materials or symptoms of exposure, since one procedure or method may not work for all substances. Evaluation of decontamination methods and procedures should be performed, as necessary, to assure that employees are not exposed to hazards by reusing PPE.

To achieve plan objectives and protect responders from harm or risk as a result of exposure to hazardous materials, the following general guidelines should be used when the decision to decontaminate personnel and/or equipment is made by the IC. The exact procedure to use must be determined after evaluating a number of factors specific to the incident. Factors that can affect the decontamination process include:

- Prevention of further contamination. Minimizing contact with potential contaminants is essential to keep the incident from escalating.

- The physical and chemical properties of the hazardous material. The very properties that make a chemical more hazardous also make it more difficult to decon. Gases are more likely to permeate clothing and skin tissue. Liquids are harder to see and remove than powders and other solid materials. Low-viscosity liquids may permeate more readily than high-viscosity liquids. Soluble materials will be easier to decon than non-soluble materials.

- The amount and location of contamination. The more of the body that has been contaminated, the more involved the decon process will be. If contaminants are located near the face, there is a greater likelihood of harm due to inhalation or ingestion. If a product is located in other body cavities, folds, nails or hair, there is greater likelihood of permeation into the body. For this reason it is recommended to start decon with the head and then work down. Eyes, ears, nose, mouth, hair, armpits, etc., need to be thoroughly decontaminated, and open wounds need to be completely irrigated.

- Contact time and temperature. The longer a contaminant is in contact with an object, the greater the probability and extent of contamination. For this reason, minimizing contact time is one of the most important objectives of decon. Temperature will also increase vapor production, which may in turn affect the rate of permeation.

- Level of protection and work function. The Technical/Reference person and the Decon Team Leader will determine the level of protective clothing needed for the Decon Team. Risk factors may include but are not limited to; physical state of material, the likelihood of contamination and the task to be performed.

- Reasons for leaving the hazard site. Personnel leaving the Exclusion Zone to pick up tools may need little decon. People with life-threatening medical emergencies may need very rapid emergency decon.

4. DECONTAMINATION EQUIPMENT

Decontamination equipment, materials, and supplies are generally selected based on risk assessment. Solano County Interagency Hazardous Materials Team's hazardous materials response vehicles carry decon supplies and equipment for use during most Level I and Level II hazardous materials incidents. Additional equipment available for decontamination includes, but is not limited to:

- Soft-bristle scrub brushes or long-handle brushes;
- Garden sprayers used for rinsing;
- Children's wading pools to hold wash and rinse solutions;
- Large plastic garbage cans or other similar containers lined with plastic bags to store contaminated clothing and equipment;
- Water storage containers;
- Mild dish washing detergent or soap in squeeze bottles;
- Sponges and absorbent pads for washing;
- Tent or curtain for privacy;
- Diking or absorbent materials to absorb spills;
- Decontamination solvents; and
- Mass decon equipment.

5. DECONTAMINATION PROCEDURES

Decontamination shall be performed whenever contamination is suspected. In the event of physical injury, heat stress, or other related health emergencies, life-saving care should be undertaken immediately.

Physical injuries can range from a sprained ankle to a compound fracture, from a minor cut to massive bleeding. Depending on the seriousness of the injury, treatment may be given at the site by trained response personnel. For more serious injuries, additional assistance may be required at the site, or the victim may have to be treated at a medical facility. Life-saving care should be instituted immediately without considering decontamination. The outside garments can be removed (depending on the weather) if they do not cause delays, interfere with treatment, or aggravate the problem. Respirators and backpack assemblies must always be removed. Fully encapsulating suits or chemical-resistant clothing can be cut away. If the outer contaminated garments cannot be safely removed, the individual should be wrapped in plastic, rubber, or blankets to help prevent contaminating the inside of ambulances and medical personnel. Outside garments are then removed at the medical facility. No attempt should be made to wash or rinse the victim at the site. One exception would be if it is known that the individual has been contaminated with an extremely toxic or corrosive material which could also cause severe injury or loss of life. For minor medical problems or injuries, the normal decontamination procedure should be followed.

Heat-related illnesses range from heat fatigue to heat stroke, the most serious. Heat stroke requires prompt treatment to prevent irreversible damage or death. Protective clothing may have to be cut off. Less serious forms of heat stress require prompt attention or they may lead to a heat stroke. Unless the victim is obviously contaminated then decontamination should be omitted or minimized, and treatment begun immediately.

The Contamination-Reduction Corridor will be established at all hazardous materials incidents, involving entry operation or decontamination for victims, responders, or equipment. The Decontamination Leader, in conjunction with the Technical/Reference person, will determine the extent of preparation for decontamination based on the hazard evaluation. In some cases, a full decontamination set-up may not be necessary.

Fire department personnel trained to the First Responder Operation Decon level may be used to staff the decontamination area. Such personnel will usually be at the same level of protection or one level lower than the Entry Team.

All personnel and equipment entering the Exclusion Zone will be decontaminated and evaluated following final exit, if the materials are hazardous and exposure is possible. Personnel exposed to a mildly toxic material(s) or greater will take a shower following the operation in addition to on-site decontamination. Responders will evaluate the waste/water generated during the decontamination process and will make recommendations for disposal of wastes generated.

a. General Decontamination Procedures

Decon setup and stages/activities are shown below for generic six-station decon and described in further detail in Appendix E. These procedures should be modified to meet the specific needs of the incident.

b. Decontamination during medical emergencies

In a properly functioning hazardous materials response, victims will be decontaminated in the contamination reduction zone by properly suited and protected emergency responders (Primary or Secondary Decontamination). If needed, Primary or Secondary Decontamination will include removal of wet or exposed clothing, flushing affected skin and hair with water, and soap or shampoo wash (i.e., for oily or adherent substances). However, depending on the severity of the medical problem, an Emergency Decon or Respiratory Decon may be appropriate.

- Evaluate airway, breathing and circulation (ABCs), and stabilize spine (if trauma is suspected). Establish patient airway and breathing, if indicated. Move victim(s) away from contact with hazardous materials to a clean area. Emergency responders with self-contained breathing apparatus (Level A or B) may not be physically able to do anything more than drag victims on to a back board and then drag them out of the hot zone. If not breathing, and if physically possible to quickly accomplish, victims may be given oxygen using a bag valve mask with reservoir device.

- If ambulatory, victim should be directed to leave the hot zone, assist others with evacuation, and decontaminate him or herself following the directions below under the supervision of the decon team leader.

- If clothing has been contaminated, strip the victim and double-bag clothing, and then flush the entire body with plain water for 2-5 minutes. Clothing contaminated with dust should be removed dry with care taken to minimize any dust becoming airborne. If circumstances, time and practice allow, a dust mask or respirator should be placed over the victim's nose or mouth. Dust should be brushed off of the face prior to fitting the mask or respirator.

- Flush exposed eyes and other body surfaces with copious amounts of plain water for 2-5 minutes. Eye irrigation should continue for at least 10 -15 minutes, preferably with saline.

- If contaminant is oily or greasy, soap and/or shampoo may be used followed by additional water flushing.

- Clean under nails with scrub brush or plastic nail cleaner.

- Victims are to be properly decontaminated before releasing patients to the ambulance personnel for further treatment and transport. Emergency medical personnel are to communicate information to lessen the victim's fears about the emergency process and ensure their cooperation throughout all phases of the response. The victim's modesty is to be protected and the victim's personal items are to be properly handled.

c. Decontamination of Equipment

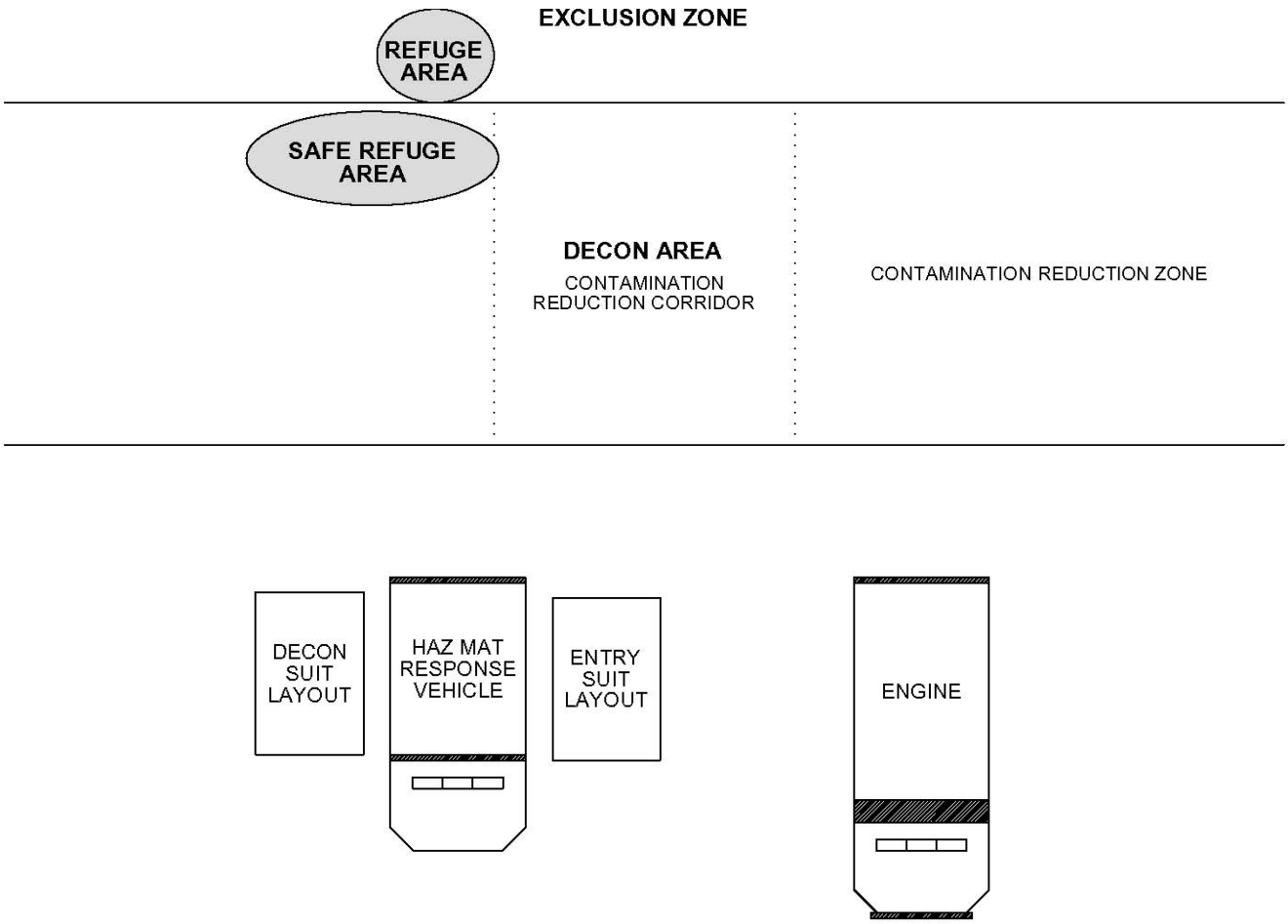
Insofar as possible, measures should be taken to prevent contamination of sampling and monitoring equipment. Sampling devices typically become contaminated, but monitoring instruments, unless they are splashed, usually do not. Once contaminated, instruments are difficult to clean without damaging them. Any delicate instrument, which cannot be decontaminated easily, should be protected while it is being used. Equipment should be bagged, and the bag taped and secured around the instrument. Openings are made in the bag for sample intake.

- Tools - wooden tools are difficult to decontaminate because they absorb chemicals. They should be kept on site and handled only by protected workers. At the end of the response, contaminated wooden tools should be discarded.

- Respiratory protection, certain parts of contaminated respirators and self-contained breathing apparatus, such as the harness assembly and leather or cloth components, are difficult to decontaminate. If grossly contaminated, they may have to be discarded. Rubber components can be soaked in soap and water and scrubbed with a brush. Regulators and tanks must be maintained according to manufacturer's recommendations. Persons responsible for decontaminating respirators should be thoroughly trained in respirator maintenance.

- Heavy Equipment such as bulldozers, trucks, backhoes, bulking chambers, and other heavy equipment are difficult to decontaminate. Typically the method used to decon equipment is water under high pressure and/or to scrub accessible parts with detergent/water solution under pressure, if possible. In some cases, shovels, scoops and lifts have been sand blasted or steam cleaned. Particular care must be given to those components in direct contact with contaminants such as tires and scoops. Wipe tests should be utilized to measure effectiveness.

GENERAL DECONTAMINATION SETUP



d. Sanitizing of PPE

Respirator, reusable protective clothing, and other personal articles not only must be decontaminated before being reused, but also sanitized. The inside of masks and clothing becomes soiled due to exhalation, body oils, and perspiration. The manufacturer's instructions should be used to sanitize the respirator mask. If practical, protective clothing should be machine washed after a thorough decontamination; otherwise it must be cleaned by hand.

e. Persistent Contamination

In some instances, clothing and other equipment will become contaminated with substances that cannot be removed by normal decontamination procedures. A solvent may be used to remove such contamination from equipment if it does not destroy or degrade the protective material. If persistent contamination is expected, disposable garments should be used. Qualified laboratory personnel must do testing for persistent contamination of protective clothing and appropriate decontamination.

6. DISPOSAL OF CONTAMINATED MATERIALS

All materials and equipment used for decontamination must be disposed of properly. Clothing, tools, buckets, brushes, and all other equipment that is contaminated must be secured in drums or other containers and labeled. Clothing not completely decontaminated on site should be secured in plastic bags before being removed from the site.

Contaminated wash and rinse solutions should be contained by using step-in-containers (for example, child's wading pool) to hold spent solutions. Another containment method is to dig a trench about 4 inches deep and line it with plastic. In both cases, the spent solutions are transferred to drums, which are labeled and disposed of with other substances on site.

7. MEDICAL MONITORING FOR SOLANO COUNTY HAZARDOUS MATERIALS RESPONSE TEAMS

Each agency is responsible for the development of criteria for medical monitoring for team members. Team members should follow their employer's protocols for medical monitoring. Copies of individual certification forms shall be maintained in each individual's personnel file.

It is recommended that each team member go through a medical physical to establish baseline levels, and conduct respiratory fit testing prior to becoming a team member. The attending physician will certify that the potential team member is fit to wear PPE including respiratory protection equipment. Annually thereafter each member will go through the Annual Physical and be annually certified by the attending physician. Hazardous Materials Company Types and Minimum Standards are contained in Appendix F.

CCR SECTION 2643: PRE-EMERGENCY PLANNING

A. Provisions for Pre-incident Surveys of Business Sites

All businesses in the Solano County CUPA's jurisdiction that are regulated by Chapters 6.5, 6.67, 6.7 and 6.95 of the California Health and Safety Code are inspected at a minimum, every three years. Businesses which use, handle, or store over certain threshold quantities of hazardous materials, as mandated by Chapter 6.95 of the California Health and Safety Code, are required to file a Hazardous Material Business Plan (HMBP) Disclosure Statement with the CUPA. The major program objectives include protecting the health of emergency responders, the public, and to safeguard the environment and property. Another important objective is the provision of chemical information to the public upon request under the Community Right-to-Know program administered by the Solano County CUPA.

Businesses which have, or will have, quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet (at standard temperature and pressure) of any hazardous material or hazardous waste handled on site at any time during the year, are required to submit a HMBP (which includes a current hazardous materials inventory, an emergency response plan, a training element and site map). Hazardous materials which are specifically listed as Extremely Hazardous Substances (EHS) in 40 Code of Federal Regulation (CFR) 355 must also be inventoried if they are present in an amount exceeding "threshold planning quantities", which may be less than the California thresholds. Businesses that do not handle any hazardous materials, or handle hazardous materials in quantities less than the disclosable amounts, are excluded from the disclosure program.

The California Health and Safety Code (HSC), Section 25508 requires all HMBPs to be submitted electronically. Businesses in the Solano County CUPA jurisdiction must submit this information to the statewide California Environmental Reporting System (CERS; http://cers.calepa.ca.gov/) annually. The Solano County CUPA provides information access to agencies and hazardous materials emergency response teams that are responsible for the protection of public health and safety and the environment. During a hazardous materials incident this information is used to supplement the Area Plan at fixed facilities. The Solano County CUPA has provided CERS access to fire departments and districts to view and download information from the system. Regulatory agencies may access confidential site maps, emergency contact info, emergency response plans, and chemical inventories by logging on to CERS. Emergency response agencies can also access fixed facility information on the CERS.

In addition, local regulatory response agencies, and businesses that handle hazardous materials may have supporting response plans for emergency operations. It is essential that these plans and procedures are reviewed annually or during significant changes to update emergency contact information. This information will provide coordination and communication among all entities responding to an emergency.

High risk hazards specific to Solano County include water treatment facilities using chlorine gas, refrigeration facilities using anhydrous ammonia, consumer product facilities using chlorine and ammonia, warehousing and cold storage facilities using anhydrous ammonia for refrigeration, manufacturing facilities using other highly toxic materials, a refinery, and landfills and other facilities with significant amounts of highly flammable chemicals.

In Solano County, each of the individual cities and their fire departments have access to information in CERS, performs their own fire prevention inspections, and pre-incident planning of facilities subject to

HMBP in their jurisdiction. Under the umbrella of Solano County OES, the HMRT does their own planning utilizing Standard Operating Procedures (SOPs) and having exercises at facilities managing hazardous materials. The CUPA has regulatory responsibility for CalARP sites, Hazardous Materials Business Plans, Hazardous Waste Generators, Hazardous Waste On-Site Treatment, Underground Storage Tank Systems, and facilities with aboveground petroleum storage requiring Spill Prevention, Control, and Countermeasures Plans (SPCCs). The CUPA staff conduct routine follow-up and complaint inspections at all regulated facilities to verify compliance with state law and regulations. The CUPA also participates in exercises at facilities managing hazardous materials.

B. Provisions for the Valero-Benicia Refinery Requirements

The AB 1646 notification and alerting system requires that:

- Facilitation of timely notification and warning to all residents, and visitors (transient) of actual or potential threats or emergency events occurring at LIA & CUPA's Oil Refinery affected areas including surrounding communities outside of the LIA & CUPA's jurisdiction.

- All LIA & CUPA sites that have Oil Refineries regulated under Cal ARP Program 4. The Valero-Benicia Oil Refinery is in this category.

- Emergency communication is subdivided into the following four phases:
    - Preparedness and Education;
    - Emergency Notification and Alerting;
    - Emergency Follow-up/Status Update; and
    - All Clear/Recovery Information

A copy of the AB 1646 Emergency Notification & Alerting System Plan is contained in Appendix C.

C. Provisions for Pre-emergency Planning and Coordination

Pre-emergency planning shall include coordination of emergency response and emergency assistance between contiguous jurisdictions. Solano County and city emergency planning activities include community preparedness through community and emergency organizational groups.

1. AREA PLAN DEVELOPMENT

The hazardous materials incident planning and the Area Plan development process is a collaborative effort of public response and planning organizations/departments within Solano County, private organizations, and CalOES. Those involved in the overall hazardous materials planning and specific Area Plan review processes include:

- Solano County CUPA;
- Solano County Sheriff - Office of Emergency Services (OES);
- Solano Interagency Hazardous Materials Team;
- California Highway Patrol; and
- California Office of Emergency Services (CalOES) (including the Local Emergency Planning Committee (LEPC), Region II).

2. AREA PLAN MAINTENANCE

The Solano County CUPA shall review and revise this plan and components thereof at a minimum of once every three years to ensure adequate coordination of responses to releases or threatened releases of hazardous materials. Agencies responsible for hazardous materials incident response and/or support thereof shall advise the CUPA any time a change of notification phone numbers or procedures become effective or imminent, and when outdated information should be replaced. Any significant changes to the Area Plan will be approved by key personnel involved in the development of the Area Plan. Additional organizations may submit changes and request involvement in revisions to the Area Plan.

3. LOCAL EMERGENCY PLANNING COMMITTEE

Local Emergency Planning Committees are community-based organizations that assist first responders, industry partners, and community members in planning and training to prepare for hazardous materials emergencies. LEPCs also assist in the development of emergency response plans and provide information about chemicals in the community to citizens. Providing a continuing forum in which the local community and facilities can discuss issues related to hazardous materials emergency preparedness.

The LEPC Region II includes representatives from local fire agencies, law enforcement agencies, public health officials, emergency management officials, environmental professionals, industry and facility partners, community groups, media, and public health and safety community organizations.

The LEPC Region II includes the following counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Francisco, San Mateo, San Ramon, Santa Clara, Santa Cruz, Solano and Sonoma.

The Solano County Area Plan is encompassed in the LEPC II Regional hazmat emergency plan. The LEPC Region II hazmat regional plan includes Area Plans from individual counties within the region. The LEPCs carry out community right-to-know requirements of Emergency Planning and Community Right-to-Know Act (EPCRA). They provide a forum for emergency management agencies, responders, industry and the public to work together to evaluate, understand, train about, coordinate and communicate chemical hazards in the community and develop regional hazmat emergency plans.

D. Procedures to Access Local, State and Federal Funding and Assistance

1. FUNDING

The IC will, under guidance from the Solano County CUPA, take all necessary steps to ensure restoration of the scene to a normal condition after a hazardous materials incident. Steps include, but are not limited to:

- If the incident occurs on a State highway the IC will contact the responsible party (RP), i.e., trucking company, chemical company, facility owner, etc. and inform them of their obligation to mitigate the incident and give them the opportunity to provide their own cleanup service and contract with a registered hazardous waste hauler. The IC will also notify CalTrans in order to obtain their services for cleanup.

- If the incident occurs on a County road or on private property, the IC will contact the RP and inform them of their obligation to mitigate the incident and give them the opportunity to provide their own cleanup service and contract with a registered hazardous waste hauler.

- When an RP cannot be reached or is uncooperative (for a minor incident on private property or on a public road) the IC will make a determination if local funding is available and can be allocated for cleanup. Cleanup costs are to be recovered later.

- If a cooperative RP cannot be contacted and the incident is a major one requiring a costly cleanup, state Superfund funding should be considered. The California Environmental Protection Agency (CalEPA), Department of Toxic Substances Control (DTSC), administers the Emergency Reserve Account created by the California Superfund. Solano County CUPA and the Operational Area OES can assist in this effort.

Consult with the CUPA and the cleanup crews to confirm adequacy of the cleanup procedures, which may involve removal or treatment of the waste. The plan should address on-road and off-road contamination, which may have occurred.

If mitigation cannot be completed, post "Warning Hazardous Material" signs or tape in a conspicuous location near the incident until cleanup is accomplished. The IC will make this decision.

The IC has overall responsibility to maintain surveillance of the scene and ensure adherence to applicable regulations.

2. RECOVERY OF DAMAGES AND CLEANUP COSTS

The liability for a hazardous materials spill lies with the manufacturer, shipper, transporter, user, or a combination thereof. Recovery of damages to public property and for expenses incurred by City, County, State departments and/or agencies shall be the responsibility of the department and/or agency involved. The Solano County Office of Emergency Services will prepare and process such bills for cost recovery from itemized records provided to Solano County OES by fire departments and the Solano County HMRT. The monies received will be distributed to the responding agencies for costs incurred. In no event will the County be responsible for pursuing payment from an RP beyond the billing process. Solano County CUPA will assist Solano County OES in identifying responsible party contact information for any hazardous materials spill response billing when initial contact information is invalid. When local jurisdictions incur expenses during a hazardous materials incident, prior approval of the use of State funds is required by DTSC. The DTSC Emergency Response Duty Officer may be contacted at (800) 260-3972 or (916) 255-6504. Other state funding is available from the California State Fish and Wildlife Pollution Account, California State Fish and Wildlife Oil Spill Response Trust Fund, State Water Resources Control Board Water Pollution Cleanup and Abatement Account, and the State Department of Health Radiologic Health Branch.

The IC shall be responsible for supplying all appropriate agencies with a copy of the incident report so that the State and/or local agencies may take the necessary steps to recover costs associated with the cleanup and disposal of a hazardous material.

Spills or incidents occurring on private property shall be the responsibility of the property owner and/or the RP causing the spill. All costs associated with response and recovery from a spill or incident, whether public or private, shall be the responsibility of the property owner and/or the RP causing the spill.

When an RP or property owner cannot be reached or is uncooperative (for a minor incident on private property or on a public road), the IC will make a determination if local funding is available and can be allocated for cleanup. Cleanup costs are to be recovered later. The US EPA Local Government Reimbursement process for hazardous materials incidents can be located at https://www.epa.gov/emergency-response/local-governments-reimbursement-program.

If a cooperative RP cannot be contacted and the incident is a major one requiring a costly clean up, state Superfund funding should be considered. DTSC administers the Emergency Reserve Account created by the California Superfund and additional information is located at https://dtsc.ca.gov/wp-content/uploads/sites/31/2016/04/Off-Highway-Emergency-Removal-Program-Fact-Sheet.pdf. If costs exceed state funding levels, DTSC will contact the US EPA Federal On-Scene Coordinator for assistance. Solano County CUPA can assist in this effort.

The California Food and Agricultural Code, Section 12997.5(b) provides that if a pesticide use violation causes illness or injury, violators will be legally responsible to pay certain medical costs to the victims. The DPR has developed a brochure on the eligibility for medical cost reimbursement for this purpose (Appendix G).

3. ENFORCEMENT

In situations where a State or Federal response team directs on-scene operations, that team shall be responsible for enforcement of appropriate laws and regulations. When city or county personnel direct on-scene operations, any required post incident enforcement shall be taken through the appropriate public agency. Regardless of which agency directs operations, Solano County CUPA shall ensure that responsible parties or businesses comply with the "cradle to grave" generator responsibilities for the disposal of any hazardous materials or hazardous waste.

E. Permitted Hazardous Waste Disposal Facilities and Emergency Response Contractors

It is the responsibility of the IC to make certain that the spilled material is to be transported in an approved manner and in conformance with CFR Title 49 and CCR Title 22. The Solano County CUPA personnel will be available to advise on these technical issues as well as provide a list of qualified local emergency clean-up contractors and registered hazardous waste haulers. Hazardous waste haulers must legally transport and dispose of hazardous waste at a permitted hazardous waste disposal site. Solano County does not have any approved hazardous waste disposal sites except Recology Hay Road Landfill that is permitted to receive friable and non-friable asbestos containing material. The Kettleman Hills facility operated by Waste Management is an approved permitted hazardous waste disposal facility that is located at 35251 Old Skyline Road, Kettleman City, CA.

F. Development of an Integrated Response Management System

1. ORGANIZATION

The local organization, which will respond to hazardous materials incidents and refinery releases, is structured to provide a multi-agency response using NIMS and SEMS. For major incidents, the State would be accessed to provide support to local response as coordinated through the ICS. The level of the response, skills necessary to abate the problem, and hence agencies participating in the emergency organization, will be geared to the nature of each specific hazardous materials incident. On incidents involving multiple agencies or jurisdictions, the use of a unified command structure is encouraged.

The hazardous materials incident planning and the Area Plan development process is a collaborative effort of public response and planning organizations/departments within Solano County including municipal response agencies, private organizations, and CalOES. Those involved in the overall hazardous materials planning and specific Area Plan review processes include:

- Solano County CUPA;
- Solano County Sheriff - OES;
- Solano County Interagency Hazardous Materials Team (provider/joint hazardous materials response services);
- California Highway Patrol; and
- California Office of Emergency Services (CalOES) (including the Local Emergency Planning Committee (LEPC), Region II).

The Solano County CUPA is responsible for overall pre-emergency planning and coordination among the various emergency responder agencies in the development of the Area Plan. The Solano County CUPA is responsible for pre-planning of hazardous materials responses within the incorporated cities and unincorporated areas of Solano County. This includes the coordination of emergency assistance between jurisdictions.

This plan describes the existing structure for response to spills, releases, or threatened releases of hazardous materials, waste and petroleum refineries within the Solano County CUPA's jurisdiction. Roles and responsibilities, by agency function, have been identified under this Area Plan after consultation with the various agencies, including the County Agricultural Commissioner (AC) and the County Health Officer (CHO) for any hazardous materials or pesticide drift exposure incidents.

Fire departments within the county coordinate their hazardous materials response activities through the Solano County OES. These organizations welcome and encourage participation from other response agencies, including Solano County CUPA, Emergency Medical Services, and Public Health, medical care facilities, representatives for state and federal emergency response assets (such as the Federal Bureau of Investigation and National Guard), and others.

The Solano County HMRT consists of members from the City of Vallejo Fire, City of Vacaville Fire, City of Fairfield Fire, City of Benicia Fire, Solano County Sheriff Department, and City of Fairfield Police. Travis Air Force Base Fire Department Hazmat team members deploy to augment the HMRT. The HMRT meets twice each month on Tuesday mornings. One meeting consists of training and the other

meeting consists of equipment inventory and maintenance. The Hazardous Materials Response Team is made up of 25-28 members who provide hazardous materials entry upon request of fire and law enforcement agencies. The Solano County HMRT-Administrators Committee is comprised of key representatives from city fire departments, Solano County Sheriff-OES, Travis Air Force Base Fire Department, and Solano County CUPA. The committee meets on a regular basis (bi-monthly). These meetings serve as a planning and information sharing forum for the following emergency planning and response activities:

- Routine training and training status;
- Need and provision of specialty training (including WMD response and use of associated equipment);
- Equipment status and equipment needs;
- Resource status and resource needs;
- Emergency response SOP and protocol development and update;
- Area Plan review and dissemination;
- Response procedures used by other (i.e. federal) responders operating within the county (such as the anthrax, bomb threat and other responses taken by the US Postal Service);
- Funding sources and grant applications (for planning, training and equipment);
- Discussion of emergency responses and lessons learned from hazardous materials and other emergency responses occurring since the previous meeting; and
- Drills and exercises.

The Solano County CUPA participates and coordinates its hazardous materials prevention, response and planning activities with various County and city departments on an as needed basis, as well as with several local and regional response entities. Periodic response agency planning and coordination activities generally include:

- Participation in periodic county-wide and regional disaster and response drills and exercises;
- Active participation in county-wide and regional disaster and emergency planning and coordination meetings and activities;
- Active representation on the CalOES/Region II LEPC Administering Agency Subcommittee;
- Participation in the California CUPA Forum;
- Participate in Contra Costa Community Awareness Emergency Response (CAER) meetings; and
- Attends the Solano County Hazardous Materials Response Team Administrators Meeting.

2. ROLE DEFINITIONS AND RESPONSIBILITIES IN THE INCIDENT COMMAND SYSTEM (ICS)

The ICS is the standardized management system utilized in handling emergencies. ICS is an integral element of NIMS. ICS is applicable to large and small hazardous materials incidents. The ICS system consists of procedures for controlling personnel, facilities, equipment, and communication.

a. Incident Commander (IC)

The IC shall assume overall management, coordination, and responsibility over a hazardous materials incident. The IC shall be responsible for the identification of incident resources and needs. The IC will designate the appropriate entity regarding the procurement of resources

necessary to abate the incident, and protect life, environment, and property. Request for assistance from private agencies shall be authorized only by the IC.

The IC will coordinate the response of all agencies of interest, including, but not limited to, law enforcement, fire service, medical and public health services, poison control centers, hospitals, and resources for evacuation, reception, and care of evacuated persons. Forms and checklists (e.g. Incident Commander Checklist) may be developed to assist in scene management.

The IC shall not be responsible for the detailed direction of technical or specialized procedures, but shall oversee that these procedures are carried out when needed. Scene management decisions are to be made with the assistance of the Operations Chief, expert advisors, specialty employees, and the CHO or representative.

The IC shall be:

- CHP: Responsible for incidents on State roads or highways and unincorporated roads. The CHP also has jurisdiction in state buildings and grounds, even if they are located within the political boundaries of a city. State buildings and grounds are defined as, "all property owned, leased, rented, controlled, used, or occupied by any department or part thereof of the Government of the State of California" (14685 GC, 2 CCR 1201(c).

- Solano County Sheriff's Department (SCSD): Responsible for incidents off county roads in the unincorporated areas as well as where they provide law enforcement by contract within city limits.

- Local Police Departments: All incidents within city limits except in cities contracted with the Solano County Sheriff's Department (see Table 1).

- Local Fire Departments.

- Other: The IC shall be the designated emergency response official on the scene in the absence of appropriate personnel described above.

- The Solano County OES: Assists with scene management/incident command responsibilities at hazardous materials emergencies/incidents within buildings or on property (e.g. not on roadways, streets or highways) in unincorporated county areas as well as within city limits of cities contracted with the Solano County Sheriff.

State law uses the term "Scene Manager" or "On-Scene Coordinator" (oil spills) to identify the individual who has the responsibility for incident command at a hazardous material emergency. State law also identifies which agency will be responsible for scene management based on the location of incident origin. Police agencies are responsible for incidents originating on public roadways, and fire agencies are responsible for incidents originating on property. At major incidents where Federal funds are expended and a federal response is present, Incident Command will be assumed by the US Coast Guard or US Environmental Protection Agency. The fire officer in command of assigned department resources shall be responsible for the direct supervision and safety of department personnel.

Hazardous materials and refinery incidents are managed under a Unified Command structure to coordinate the different incident mitigation responsibilities of fire, law enforcement, public health agencies, US EPA, Coast Guard, State Fish and Wildlife, and other concerned agencies. This is especially true of Level II and Level III incidents including oil spills and railroad incidents where numerous agencies with responsibilities at a hazardous materials and refinery incident requires close coordination of resources and good communication. Because of the complexity of these types of emergency management situations, a Unified Command structure is the preferred choice of the command organization. The intent of a Unified Command is to establish a flexible organization utilizing all necessary resources and agencies with responsibility for the particular situation. In the initial stage of a hazardous materials and refinery emergency, the key responding agency typically initiates a unified command to coordinate each agency's emergency responsibility. As assisting and cooperating agencies respond to the incident scene, they communicate with the Liaison Officer at the command post to determine assignment. The Liaison Officer consults with the IC for this assignment, which may be to report to a staging area or directly to an operational location.

b. Safety Officer

The IC will designate a safety officer who is knowledgeable in the operations being implemented, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations. This person is responsible for assuring the overall safety of all operations performed at the incident by all agencies. This will be done with respect to the highest levels of safety and health. The Safety Officer will report directly to the IC.

c. Public Information Officer (PIO)

The Public Information Officer (PIO) serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

d. Operations Section Chief

The Operations Section Chief is tasked with directing all actions to meet the incident objectives.

e. Planning Section Chief

The Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

f. Finance/Administration Section Chief

The Finance/Administration Section Chief is tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by Logistics.

g. Logistics Section Chief

The Logistics Section Chief is tasked with providing all resources, services, and support required by the incident.

h. Emergency Medical Services (EMS)

EMS personnel will work under the direction of the Operations Chief to provide emergency medical care to victims. These emergency incidents are either on or off the highway, which results in injuries requiring on-scene medical care.

i. State Agency Coordinator (SAC)

When state resources are deemed necessary, the IC will approve the order and the Operational Area Coordinator (Solano County Sheriff-OES) will make the request to the State via SEMS and/or State.

Mutual Aid Agreements. The State will assist in mitigating the effects of a hazardous materials incident. An individual from the State is assigned to plan and coordinate on-scene operations of state resources.

3. ROLES AND RESPONSIBILITIES OF LOCAL AGENCIES

a. Local Law Enforcement (Sheriff and Police)

The California Vehicle Code (CVC), Section 2454(a) the authority for the management of the scene of an on-highway spill is vested in the appropriate law enforcement agency having primary traffic investigative authority on the highway where the spill occurs. CVC, Section 360, defines a "highway". Generally, IC authority rests with the city police or contracted county Sheriff's department in incorporated areas, and with the CHP in the unincorporated public roads and on state highways. The authority for the management of off-highway spills within the unincorporated areas will be the Sheriff's Department. However, pursuant to CVC 2454b, any law enforcement agency having primary traffic investigative authority may enter into written agreements with other public agencies to facilitate incident command at the scene of an on-highway hazardous substance incident on local streets and roads other than freeways.

The local law enforcement agency:

- Ensures incident security;
- Coordinates supporting law enforcement activities;
- Identifies substance. First unit on scene will, to the extent of their capability, initiate the identification and notify all public and private agencies concerned with the emergency (Communications will assist in notifying the Solano County CUPA and other support agencies upon request);
- Prevents the handling of unknown or suspected hazardous materials until positively identified by qualified personnel, under the direction of the Operations Chief;
- Determines the need for law enforcement mutual aid;

- Supervises handling of explosive devices;
- Establishes the ICP and coordinates the activities of resources/agencies involved in the incident; establishes and maintains close coordination with the Operations Section Chief (Fire) and Solano County CUPA representatives on the scene;
- Conducts evacuation if advised by other appropriate agencies or in situations where personnel from these departments are not available and the requirement is obvious;
- Maintains a site perimeter and/or access to the site (including crowd and traffic control);
- Designates a PIO to ensure that the news media and the public are correctly informed;
- Resolves role and authority conflicts when there is a disagreement between two or more responding agencies;
- Collects and preserves all evidence, and due to the complexity of hazardous waste laws, the Solano County CUPA representative should be consulted for all hazardous materials collection, preservation, and analysis needs;
- Provides Solano County CUPA with a copy of the final after-action report; and
- May delegate scene management/incident command responsibilities to Solano County CUPA at hazardous materials incidents occurring where they have primary regulatory authority.

Note: The CHP's policy is that any scene management/incident command responsibilities will not be delegated to another agency where they have primary traffic investigative authority. However, local police departments may delegate scene management/ incident command responsibilities to a Fire Agency, or Solano County CUPA at hazardous materials incidents. In addition, hazardous materials incidents can be managed under a Unified Command structure to coordinate the different incident mitigation responsibilities of fire, law enforcement, public health agencies, and other concerned agencies.

b. List of Incorporated Cities, Scene Management, and Law Enforcement Agencies within Solano County.

Table 1 SCENE MANAGEMENT / INCORPORATED AREAS

Incorporated Cities		
Incorporated Cities	**Scene Management**	**Law Enforcement**
Benicia	Benicia Fire Department	Benicia Police Department
Dixon	Dixon Fire Department	Dixon Police Department
Fairfield	Fairfield Fire Department	Fairfield Police Department
Rio Vista	Rio Vista Fire Department	Rio Vista Police Department
Suisun City	Suisun City Fire Department	Suisun City Police Department
Vacaville	Vacaville Fire Department	Vacaville Police Department
Vallejo	Vallejo Fire Department	Vallejo Police Department

c. List of Fire Jurisdictions: Fire Services (City and County Fire Departments)

The local fire services include the Cordelia Fire Protection District, Montezuma Fire Protection District, Suisun Fire Protection District, Vacaville Fire Protection District and all city fire departments located within Solano County. These provide fire services for unincorporated/ community areas.

Fire suppression and prevention is a primary responsibility of the local chiefs. Many fires involve hazardous chemicals and flammable liquids, which must be dealt with carefully. The designated fire official arriving on the scene of a hazardous materials incident will assume the duties of IC until local law enforcement arrives on scene.

A map of the Fire Protection Districts in Solano County is shown below.

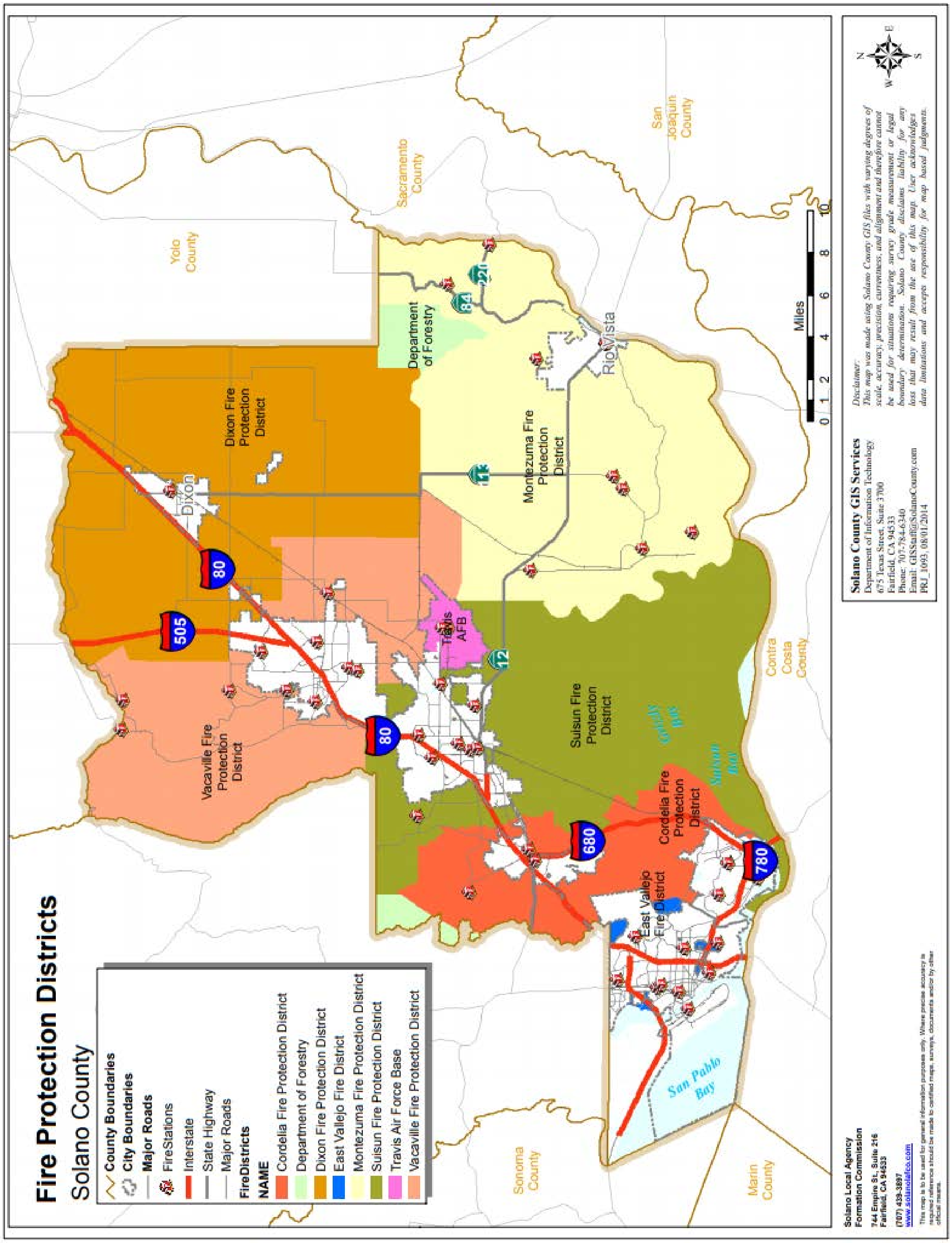

Fire Protection Districts
Solano County
County Boundaries
City Boundaries
Major Roads
FireStations
Interstate
State Highway
Major Roads
FireDistricts
NAME
Cordelia Fire Protection District
Department of Forestry
Dixon Fire Protection District
East Vallejo Fire District
Montezuma Fire Protection District
Suisun Fire Protection District
Travis Air Force Base
Vacaville Fire Protection District
Yolo County
Sacramento County
San Joaquin County
Contra Costa County
Sonoma County
Marin County
Dixon Fire Protection District
Department of Forestry
Montezuma Fire Protection District
Vacaville Fire Protection District
Suisun Fire Protection District
Cordelia Fire Protection District
East Vallejo Fire District
Travis AFB
Dixon
Rio Vista
San Pablo Bay
Miles
0 1 2 4 6 8 10
Solano County GIS Services
Solano Local Agency Formation Commission

Table 2 FIRE DISTRICTS/OTHER FIRE DEPARTMENTS

Fire Districts	Other Fire Departments
Vacaville Fire Protection District	Travis Air Force Base Fire Department
Cordelia Fire Protection District	California Medical Facility Fire Department
Montezuma Fire Protection District	Valero Fire Department (Benicia)
Suisun Fire Protection District	

The local fire service:

- Assumes the role of IC for off-highway hazardous materials incidents;
- Identifies perimeter lines to protect the public from contamination;
- Takes all feasible steps to protect life and prevent the spread of contamination;
- Initiates initial incident assessment;
- Advises the IC on the feasibility or necessity to evacuate area;
- Prevents handling of all unknown or suspected hazardous materials until positively identified by qualified personnel;
- Requests assistance from Solano County HMRT and other appropriate agencies; and
- Provides copy of agency report to Solano County OES.

d. State Facilities and Properties

The California Highway Patrol has scene management/incident command responsibilities at state buildings and grounds, even if they are located within the political boundaries of a city. State buildings and grounds are defined as, "all property owned, leased, rented, controlled, used, or occupied by any department or part thereof of the Government of the State of California" (14685 GC, 2 CCR 1201(c). This does not include state properties or facilities where any other agencies have *specific* jurisdiction such as University of California properties (830.2(b) PC), or state hospitals, under the Department of Mental Health (830.38 PC).

e. Federal Facilities and Properties – Travis Air Force Base

The Travis Air Force Base Fire Department has a Hazmat team that responds when County HMRT is dispatched. The 95th WMD is a Civil Support Team composed of National Guard members who have specialized training and equipment. The unit is located in Hayward and the resources are activated through the Solano County Office of Emergency Services.

In a mutual aid situation, Travis Air Force Base can respond with the Travis Air Force Base Fire Department and Travis Air Force Base Hazardous Material Team. The Travis Explosive Ordinance Disposal Department is a resource for explosives and is available through request from the Solano County Office of Emergency Services.

f. Solano County CUPA

The Solano County CUPA has the responsibility of protecting public health and the environment from releases or threatened releases of hazardous materials or hazardous waste.

As the designated Administering Agency under state hazardous material's disclosure law, the Solano County CUPA must be notified immediately of any release or threatened release of hazardous materials within the boundaries of the county. This notification should be done by the business owner/operator of a fixed facility.

When requested by the IC, the Operations Chief, or the Solano County HMRT, the Solano County CUPA will:

- Report to the scene and provide technical information regarding response personnel, public health protection (including evacuation), environmental protection (including property protection) and decontamination requirements;
- Assist in the identification of unknown hazardous substances so as to facilitate safe cleanup and disposal of wastes;
- Recommend additional resources in the identification, containment, treatment, and/or neutralization of spilled materials;
- Determine the need for a contractor for the cleanup of hazardous wastes and to coordinate/facilitate delivery to an approved disposal site;
- In conjunction with emergency medical services, assist hospitals and ambulance companies in coping with possible contamination problems; and
- Determine when cleanup/decontamination is complete and the area is safe for re-entry.

The Solano County CUPA oversees submittal of Business Plans by businesses in their jurisdiction that handle hazardous materials. Since January 1, 2013, all CUPAs, PAs, and regulated businesses in the state of California have been required to submit Business Plan forms electronically. CERS is the statewide web-based portal that allows businesses, state-wide, to submit CUPA program forms electronically.

The Solano County CUPA verifies information disclosed by businesses and provides access to the information to agencies that are responsible for the protection of public health and safety and the environment, such as fire departments, hazardous materials response teams, and other local environmental regulatory groups, who then have immediate access to chemical inventories in the region in case of a spill, fire, or other incident. During a hazardous materials incident this information is used to supplement the Area Plan at fixed facilities.

The Solano County CUPA responsibilities regarding Business Plans include the following:

- Maintaining an inventory of locations of hazardous materials in the county and making this information available to emergency response agencies;
- Checking and maintaining emergency response plans prepared by the local businesses to ensure compatibility with the county area response plan;
- Conducting routine site inspections of businesses and handlers of hazardous materials;
- Reviewing and updating the area plan every three years at minimum or at any other time when deemed necessary; and
- Investigating and taking enforcement actions involving violations of Health and Safety Codes relating to hazardous materials.

g. County Health Officer (CHO)

The Solano County Health Officer (CHO) is the Chief of Medical and Health Services within the emergency organization and is responsible for coordinating treatment of injuries resulting from any hazardous materials incident within the county and cities. The CHO also has the authority under the Health and Safety Code, to take any preventative measures, which may be necessary to protect and preserve the public health.

The CHO provides emergency medical resources, including ambulance dispatch and hospital receiving, for hazardous materials spills involving human exposure. The CHO (or his/her representative which includes the Solano County HMRT staff):

- Collects and analyzes data on the symptoms of exposed victims;
- Provides public information and education on the medical implications of the accident, through the PIO;
- In coordination with the AC, identifies areas of safe refuge where further pesticide exposure via inhalation or dermal contact will not occur, and assist in the coordination of an evacuation, if deemed necessary by emergency response personnel;
- Obtains data on the clinical outcome of all exposed persons and on possible health effects for such exposure;
- Provides follow-up and appropriate referral; and
- Coordinates the actions of volunteer agency organizations related to health care agencies.

The CHO has an existing contact list for hospitals, clinics, private doctors, etc. and will take the lead role in providing information on eligibility for medical cost reimbursement for victims of non-occupational pesticide drift exposure. The Department of Pesticide Regulation (DPR) has developed a brochure on the eligibility for medical cost reimbursement for this purpose (Appendix G).

h. County Agricultural Commissioner (AC)

The Solano County Agricultural Commissioner (AC) is responsible for the regulation of pesticides with EPA Registration numbers in the county. This office provides for proper and safe pesticide use while protecting the public and the environment from potential adverse effects due to pesticides.

When the suspected material is potentially an agriculture product the AC will be notified and will assist the Solano County HMRT in determining the best action. The AC or any agricultural personnel or responder may also initiate a hazmat response.

For released substances suspected of being pesticides, the AC's office will provide technical assistance and recommend cleanup if required. The AC may also make the determination of whether or not an event should be escalated.

The AC's office will investigate and prosecute cases involving violation of laws pertaining to the use of pesticides.

The AC should be aware of heavily used agricultural chemicals (other than baits that are used frequently at low rates), and identify those fumigants which are known to drift or volatilize and are applied at high rates per acre. A list of these chemicals should be provided to the Solano County CUPA, Fire Districts and City Fire Departments, and local law enforcement. These chemicals will be cross-referenced by trade name and/or synonym as also found in the Crop Protection Handbook, which is carried on the Hazardous Materials Response vehicles in their reference library. Safety Data Sheets (SDS) will also be made available for the reference library for the substances on this list, supplemented with information from a total of at least three reference sources. This will help provide immediate access to pesticide specific information, including proper decontamination procedures and emergency medical treatment procedures based on chemical name, common name, and/or trade name being known.

i. County Public Works Engineering Division and Public Works Operations Division

The Director(s) of Public Works in the County and/or cities are responsible for maintaining roads and highways within their jurisdictions. This could include remedial actions regarding spills on roadways, such as assisting in road closures, providing dike materials, and cleanup of non-hazardous materials.

Local water supply agencies are responsible for the maintenance of community water systems. These agencies should be notified if water contamination is possible or imminent, and if all efforts have been exhausted to prevent flow of chemicals into the water system.

j. Solano County Office of Emergency Services (OES)

Solano County Office of Emergency Services (Solano County OES) is a program that coordinates planning and preparedness, response and recovery efforts for disasters occurring within Solano County. Solano County OES also coordinates the development and maintenance of the Solano County Operational Area Master Emergency Services Plan. Hazardous materials incidents that escalate to the extreme of requiring the activation of the Solano County EOC and a proclamation of Emergency will be directed and controlled from within the Solano County OES.

Less severe incidents will be managed by the IC, Operations Chief and, if needed, supported by the Solano County OES. The Solano County OES will contact the Red Cross and request that a shelter be opened when evacuation of large populations is necessary. When appropriate, the Solano County OES will conduct critiques and submit reports to state agencies in conjunction with the Environmental Health Services Division (EHSD).

k. Solano County Sheriff-Coroner

The Coroner has the responsibility for determining the circumstances, manner, and cause of death in all fatalities involving hazardous materials. The Coroner Coordinator is responsible for coordinating with the IC to provide coroner services where needed. The Coroner identifies human remains and provides adequate care (storage, posthumous examination, etc.) as required by law. The Coroner staff will process the remains to determine identification and cause of death. The Coroner staff will make notification to the next of kin and release the personal property.

l. Bay Area Air Quality Management District (BAAQMD)

The BAAQMD operates a 24-hour standby program for major emergencies involving hazardous materials released to the atmosphere. The IC may request the technical expertise of BAAQMD by accessing the after-hours emergency contact employee.

4. ROLES AND RESPONSIBILITIES OF STATE AGENCIES

a. California Highway Patrol (CHP)

The CHP has primary responsibility for traffic supervision and control on designated state highways/freeways, state-owned vehicular crossings, and county roads and highways within the unincorporated areas of the county. The CHP also has jurisdiction of state owned buildings and facilities occupied by any department of the Government of the State of California. The designated officer present at the scene of a hazardous materials incident will assume the duties of IC and maintain a close liaison with the Operations Chief.

The CHP will:

- Establish an Incident Command Post (ICP) and coordinate resources;
- Provide traffic control in support of evacuation and/or relocation;
- Reroute traffic under CHP jurisdiction in coordination with local authorities;
- Prevent unauthorized entry into contaminated areas as requested by local authorities;
- Collect evidence and investigate illegal actions;
- Assist local authorities in investigation if requested;
- Be responsible for controlling and coordinating all state agencies (resources) conducting operations involving an incident in the county;
- Become the state agency responsible for controlling and coordinating all state agencies (resources) conducting operations involving an incident in the county;
- Be responsible for notification of all appropriate emergency response agencies; and
- Resolve role and authority conflicts when there is a disagreement between two or more responding agencies.

Note: Hazardous materials incidents can be managed under a Unified Command structure to coordinate the different incident mitigation responsibilities of fire, law enforcement, public health agencies, and other concerned agencies.

b. California Office of Emergency Services (CalOES)

CalOES is responsible for general planning, notification and coordination of state agencies, and mutual aid response to hazardous materials incidents. They coordinate mutual aid from other operational areas including local fire response, hazmat teams, other equipment, resources, and personnel. They will, after notification by local authorities, notify all appropriate state agencies and federal agencies. CalOES will coordinate State mutual aid.

At the request of local authorities, the CalOES Warning Control Officer will contact the on-call Duty Officer in DTSC to obtain approval to use funds from the Emergency Reserve Account.

In cases where radioactive material is involved, CalOES, when requested by the State Department of Public Health, will assist in coordinating state radiological monitoring of areas, personnel, and equipment in support of county authority.

On major incidents, CalOES will furnish such communication facilities as mutually determined by the California Department of Public Health (DPH), CalOES representative, and the state agency coordinator SAC.

c. California Department of Transportation (CalTrans)

Upon State highways, CalTrans may contain, remove, or authorize a private company to remove all materials spilled on the highway under authority of the Street & Highway Code, Section 91.

When requested by CHP, CalTrans will:

- Assist the CHP with traffic control and routing requirements;
- Activate and coordinate Hazardous Waste cleanup contractors for all spills on State Highways;
- Assist in identification of hazardous materials by utilizing the services of private companies;
- Assist in the cleanup of materials deemed as safe by Solano County CUPA for cleanup by Roads Division Personnel in concurrence with CalTrans Coordinator;
- May close a state highway to all traffic as authorized by Streets & Highway Code, Section l24; and
- Have twenty-four (24) hour per day response capability with all necessary equipment for road repair and maintenance.

d. California Department of Fish and Wildlife (CDFW)

CDFW will respond to any hazardous materials spill, which affects or may affect fish or wildlife and their habitats. CDFW shall be notified of any incident, which may contaminate streams or waterways. CalOES or the IC shall notify them.

CDFW will function as State On-Scene Coordinator and establish Unified Command with either the Coast Guard or US EPA On-Scene Coordinator for off-highway hazardous materials incidents, including oil spills.

- In the event of an oil spill, CDFW will activate the State's Oil Spill Contingency Plan;
- In the event of an oil spill into marine waters, CDWF becomes the On-Scene Coordinator and establishes Unified Command with either the Coast Guard or US EPA On-Scene Coordinator;
- CDFW will supervise and approve cleanup of incidents affecting the fish, game and wildlife reserves;
- Coordinates with appropriate agencies to provide enforcement and initiation of legal action against parties responsible for spills, releases, or illicit disposal, in addition to violations of hazardous materials transportation and handling regulations; and
- Monitors fish and wildlife.

e. State Water Resources Control Board (SWRCB)

The Board and its nine Regional Water Quality Control Boards (RWQCBs) have broad responsibility for protection and improvement of surface and ground water resources.
The Board can provide:

- Expert advice on the impact of hazardous materials incidents on water resources and can arrange for water sampling, monitoring, analysis and assessment activities; and
- Statutory and regulatory authority to cause cleanup; impose cease and desist or abatement orders; release available funding for appropriate activities; assess fines; and press for recovery of costs of abatement, mitigation, or contract cleanup.

f. Department of Industrial Relations (DIR)

DIR has responsibilities for investigating accidents at industrial sites. If a worker is killed or injured in a hazardous materials incident, DIR will provide assistance and recommend protective measures for use by response personnel involved in cleanup. Fire law enforcement departments are obligated to report any serious injury or death that occurs to DIR/Cal-OSHA.

g. California Department of Public Health Radiologic Health Branch (RHB)

DPH Radiologic Health Branch (RHB) has primary authority over the use and disposal of radioactive materials in the state. RHB can provide technical advice and assistance to local authorities responding to a hazardous materials incident involving radioactive materials.

h. Department of Toxic Substances Control (DTSC)

DTSC is responsible for regulating the hauling and disposal of hazardous waste. CalEPA provides guidelines and will provide assistance to Solano County CUPA personnel when an incident could affect the public. All incidents involving radioactive materials shall be reported to RHB.

I. California Air Resources Board (CARB)

Emergency air monitoring is available from the California Air Resources Board (CARB). This procedure applies to any emergency involving the release of a hazardous airborne contaminant when a local agency has exhausted the resources to protect public health or the environment. A Refinery Emergency Air Monitoring Report is also available from CARB. This report provides a comprehensive inventory of emergency air monitoring assets and capabilities located in and around California's 15 major oil refineries including the Valero Benicia Refinery. CARB is partnered with the California Air Response Planning Alliance, which is a network of local, state, and federal air and public health agencies and resources joined together to improve coordinated response to major air releases and emergencies with air quality impacts. In an emergency, a 24-hour emergency response center is available at (770) 488-7100.

5. ROLES AND RESPONSIBILITIES OF FEDERAL AGENCIES

Federal Agencies are available to assist if circumstances warrant their involvement. In most cases, the Federal Agencies would be requested by the State. Those agencies most likely to be involved would include:

a. National Response Center (NRC)

The NRC provides information and advice and activates the national response system.

b. Coast Guard and Environmental Protection Agency

Federal on-scene coordinator for coastal waters comes from Coast Guard. The EPA provides on-scene coordinator for inland waters and spills to land.

c. Department of Energy (DOE)

The DOE provides assistance for dealing with radiological incidents.

d. Department of Transportation (DOT)

The DOT regulates the transport of hazardous materials.

e. Federal Emergency Management Agency (FEMA)

FEMA provides disaster assistance when needed. FEMA will provide support to state and local government for disaster relief when a hazardous materials incident causes sufficient damage to merit a presidential proclamation of a major disaster.

6. ROLES AND RESPONSIBILITIES OF NON-GOVERNMENT AGENCIES

a. American Red Cross

The American Red Cross has cooperative arrangements for planning and exchange of information with the Solano County OES. They also act as a liaison with the Solano County OES regarding preparedness for disaster operations.

The American Red Cross:

- Coordinates with several facilities including local schools which may be used as shelters in the event an evacuation is needed;
- Coordinates with the Solano County OES and the CHO. Special emphasis is placed on mass care service with mutual selection, staffing and equipping of congregate care facilities;
- Additionally, Red Cross will assist the EMS and Health Care Services in the handling of mass casualties and the selection, staffing and equipping of casualty collection points;
- Participates in community action in extending relief whenever there is suffering and want from any cause and basic human needs are not being met;

- Provides liaison personnel at the EOC, ICP and the other designated operational headquarters, upon activation of the emergency plan;
- Opens shelters as requested in coordination with the Solano County OES. Red Cross will provide appropriate staffing for those shelters;
- Provides information to the EOC of the status of the shelter and its occupants;
- Provides information to the PIO to advise the public on evacuation information; and
- Can provide on-site feeding to disaster workers engaged in the abatement of the hazardous materials incident.

b. Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Services (RACES) - Amateur Radio Volunteers

Authority to activate amateur radio assistance (ARES/RACES) rests with the Solano County OES. ARES/RACES can provide radio operators and equipment to specific locations to augment communications.

c. Emergency Medical Services

Provides emergency medical transportation to medical facilities.

CCR SECTION 2644: NOTIFICATION AND COORDINATION

A. Provisions for Activation of the Area Plan

The IC to the degree necessary shall activate this Plan, whenever a hazardous materials incident occurs. This plan is concerned with hazardous materials incidents to any part of the county or cities. It covers releases to the air, land, or waters throughout the county, including rivers, reservoirs, canals, and groundwater.

Listed below are the primary categories of hazardous materials emergency response incidents:

- Threatened Releases: A condition creating a substantial probability of harm, when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.

- Transportation Incidents: This plan covers hazardous materials incidents associated with transportation by highway, railroad, pipeline, marine, or other means.

- Fixed Installations: This plan covers emergency responses to hazardous materials incidents located at industrial storage sites and/or processing sites, waste disposal sites, and the sites of illegal disposal (midnight dumping).

B. Provisions for Notification of and Coordination with Emergency Response Personnel

1. NOTIFICATION

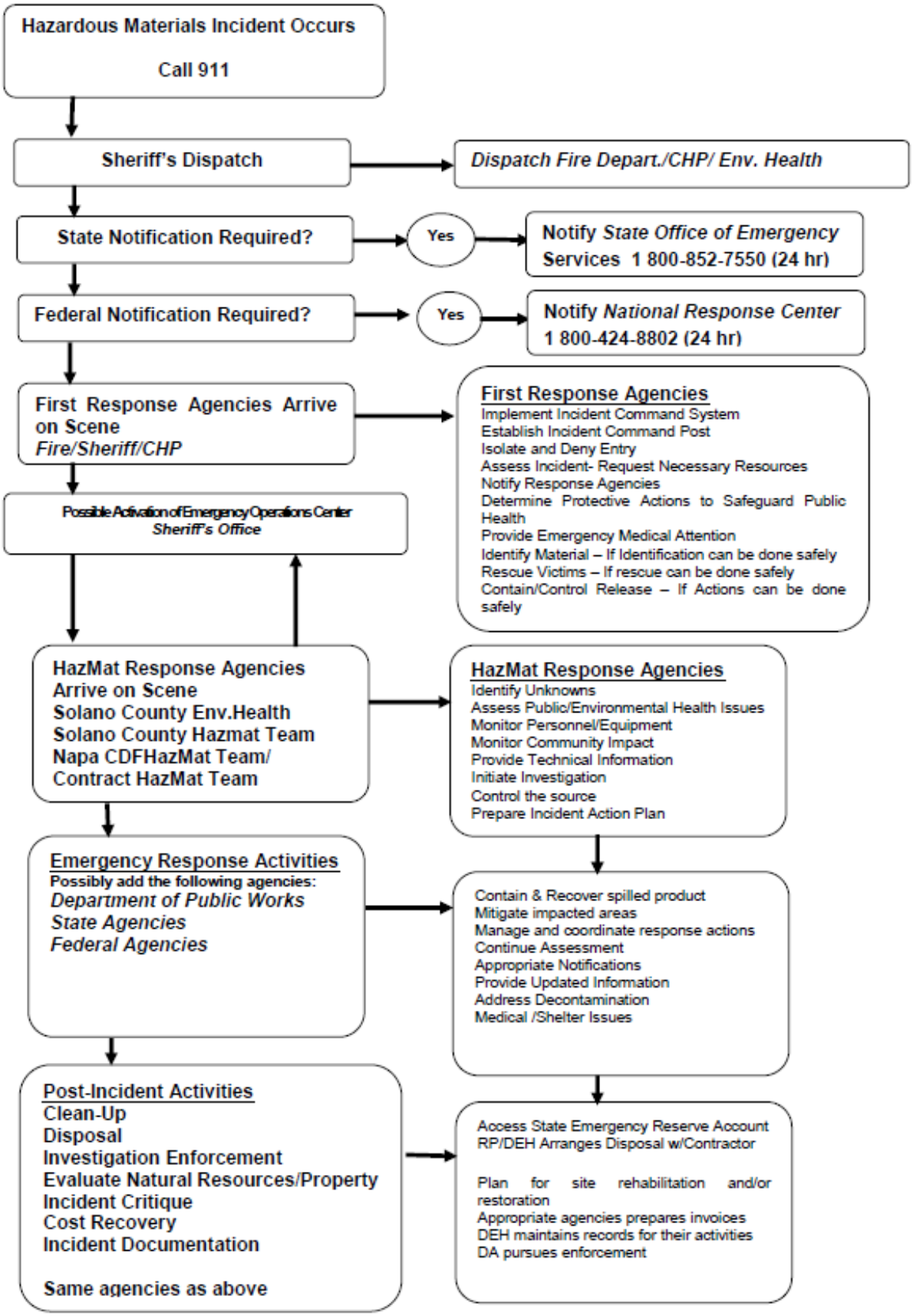
County Emergency Dispatch or City Emergency Dispatch (within certain jurisdictions) will be the central notification point for all petroleum releases from the refinery and hazardous materials incidents. It is assumed that the general public will use 911 to report incidents.

The public agency first on scene should request needed resources through the County Emergency Dispatch and take whatever immediate counteractions that are necessary to contain and reduce the spread of the material and its effects within the scope and knowledge of the responding personnel.

If a significant number of casualties, potential casualties or contaminated casualties are involved, the Emergency Dispatch Center (county or city) will notify the appropriate EMS personnel and local hospitals.

A Hazardous Materials Incident Notification Diagram is shown below. Hazardous materials incident response emergency telephone numbers are presented in Appendix H.

HAZAROUS MATERIALS INCIDENT NOTIFICATION AND RESPONSE ACTION GUIDE



2. COMMUNICATIONS

Coordination of all communications is the responsibility of the respective Emergency Dispatch center unless there is a designated communications unit leader on scene. There are two dispatch centers in Solano County that dispatch hazardous material incidents:

Main EOC Facility
Solano County Office of Emergency Services
530 Clay Street
Fairfield, CA 94533
707-784-1600

Alternate EOC
Solano County Detention Facility
2500 Clay Bank Road
Fairfield, CA 94533

The Solano County EOC is the centralized facility through which the City EOC and operational area responders will coordinate all requests for additional emergency-related services.

3. COORDINATION

a. First Responders

All hazardous materials incidents/refinery releases and will be managed under the ICS because in virtually all cases fire, law enforcement and Solano County CUPA will have statutory functional responsibility for incident mitigation. A unified command should be used in all applicable cases. Depending on incident factors, several other agencies may be requested to respond to a hazardous materials incident.

The primary means of communication during an incident or potential incident will be through the use of the primary radio frequencies licensed to public emergency response agencies in Solano County that allow for direct interagency and intra-agency communications.

Alternate means of communication may include use of cellular telephone communication or the Radio Amateur Civil Emergency Service (RACES). RACES operates on radio amateur (Ham) Communications Commission (FCC) in support of emergency radio communications operations. RACES is frequently employed to augment existing systems, as a substitute for damaged or inoperable systems and to establish communications links with otherwise inaccessible areas. RACES will supplement local government communications during disasters. A RACES operation may be activated only by a government agency.

A wide array of alternate communication systems are in place and available for use during emergencies. Depending upon the system and the nature of the emergency, these may be used on a local to nationwide basis. The specific description and means of accessing and using each of these systems are detailed in city emergency plans and the Solano County Operational Area Plan.

b. Law Enforcement

The law enforcement agency having the investigative authority on the scene will become the IC and will be responsible for the management of the incident, except where a MOU exists. The IC will set the tactics, strategy, objectives, and the action plan for the incident. The IC will maintain contact with Emergency Dispatch.

c. Fire Service

Safety of all emergency response personnel and the surrounding public should be given prime consideration. Attempts at cleanup should be accomplished with local resources, when possible, before calling upon outside resources. Maximum coordination and exchange of information at all times should be through the ICS.
Fire departments or fire districts that determine they need assistance should request it through the IC.

d. Support Agencies

(i) The County of Solano, Department of Resource Management, Environmental Health Services Division (EHSD)

The EHSD is represented by the Solano County HMRT. The HMRT will respond at the request of the IC and will be notified by County Emergency Dispatch. The Solano County HMRT will provide technical assistance to the IC. The Solano County HMRT staff on scene at a hazardous materials emergency, in coordination with the IC, will assess the need for a county health emergency to be declared by the County Health Officer.

The Solano County HMRT is responsible for notifying all surrounding hospitals of an incident. A public service announcement sponsored by the Solano County CUPA concerning exposure and medical treatment options shall be broadcasted for 10 days after a pesticide drift incident. Efforts to individually notify residents and businesses within a one-mile radius of a pesticide exposure drift incident will also be conducted. All notifications will identify the incident location, date, pesticide(s) involved, and availability for medical cost reimbursement. See Appendix G for further information regarding medical cost reimbursement due to pesticide drift exposure.

(ii) Assistant Director of Emergency Services

County Emergency Dispatch will notify the Deputy Director of Emergency Services of incidents as requested by IC. The Deputy Director will be responsible for notifying Solano County's Chief Administrative Officer (CAO) (who is the Director of Emergency Services), County senior executives, and state and federal agencies when the situation dictates. The Assistant Director of Emergency Services should also notify City Administrators/Managers and City Senior Executives when appropriate.

4. VALERO- BENICIA REFINERY ALERT AND NOTIFICATION SYSTEM

In the event of an incident at the Valero-Benicia Refinery, specific actions under the Alert and Notification system per AB 1646 are required. When an emergency threat occurs the following phases of emergency communication will be undertaken:

- Notification Guidelines
  - Emergency Notification and Alerting
  - Emergency Follow-up/Status Update Notification
  - All Clear/Incident Close Out

- Message Language
  - Message delivery
  - Message wording
  - Message length

- Activation Decision
  - Hazard characteristics
  - Life safety/Property Protection
  - Urgency
  - Audience
  - Delivery method capabilities.

The Alert and Notification procedures are detailed in Appendix C.

5. MUTUAL AID

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems, as outlined in the EOP, is depicted below.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional, and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts via interstate agreements or coordination with federal agencies.

The Governor establishes mutual aid regions under the Emergency Services Act. Six (6) mutual aid regions numbered I-VI have been established within California. Solano County is within Mutual Aid Region II, and Region II is within the CalOES Coastal Administrative Region.

In the County, the Fire Mutual Aid Zone System has been adopted for the emergency organization. Mutual aid is coordinated first at the zone level before being upgraded to the operational level. This ensures that limited resources within the county/operational area are adequately conserved to meet the requirements of a pending or actual event.

Solano County maintains mutual aid agreements or working documents with adjacent jurisdictions with respect to hazardous materials incidents. Additional equipment is available through private commercial firms.

- Travis Air Force Base and the 95th WMD is a support team whose resources can be activated through the Solano County Office of Emergency Services.

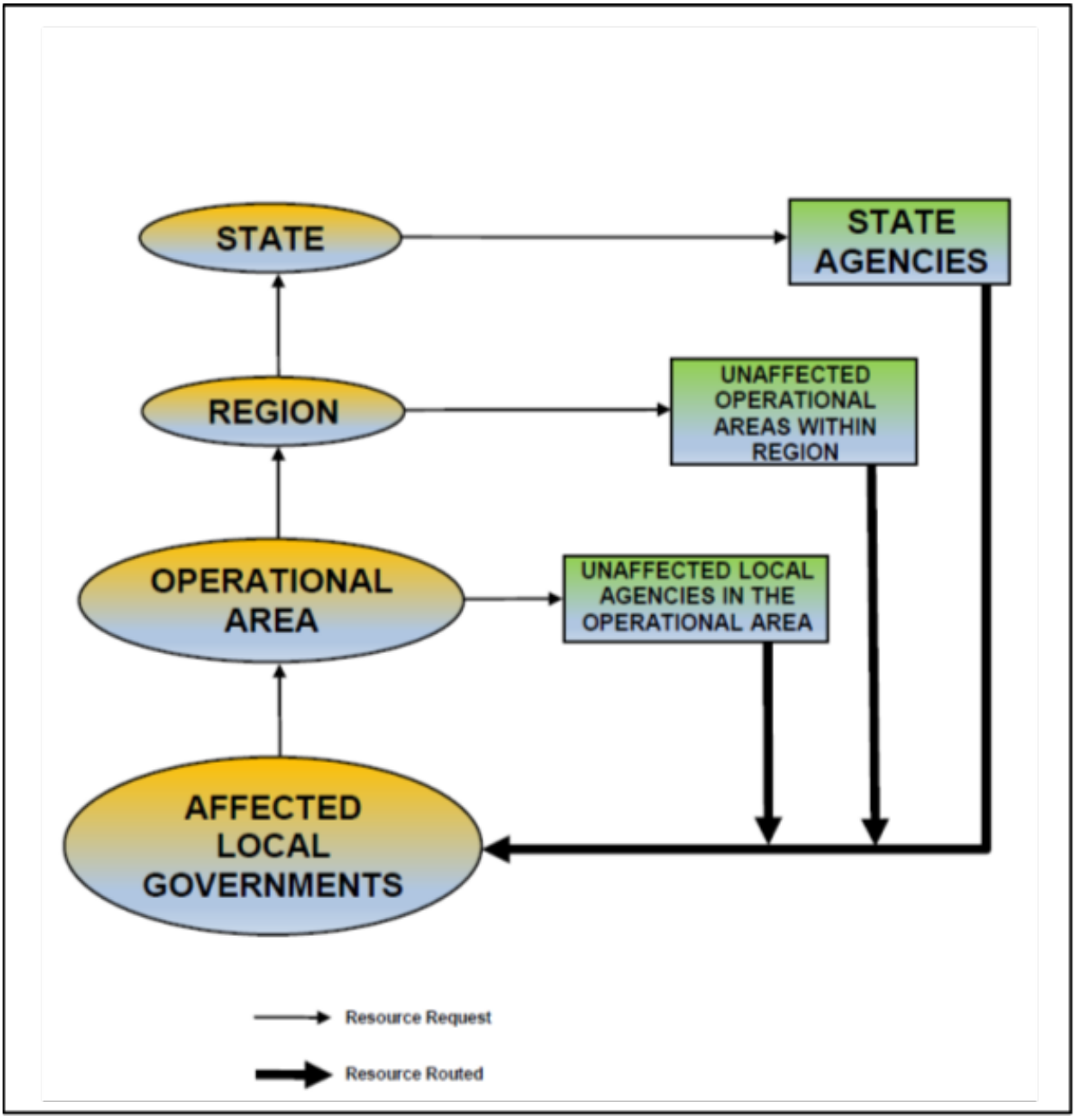
- The Sacramento City Fire Department has a hazardous materials response team that is through mutual aid by the Solano County OES.

- Contra Costa County Health Services has a hazardous materials response unit that is capable of 24-hour/7-day technical assistance, identification of unknown substances, health hazard information, and cleanup oversight. This is activated by the Solano County OES.

- Napa Interagency Hazardous Materials Incident Team has a Memorandum of Understanding to the City of Vallejo. The City of Vallejo has members on both Solano County HMRT and the Napa County Interagency Hazmat Response Teams. Napa County maintains a complement of supplies and equipment that are necessary to respond to all levels of hazardous materials incidents.

- The Petrochemical Mutual Aid Organization studies and implements best practices regarding fire protection and prevention, and hazardous material spill/release prevention. They respond to hazardous material incidents in Solano County where Valero Benicia Refinery is involved. Contra Costa Community Awareness Emergency Response (CAER) Industrial Hygiene (IH) Team is a professional cooperative of industrial hygienists from oil, chemical, and related companies, as well as associated government and public organizations. The IHG will operate in cooperation with the Petrochemical Mutual Aid Organization (PMAO) to support its members and its objectives and provide emergency industrial hygiene response to PMAO members including the Valero Benicia Refinery. As such, the CAER IHG will respond to hazmat incidents in Solano County when the Valero Benicia Refinery is involved.

- Yolo County has a multi-agency emergency response team that consists of the combined resources of Yolo County Environmental Health Division, the Cities of Woodland, Davis, and West Sacramento Fire Departments and the University of California Davis Fire Department response units. The University of California Davis maintains a custom designated hazardous materials vehicle capable of responding to hazardous material emergencies. This is activated by the Solano County OES.



C. Responsibility Matrix

The Solano County CUPA would follow the Responsibility Matrix/List as adopted from CalOES and is included in Appendix I.

D. CalOES Notification

In the event of a significant release of a hazardous material, the Solano County CUPA will ensure that the California State Warning Center has been notified at 1-800-852-7550 or (916) 845-8911. If follow up information is needed by the California State Warning Center, Solano County CUPA will verify that the information updates and follow up actions are conveyed.

CCR SECTION 2645: TRAINING

A. Provisions for Training Hazardous Materials Response Personnel

1. TRAINING REQUIREMENTS FOR LOCAL HAZARDOUS MATERIALS RESPONSE AGENCIES

Hazardous materials emergency response training will be accomplished through various avenues: employee training, exercises, and incident critiques. Pursuant to standards set by the Department of Industrial Relations (Cal/OSHA) (CCR Title 8, Section 5192) employees who are responsible for responding to hazardous materials emergency situations that may expose them to hazardous substances must be trained in how to respond to expected emergencies. The intent of the Area Plan is to coordinate hazardous materials training for all response personnel.
State and federal law (CCR Title 8, Section 5192) require staff assigned to emergency response duties associated with hazardous materials to receive minimum levels of training in several areas of hazardous materials response. Activities required when responding to incidents can be divided into five broad, interacting elements:

a. Recognition

Identification of the substance involved and the characteristics that determine its degree of hazard.

b. Evaluation

Impact or risk the substances pose to public health and the environment.

c. Control

Methods to eliminate or reduce the impact of the incident.

d. Information

Knowledge acquired concerning the conditions or circumstances particular to an incident.

e. Safety.

Protection of responders from harm or risk and recognition of psychological stresses from potential exposures to unknown hazards.

To achieve minimum levels of proficiency in these five elements, there are seven levels of training that must be provided to emergency response staff potentially exposed to hazardous materials.

2. LEVELS OF TRAINING

a. First Responder Basic Awareness

(i) Target Group

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities, and if possible, isolate incident and deny entry.

Examples of personnel recommended to receive awareness training:

- Law Enforcement;
- Fire Agencies;
- Public Works;
- CalTrans Maintenance Crews;
- Emergency Medical Personnel;
- Public Utility and Industry personnel involved with hazardous material; and
- Parks Department Personnel.

(ii) Training Needs

Persons at the Awareness Level should be trained in hazard identification and proper notification procedures. First responders at the awareness level shall be employer certified in the following:

- An understanding of what hazardous materials are, and the risks associated with them in an incident;
- An understanding of the potential outcomes associated with an emergency created when hazardous substances are present;
- The ability to recognize the presence of hazardous substances in an emergency.
- The ability to identify the hazardous substances, if possible;
- An understanding of the role of the first responder awareness individual in the employer's emergency response plan (including site security and control), and the U.S. DOT's Emergency Response Guidebook; and
- The ability to realize the need for additional resources, and to make appropriate notifications to the communications center.

(iii) Training Frequency

Frequency of training should be as follows:

- Initially: within six months of employment;
- Annual refresher training of sufficient content and duration to maintain their competencies, or should be able to demonstrate competency in those areas at least yearly; and

- Minimum length of time required to cover Awareness Level topics in one course: 4-16 hours, depending on the agency need and responsibility (e.g., law enforcement 4-8 hours).

b. First Responder Operations

(i) Target Group

First responders at the operations level are local fire departments who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

Examples of other personnel recommended receiving operations level training:

- Law Enforcement;
- Fire Fighters;
- Public Works;
- CalTrans; and
- All other responders at the Awareness Level with greater involvement.

(ii) Training Needs

Operations Level personnel should have all the training of First Responder Awareness Level, plus further employer certified training in:

- Knowledge of the basic hazard and risk assessment techniques;
- Know how to select and use proper PPE provided to the first responder operational level;
- An understanding of basic hazardous materials terms;
- Know how to perform basic control, containment, and/or confinement operations and rescue injured or contaminated persons within the capabilities of the resources and PPE available with their unit;
- Know how to implement basic equipment, victim, and rescue personnel decontamination procedures; and
- An understanding of the relevant standard operating procedures and termination procedures.

(iii) Training Frequency

Frequency of training should be as follows:

- Initially, at least eight hours of training in addition to Awareness or have had sufficient experience to objectively demonstrate competency in the areas above;

- Annual refresher training of sufficient content and duration to maintain their competencies, or should be able to demonstrate competency in those areas at least yearly; and
- Required course time (assuming First Responder Awareness Level taken) 8-24 hours, depending on agency needs and responsibility.

c. First Responder Operational-Decon

(i) Target Group

Minimum training for fire personnel providing countywide team support for decontamination in the Contamination-Reduction (Warm) Zone.

(ii) Training Needs

First Responder Operational-Decon personnel shall be employer certified in the following:

- Understand and know how to implement equipment, victim and rescue personnel decontamination procedures;
- Identify various types of decontamination and their appropriate application;
- Establish a decon corridor and describe the necessary equipment and personnel functions needed to perform various decontamination operations;
- Describe the Decontamination Leader Position Description and duties under the ICS;
- Identify the types, selection criteria, and limitations of personal protective clothing and respiratory protection associated with decontamination; and
- Describe the purpose and need for medical monitoring and the signs and symptoms of heat related illnesses.

(iii) Training Frequency

Training frequency should be as follows:

- Initially: First Responder Operational-Decon personnel shall have received eight (8) hours of training equal to the CSTI or State Fire Marshal First Responder Operational-Decon training program; and
- Annual refresher training shall be completed.

d. Specialist Employees

(i) Target Group

These individuals may be employees of public agencies or business representatives. These specialty employees will respond at the request of the IC. These persons will function at the specialist employee level (CCR Title 8, Section 5192 q (5)). They will provide technical advice and/or assistance to the IC. Technical assistance may include sampling, identification of chemicals, limited treatment of hazardous wastes, mitigation of releases, which may include plugging, patching, or other methods to stop a release and evaluation of health and

environmental risks. Specialist Employees may or may not be assigned to ICS positions, and may or may not function within the Exclusion (Hot) or Contamination-Reduction Zone (Warm) Zones.

(ii) Training Needs

Employers will determine training needs according to the employees' regular job duties.

(iii) Training Frequency

Specialist employees shall receive training or demonstrate competency in the area of their specialty annually.

e. Hazardous Materials Technicians

(i) Target Group

Hazardous Materials Technicians are individuals who respond to potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

(ii) Training Needs

Their employer shall certify Hazardous Materials Technicians in the following:

- Know how to implement the employer's emergency plan;
- Know the classification, identification, and verification of known and unknown hazardous materials by using field survey instruments and equipment;
- Be able to function within an assigned role in the ICS;
- Know how to select and use proper specialized chemical PPE provided to the Hazardous Materials Technician;
- Understand hazard and risk assessment techniques;
- Be able to perform advanced control, containment, and/or confinement operations within the capability of the resources and PPE available within the unit;
- Understand and implement decontamination procedures;
- Understand termination procedures; and
- Understand basic chemical and toxicological terminology and behavior.

(iii) Training Frequency

Training frequency should be as follows:

- Initially, Hazardous Materials Technicians shall have received at least one hundred and sixty (160) hours of training equal to the CSTI or State Fire Marshal Hazardous Materials Technician training program;

- Annual refresher training shall be completed; and
- A minimum of 24 hours is required for annual refresher training.

f. Hazardous Materials Specialist

(i) Target Group

Hazardous Materials Specialists are individuals who respond with and provide support to Hazardous Materials Technicians. Their duties parallel those of the Hazardous Materials Technicians, however, those duties require a more directed or specific knowledge of the various substances they may be called to contain. The Hazardous Materials Specialist would also act as liaison with federal, state, local and other governmental authorities in regard to site activities.

(ii) Training Needs

Hazardous Materials Specialists shall be certified by their employer in the following:

- Know how to implement the local emergency incident response plan;
- Understand classification, identification, and verification of known and unknown materials by using advanced survey instruments and equipment;
- Know the Solano County Area Plan for Hazardous Materials Emergency Response;
- Be able to select and use proper specialized chemical PPE provided to the Hazardous Materials Specialist;
- Understand in-depth hazard and risk assessment techniques;
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and PPE available;
- Be able to determine and implement decontamination procedures;
- Have the ability to develop a site safety plan; and
- Understand chemical, radiological and toxicological terminology and behavior.

(iii) Training Frequency

Training frequency should be as follows:

- Initially, Hazardous Materials Specialists shall have received an additional eighty (80) hours of training equal to the CSTI or State Fire Marshal Hazardous Materials Specialist training program;
- Annual refresher training shall be completed; and
- A minimum of 24 hours is required for annual refresher training.

g. Incident Commander (IC)

(i) Target Group

Agency employee(s) who will assume control of the incident scene beyond the first responder awareness level (e.g., Operations Chief, IC, etc.).

(ii) Training Needs

Persons trained as an IC should be trained in First Responder Awareness and Hazard Identification and have further employer certified competency in:

- Planning - development and implementation of response plans, based on knowledge from pre-incident surveys of business sites, sensitive environments, etc.;
- Staff preparation/training;
- Measures to increase public awareness relating to hazardous materials safety;
- Assessment/Recognition;
- Investigation/documentation of incidents;
- Identification of source, type of material and its degree of hazard;
- Assessing cost of containment;
- Understanding the importance of liability, substantiation of cost recovery claims;
- Personnel protection required;
- Notification/Response Coordination;
- Know and implement the ICS;
- Knowledge of the state emergency response plan and of the Federal Regional Response Team;
- Knowledge of proper notification protocols – follow up measures to ensure proper agency notifications;
- Know how to implement the local emergency response plan;
- Containment and Control;
- Isolation/containment practices, procedures, policies;
- Evacuation -- procedures, policies, contingency plans;
- Know and understand the importance of decontamination procedures;
- Overview of funding mechanisms/cost accounting methods for control/containment;
- Safety (Protection of responders from harm or risk);
- Hazards and risks associated with employees working in chemical protective clothing;
- Standardized safety procedures;
- Medical surveillance and health monitoring;
- Regulation - knowledge of pertinent local, state, federal regulations (example: waste labeling); and
- Media relations/public information.

(iii) Training Frequency

Training frequency should be as follows;

- Initially, at least 24 hours of training, in addition to the Operations level course work; and
- Annual refresher training of sufficient content and duration to maintain competencies, or should be able to demonstrate competency in those areas at least annually.

B. Training Documentation

Federal and State law (CCR Title 8, Section 5192, SEMS) require documentation for hazardous materials response training. Each agency will be responsible for maintaining the documentation on employee hazardous materials training. Each agency's training officer is responsible for the maintenance and completeness of these training files. A training log should be maintained listing each employees annual refresher due date. Training records for County hazardous materials response personnel shall be documented on a regular basis and maintained within a training record system data file, as well as within each individual personnel file.

C. Provisions for Joint Field or Tabletop Exercises

Solano County HMRT participates in annual (or other periodic) multi-agency and multi-jurisdictional (county-wide and regional) disaster and response field drills and tabletop exercises. These include exercises conducted with the Solano County HMRT and allied hazardous materials response teams.

Functional level exercises have been conducted at the Valero Refinery in Benicia. The onsite fire brigade is the Valero Refinery Fire Department with other offsite fire departments responding in a mutual aid situation. The yearly schedule of drills is established in January for that calendar year. Solano County CUPA participates in hazmat drills and exercises at businesses. Solano County CUPA participates in oil spill table top exercises at Valero Benicia Refinery, other Solano County facilities that store or transport petroleum products, and in oil spill drills at refineries and oil storage facilities in Contra Costa County.

Private sector and local business involvement in drills and exercises is voluntary and can be coordinated directly with the Solano County HMRT. Countywide exercises and drills conducted or planned include hospital mass casualty/decontamination drills and ongoing terrorism preparedness first responder training and exercises.

Training/drills also include periodic mutual aid training/drills with other municipal and private HazMat agencies and organizations, and attendance at quarterly LEPC meetings that include facility training.

Critiques of these drills are used to evaluate the effectiveness of this Area Plan as well as personnel training, and a resulting review of the training is used to ensure that the response plan is effective. Weaknesses within the Area Plan are identified where revision may be needed.

CCR SECTION 2646: PUBLIC SAFETY AND INFORMATION

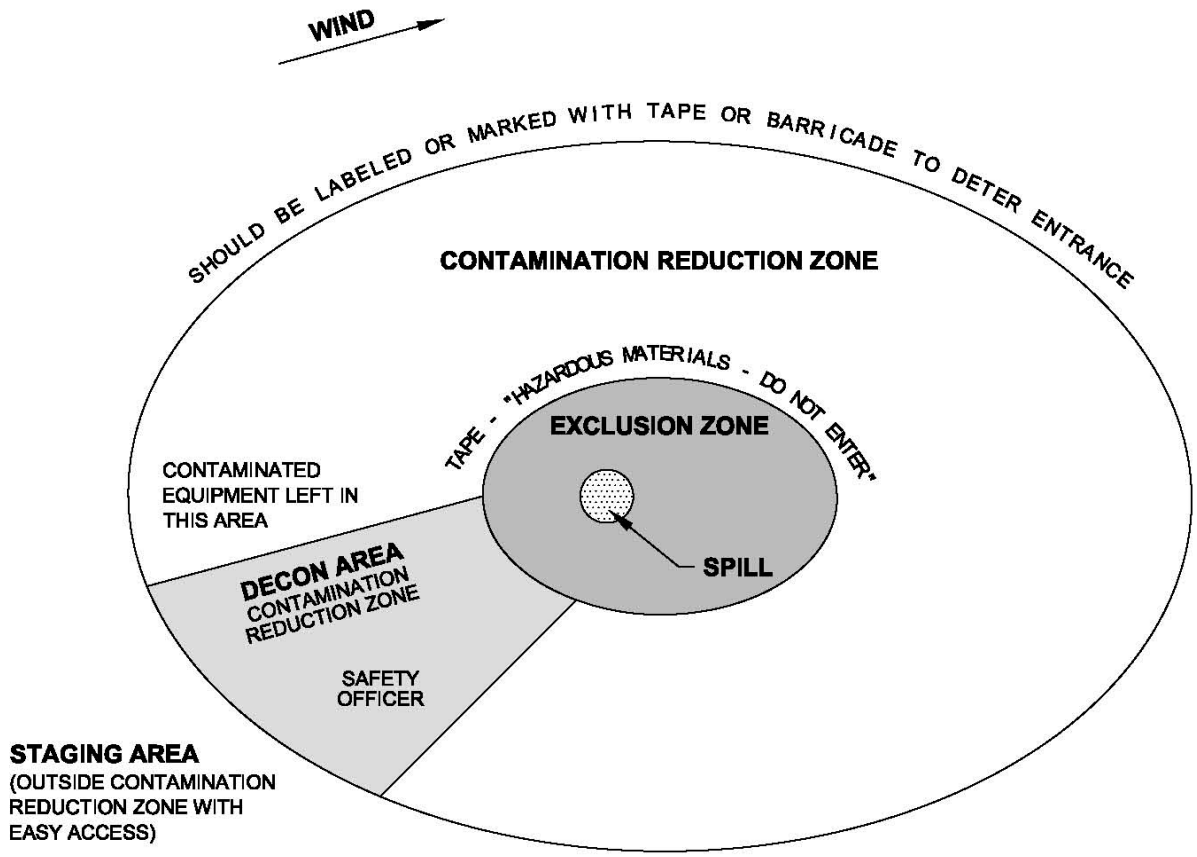
A. Procedures for Site Safety during a Release or Threatened Release

The authority for the management of the scene of an on-highway spill or disaster is vested in the appropriate law enforcement agency having primary traffic investigative authority on the highway where the spill occurs. Law enforcement includes CHP, the County Sheriff's Department, the District Attorney's office, and local police departments. Information such as shipping papers, placards, signage, etc. is used to determine perimeter security needs.

The Solano County CUPA uses HMBP facility information to determine perimeter security needs. When first responders are dispatched to an emergency at a business, emergency plans, chemical inventories and site maps are accessed on CERS at California Environmental Reporting System (CERS). The emergency plans include specific site hazard and emergency contact information. The first responders also utilize available facility signage, obvious occupancy, and their familiarity with the business. This information is used, in addition to specific incident and environmental conditions, to establish control zones and perimeters.

In Solano County, the local law enforcement agency cedes the role of IC to the fire departments. In unincorporated areas, the Sheriff will assume the role of the IC. The IC has the duties of establishing the ICP, traffic control, and providing security to the scene and surrounding area. On-site perimeter security should be accomplished by utilization of the "Two Ring" security concept as shown below. When appropriate, the IC will be responsible for instructing the PIO to issue the evacuation notification and the re-entry notification. The IC is responsible for coordinating the efforts of the various agencies, which may be involved in the incident. The IC will maintain contact with the designated emergency dispatch centers.

PERIMETER SECURITY



B. Provisions for Informing Business Personnel and the Affected Public

1. GENERAL

Informing business personnel and the affected public of safety precautions, and/or evacuation procedures to follow during a release or threatened release of a hazardous material, shall be the responsibility of the jurisdictional local law enforcement agency (Solano County Sheriff's Department or local police department). At the request of the IC, assistance shall be provided from other appropriate local response agencies.

The City of Benicia has community warning sirens that are tested monthly on Wednesday at 11:00 am. The Valero Benicia Refinery has sirens that are tested every Monday at 12:00 pm. The City and County Dispatch Centers have reverse 911 to notify residents. Solano County OES and Solano County Emergency Medical Services have access to ReddiNet to contact hospitals during mass casualty events to determine status/surge capacity.

The following procedures should be followed to ensure that adequate and accurate information is disseminated to the general public in a timely manner.

- Unless otherwise stated, the central point for the release of information to the public concerning safety procedures and/or evacuation warnings during a hazardous materials incident will be the IC or his/her designated representative at a location situated a safe distance from the incident.

- The IC or his/her designated representative shall access Language Line Services, Inc. translation service to assist in communicating with affected individuals in their native language, should there be no other emergency responder on scene who can do so in person.

- Where it appears that evacuation of the public from a hazardous materials incident is imminent, the following should be considered as a minimum:
    - Persons being asked to evacuate should be told where to go and how to get there;
    - The public should be told to listen to a specific Emergency Alerting System (EAS) station;
    - ~~o~~ The Solano County OES will work with the Red Cross to determine an appropriate site for the shelter; and
    - A public address system will be used to inform the public and businesses where to evacuate to or, instruct them to shelter in place.

2. RECEPTION CENTERS

City emergency plans contain city-specific procedures for evacuation coordination, sheltering and related actions. The Solano County Operational Area Plan contains this information for county jurisdiction. Reception centers are selected from the available facilities identified in each jurisdiction's emergency plan, considering the number of people evacuated, safety of evacuation routes, and distance from the hazard area.

Whenever dealing with relocation of populations or evacuation, close coordination is needed with the American Red Cross (ARC). The ARC is responsible for health and welfare information and has entered into agreements with local and county governments to assist in the operation of mass care facilities, reception centers, and/or shelters. The American Red Cross (Solano County chapter) in coordination with the affected city, will designate mass care centers at the time of the event (typically high schools). Shelters could be staffed by a combination of Red Cross volunteers and shelter-trained city employees. Both the Red Cross and many cities have sheltering supplies and equipment. The specific city entity responsible for ARC coordination will vary by city, but is specified in each city's emergency plan.

3. RESPONDING AGENCY RESPONSIBILITIES

Each agency shall perform those tasks charged to that agency related to the emergency operation and shall confer with the IC for coordination of those tasks. The role definitions in this plan describe the areas of responsibility for each agency or department.

Only the IC shall authorize requests for assistance from private agencies.

The Solano County OES shall contact CalOES to provide response information for state statistical purposes.

C. Designation of Responsibility for Coordinating Release of Information to Public

1. INFORMATION/MEDIA RELATIONS

Providing factual and timely information to the media is an extremely important function. To provide inaccurate information or appear disinterested in assisting media representatives at the scene of a hazardous materials incident would be counterproductive. Therefore, it will be necessary to identify a SAFE area for the media to be properly briefed and escorted if necessary to ensure they receive accurate data without jeopardizing the effectiveness of the emergency operations.

2. RESPONSIBILITIES AND OPERATING CONCERNS

Specific protocols and responsibilities for collecting and disseminating public safety information are detailed in the Solano County Operational Area Plan and city emergency plans.

The IC may designate a PIO as needed depending upon the nature and magnitude of the incident. The PIO, who should be a representative from the affected jurisdiction, will become the only source through which information is released to the news media at the scene.
This person would be responsible for:

- Requesting an EAS announcement be issued from the Solano County Sheriff Watch Commander (when activated by the Solano County OES);
- Maintaining a current status of all activities involving the hazardous materials incident;
- Maintaining a current status of all activities involving the petroleum release from the refinery; and
- Insuring that all releases to the media and public are coordinated among all participating agencies and local private agencies, such as the American Red Cross, Salvation Army, and utility companies, so that mutual needs may be fulfilled during emergencies.

For hazardous materials and petroleum release incidents, the PIO should follow the Public Information Release protocols for hazardous materials incidents. Public information release actions will initially be taken by the on-scene PIO assigned by the IC. (Additional public information staff may be requested from the jurisdiction). The public information staff at the EOC may be mobilized depending on the extent of the incident. A joint information center may also be established at the EOC that will ensure all press releases are consistent, coordinated, validated, and have the approval of the IC. The media should be briefed periodically throughout the year on hazardous materials incident response and related procedures. All releases must be cleared through the IC and technical advisor at the scene or Emergency Manager at the EOC. City emergency plans and the Solano County Operational Area Plan contain pre-scripted messages for guides in developing public information messages to be broadcast over the Emergency Alert System and communicated through various other means.

3. LOCAL NOTIFICATION SYSTEM

Many law enforcement agencies and scene management jurisdictions within Solano County use a variety of methods to issue emergency information notifications. These methods include social media, school alerts, AM/FM radio announcements, TV announcements, sirens, personal notifications by mobile units, mobile units equipped with loud speakers, door to door notification by law enforcement, fire agencies, and emergency response staff. In addition, the Emergency Alert System (EAS) may be utilized. These same methods are utilized during a petroleum release from the Valero refinery.

The City of Benicia has Community Warning Sirens that are tested monthly on the first Wednesday at 11:00 am. The Valero Benicia Refinery has sirens that are tested every Monday at 12:00pm. The City and County Dispatch Centers have reverse 911 to notify residents.

The EAS is a communications system which permits designated federal, state, and local government officials and the National Weather Service (NWS) to issue emergency information, instructions and warnings to the general public through local broadcasters. The activation point is located through the Solano County Office of Emergency Services, a 24-hour facility. The Solano County Office of Emergency Services is the authorized EAS activation point for emergencies occurring within the City and County areas of Solano County. Local, State, and Federal agencies with disaster response jurisdiction within Solano County Operational Area will notify the Solano County Office of Emergency Services as soon as possible of their involvement and responsibilities regarding disasters occurring within their jurisdictions. The NWS will issue alerts and warnings regarding weather related events within Solano County and the surrounding communities.

Solano County is part of the Contra Costa County Community Warning System. On a regional level, Solano County CUPA and Solano County OES personnel receives and can initiate notifications as participants of the Contra Costa Community Warning System.

The “Whole Community” must be considered during the planning process for notification, evacuation, and transportation, and sheltering of the public during and after a disaster or emergency. Planning must take into consideration those populations that are elderly, young, have special or access and functional needs, have language barriers, homeless, or may come from diverse cultures.

4. NEWS MEDIA INGRESS TO HAZARDOUS MATERIALS INCIDENT SCENES

The California Penal Code, Section 409.5(d) permits members of the news media to enter hazardous substance spill incidents.

Once properly identified with a valid press card, the news media shall be advised that entering the scene may be hazardous to their health and safety, and should exercise due caution before entering. The press shall be immediately advised of the danger and a recommendation made that all personnel remain at a safe distance. Equipment and/or personnel subjected to possible contamination, resulting from encroachment upon contaminated area or other events, will be considered to be contaminated and decontamination measures taken.

D. Provisions for Informing Medical and Health Facilities

In general, overall management of local disaster medical care operations are a coordinated effort among the local medical coordinators, local rescue teams, field rescue and transport services provided by local fire departments, and EMS personnel through the existing mutual aid network. Details of medium to large-scale disaster-related medical operations are contained in the Solano County Operational Area Plan and the emergency/operational plans of the cities located within Solano County. These plans also contain lists of medical facilities.

The IC will be responsible for notifying the medical facility of any exposure or possible exposure to hazardous substance(s). The IC should provide the medical facility with as much information as possible prior to victim(s) arrival at the medical facility.

Solano County OES and Solano County Emergency Medical Services have access to ReddiNet to contact hospitals during mass casualty events. ReddiNet is a dedicated emergency medical communications network. It facilities information exchange among hospitals, EMS agencies, paramedics, dispatch centers, law enforcement, homeland security, public health officials, and other health care system professionals in local and regional communities.

Each medical facility within the OA should be responsible on a 24-hour basis for:

- Coordinating the means of transportation of casualties and medical resources to health care facilities;
- Coordinating the relocation of patients from damaged or untenable health care facilities; and
- Communicating with regional poison control centers, to obtain toxicological or any other pertinent information they may provide or access.

Emergency Medical Services is responsible on a 24-hour basis for:

- Coordinating disaster medical care operations within the county;
- Coordinating the procurement and allocation of critical public and private medical and other resources required to support disaster medical care operations in the affected area;
- Maintaining liaison with the appropriate American Red Cross Chapter and volunteer services agencies within the jurisdiction;
- Maintaining liaison with the IC or designated contact for other relevant emergency services such as: communications, fire and rescue, health, law enforcement and traffic control, transportation, welfare, etc.;
- Requests for additional medical transportation resources, if local resources are insufficient, will be made through the EMS Agency; and
- Communicating with other EMS Agencies on matters requiring assistance from their jurisdictions, state or federal governments.

E. Provisions for Evacuation Plans

1. GENERAL PROCEDURES

City emergency plans contain city-specific procedures for evacuation coordination, sheltering and related actions. The Solano County Operational Area Plan contains this information for the county jurisdiction.

The decision to evacuate due to a hazardous materials incident is determined by the IC, based upon the following factors:

- Type of hazardous material involved;
- Condition of the material;
- Duration and amount of release;
- Condition of containment devices;
- Wind speed, direction and potential changes; and
- Weather conditions: temperature, relative humidity, and barometric pressure.

An evacuation should be implemented if sufficient time exists to complete the evacuation before the hazard reaches any part of the evacuation area, and if the evacuation would cause a lesser risk to public health and safety than sheltering-in-place. Fire agencies and the Solano County HMRT have the ability to determine evacuation distances. Fire agencies may use the evacuation distances referenced in the DOT's Emergency Response Guidebook. The Emergency Response Guidebook can serve as a guide to first responders (law enforcement, fire, health, transportation) for initial action to be taken at a hazardous materials incident; including basic emergency actions and evacuation distances for various materials.

Fire agencies and the Solano County HRMT have the ability to coordinate emergency evacuations and notifications when a petroleum incident crosses jurisdiction boundaries from the refinery. The Solano County Sheriff's Department or local Benicia law enforcement has primary responsibility to execute evacuation actions during a release from the refinery.

2. EVACUATION RESPONSIBILITIES

a. Incident Commander (IC)

The Incident Commander:

- Takes appropriate actions to see that information on the evacuation is disseminated to all individuals within the area to be evacuated;
- Law enforcement personnel will not be utilized for evacuation in areas where protective clothing is required;
- Identifies area to be evacuated and specifies lines of the perimeter, the locations of emergency shelters, and transportation availability if needed;
- Coordinates to initiate the evacuation;

- Ensures that evacuation information is continuously disseminated to the Emergency Operations Center (EOC) and other agencies;
- Verifies whether the evacuation is emergency or precautionary; and
- Takes measures to prevent and control against looting in the evacuation area.

b. Solano County Sheriff's Department or Local Law Enforcement

The Solano County Sheriff's Department or local law enforcement has primary responsibility to execute the evacuation within their jurisdictions.

c. Solano County Office of Emergency Services (OES)

The OES:

- Coordinates shelter locations with the American Red Cross;
- Notifies CalOES of the situation and provides appropriate updates;
- Provides continuous monitoring of the situation to ensure that activities are proceeding as directed and that agencies involved in the support operation are informed of the status of the evacuation; and
- Maintaining liaison with the IC or designated contact for emergency services such as communications, fire and rescue.

d. American Red Cross

The American Red Cross:

- Opens shelters as requested and provides staffing;
- Opening shelters shall be directed by the Solano County OES when feasible;
- Provides information to the EOC on the status of the shelter and its occupants; and
- Coordinates with the EOC and the PIO for the dissemination of information to the public.

e. School Districts

School Districts will:

- Coordinate with American Red Cross on the availability of schools to be used as shelters; and
- Coordinate with the EOC on public information.

3. SHELTER LOCATIONS AND TRANSPORTATION

Evacuation procedures will be coordinated between the IC or a designated representative, and Solano County OES. Together, these representatives will select the most appropriate area for establishing a shelter. The Solano County OES will coordinate with the American Red Cross and the appropriate schools districts to select the best location within the area, which has been identified for sheltering.

Sheltering information including evacuation centers will be disseminated to the following:

- Individuals at the incident Site;
- News Media via the PIO; and
- Other agencies as appropriate.

4. POST-EVACUATION

Before re-entry is authorized, data collected in the potentially contaminated/affected area must be evaluated and verified. The re-entry decision should be a consensus of the Unified Command to ensure that each agency's area of concern is addressed. The Solano County CUPA is the designated public health officer representative for hazardous materials emergencies and, therefore, has primary responsibility for determining when it is appropriate to allow the public to reoccupy evacuated areas.

Once an evacuation area is deemed safe for re-entry, the IC will facilitate the removal of barricades or collapse of the evacuation perimeter. The IC will coordinate the re-entry with the EOC, and the EOC will contact emergency shelters to develop plans for returning the evacuees to the area. The PIO will be responsible for disseminating post-evacuation information to the media.

Depending on the incident, the Solano County CUPA in consultation with Public Health officer and UC Davis Veterinary School should provide post information to evacuees regarding their evacuated areas. This may include information on:

- Cleaning procedures for clothing, cooking utensils and furniture;
- Handling of food substances;
- Care of pets;
- Care of plants; and
- Lingering or long term health effects.

After the incident conclusion, the Solano County OES will assemble information from the Red Cross, and other agencies participating in the evacuation for the consolidation of appropriate formal records.

5. SHELTERING IN PLACE

a. Shelter-in-Place Process

Sheltering-in-place is a viable alternative to evacuation for incidents involving a short-term, unexpected toxic airborne threat or release when there is little or no time for notification and evacuation. Sheltering-in-place requires that people stay indoors and make their homes and buildings airtight. This can be done by closing doors, windows, and vents and by closing air conditioning and heating systems until the toxic cloud passes. Once the toxic cloud has passed, the concentration of toxic material indoors may be higher than outdoors, due to infiltration. It may then be necessary for the occupants to move outdoors.

b. Considerations

The decision to shelter-in-place is the IC's responsibility and should be based on the following:

- Material released;
  - type
  - concentration
  - estimated duration of the release
- Location of the release;
- Toxicological effects;
- Atmospheric conditions;
  - wind direction
  - speed
  - stability
  - weather
  - temperature
  - dispersion patterns
- Time of Day;
- Number of people at risk;
- Type of population (ambulatory, non-ambulatory);
- Location of population;
- Emergency response and response time;
- Time necessary to conduct evacuation; and
- Adequacy of the shelters

c. Instructions for Public

City emergency plans contain city-specific procedures for evacuation coordination, sheltering and related actions. The Solano County Operational Area Plan contains this information for the county jurisdiction.

The effectiveness of sheltering-in-place is dependent on initial public information and periodic informational updates. The public should be instructed to do the following:

- Close all internal and external doors and close and lock all windows;
- Stop drafts: use wet towels in gaps under doors and duct tape around sides/cracks on doors and windows;
- Turn off outside ventilation and close vents to the outside;
- Turn off all sources of ignition, if it is safe to do so;
- Turn off home air-conditioners and switch inlets to closed position;
- Seal any gaps around air-conditioner window units with tape, plastic sheeting, paper, or aluminum wrap;
- Turn off and cover exhaust fans in kitchens, bathrooms, dryer vents and other spaces;
- Turn off clothes dryer;
- Close fireplace dampers;
- Hold a wet cloth or handkerchief over nose and mouth;

- For a higher degree of protection, stay in the bathroom, close the door, and turn on the cold water in the shower using a strong spray to "wash" the air;
- If an explosion is possible outdoors, close drapes, curtains, and shades over windows. Stay away from windows to prevent potential injury from flying glass;
- Minimize the use of elevators in buildings. Elevators tend to "pump" outdoor air through a building as they travel up and down;
- Once the toxic cloud passes and all steps have been taken to ensure that the incident will not recur, the ventilation must be increased by opening windows and doors, turning on ventilation systems and moving occupants outdoors; and
- Other specifics related to the incident.

CCR SECTION 2647: SUPPLIES AND EQUIPMENT

A. Available Emergency Response Supplies and Equipment Listing

This section contains specific information on equipment and supplies maintained by the Solano County CUPA, as they are most likely to respond operationally to hazardous materials incidents and is available 24-hour basis. Hazardous materials response equipment and supplies are also available on a 24-hour basis from the Solano County Inter-Agency Hazardous Materials Response Team (HMRT). Additional support equipment and materials is generally maintained by various city and county maintenance and public works departments. The Solano County HMRT has the ability to respond to hazardous materials incidents at various levels and has designated staff to test, maintain, and decontaminate equipment on a regular basis.

The Valero Benicia Refinery has a MOU with Solano County Fire Departments. They have industrial firefighting apparatus and approximately 22,000 gallons of firefighting foam concentrate for petroleum fires at incidents away from the refinery. Valero Benicia Refinery is a member of the Petrochemical Mutual Aid Organization and has access to the foam equipment, personnel, and approximately 15,000 gallons of foam concentrate from other refineries.

The Travis Air Force Fire Department has specialized equipment for firefighting with aircraft and will also respond off base to assist with industrial firefighting operations. The Union Pacific Railroad has a chase of equipment in their Roseville Yard near Sacramento. They have air monitoring equipment, foam and foam dispensing equipment, and boom. The Union Pacific Railroad has retained emergency response contractors for cleanup and performing air monitoring. A listing of the emergency supplies and equipment is contained in Appendix J.

CCR SECTION 2648: CRITIQUE AND FOLLOW UP

A. Debriefing

Interagency incident critiques when applicable will be held to provide a means to determine the efficiency of the response efforts and provide methods of improving safety and incident operations. Information from the critique will be compared against procedures outlined within this Area Plan and current departmental operating procedures for validity and corrected wherever deficiencies are found to exist. The critique is held to determine:

- What went wrong?
- What went right?
- What was learned?
- Can operations be improved in the future?
- Should the plan be changed?
- What costs were incurred?
- Gather reports from all involved.

To perform the evaluation of the incident response, all reports on the incident will be reviewed. The critique should not be used to make accusations or to lay blame on any one person or agency.

B. Follow-Up

Based on the outcome of the critique it should be determined what items need to be checked on and who should conduct the follow-up with respect to the following:

- Recovery of agency costs;
- Enforcement actions if necessary;
- Corrections in plans and procedures;
- Agency responsibilities; and
- Equipment inventory.

CCR SECTION 2622: PESTICIDE DRIFT EXPOSURE INCIDENT

Solano County is high in agriculture production, hence there is the potential for commercial use of pesticides and herbicides throughout the county. In some parts of the county, residential and business areas are located relatively close to agricultural operations and would be at risk should there be an incident of pesticide drift.

A. General Procedures and Access to Pesticide-Specific Information for Responders

Should a pesticide drift incident occur, the Solano County CUPA in coordination with the jurisdictional public safety departments, the Solano County HMRT and the Solano County Agricultural Commissioner (AC), will implement the following protocols as an adjunct to the relevant communication/notification, evacuation, decontamination, medical assistance, and cost recovery procedures contained in other sections of this Area Plan.

The following pesticide protocols augment the policies and procedures already in place for responding to any chemical release emergency within the county. These protocols apply primarily to the non-occupational population that may be affected by an off-site release of a pesticide which has migrated away from the target area.

Should the IC be notified of or otherwise suspect an incident of pesticide drift, the IC or designee will initiate immediate access to pesticide-specific information for responders to pesticide releases. This access may also be initiated or coordinated by the Solano County HMRT. Pesticide-specific information will be requested by the IC or designee by contacting the following:

- Solano County CUPA;
- Solano County Agricultural Commissioner;
- Regional Poison Control Center;
- California Department of Pesticide Regulation – Environmental Monitoring Branch; and
- California Department of Pesticide Regulation – Medical Toxicology Branch.

The information to be accessed is intended to assist emergency response and emergency medical services personnel in identifying and characterizing any pesticides which have the potential to come into contact with one or more individuals as the result of a pesticide drift exposure incident.

B. Public Safety and Information

In the event of a pesticide drift incident, the Solano County CUPA, and jurisdictional police/public safety department will consult with the AC in conducting notification and evacuation of affected residents and businesses. As needed, the California Department of Pesticide Regulation will also be consulted.

Public notification in Solano County for all hazardous materials incidents is described above.

C. Protocols for Service Access in Various Languages

In the event of a pesticide drift incident, or upon delegation by the IC, the Solano County Agricultural Commissioner, Solano County CUPA, or others can use the National Pesticide Information Center's

(NPIC's) foreign language capability. NPIC has an agreement with Language Line Services, Inc. to connect NPIC with interpreters trained in medical and scientific terminology for real-time interpretation in more than 170 languages. This same service is used by numerous poison control centers across the United States. NPIC also has resources for Spanish speaking callers including Spanish-speaking pesticide specialists and links to Spanish pesticide information.

The interpreting service can be utilized to translate documents, record notifications for later broadcast and convey verbal instructions and information to persons at the scene of a drift incident). Information to be provided includes information on decontamination, access to medical services, and other information.

D. Access to Health Care within 24 Hours of Pesticide Exposure

After joint consultation with Public Health Officer and Agriculture Commissioner, the Solano County CUPA will notify persons exposed/potentially exposed from a pesticide drift incident regarding access to health care within 24 hours of and up to one week after a pesticide drift incident. This notification will be coordinated with the public communication sources described previously in this Area Plan (primarily the SEMS) and with area hospitals/medical centers. As a public health incident, responsibility for assuring access to health care is the responsibility of the Solano County Public Health and Solano County CUPA ('access' in this regard does not include accepting financial responsibility for such care, nor providing non-emergency transport to such health care).

E. Reimbursement of Medical Costs for Pesticide Drift Incidents

The DPR has developed an informational brochure explaining the requirement for violators of pesticide rules to pay certain medical costs of victims exposed to pesticide drift incidents.

The brochures are printed in both English and Spanish. The brochures are to be distributed to health care providers in Solano County by Public Health, the Solano County CUPA or by partnering governmental and other response agencies. Sample brochures can be found in Appendix G.

REFERENCES

- *Guidelines for approach, recognition, and evaluation of releases and threatened releases by emergency response personnel (19 CCR §2642(a)).*

- *Monitoring and decontamination guidelines for emergency response personnel and equipment (19 CCR §2642(b)).*

- *Procedures to access local, state, and federal funding and emergency response assistance (19 CCR§2643(c)).*

- *Procedures, developed in consultation with the Local Health Officer, to inform medical providers regarding eligibility for reimbursement pursuant to Section 12997.5 of the Food and Agricultural Code, where applicable (CCR§2643(d)).*

- *Provisions for access to state approved and permitted hazardous waste disposal facilities and emergency response contractor (19 CCR§2643(e)).*

- *Development of an integrated response management system providing standardized organizational structure, terminology, and procedures for use during any release or threatened release (19 CCR §2643(f)).*

- *Procedures, established in consultation with the County Agricultural Commissioner and the Local Health Officer, with assistance from the Department of Pesticide Regulation, to provide immediate access to pesticide-specific information for responders to pesticide releases (19 CCR§2643(g)).*

- *Site perimeter security procedures for use during a release (19 CCR §2646(a)).*

- *Procedures, established in consultation with the County Agricultural Commissioner and the Local Health Officer, with assistance from the Department of Pesticide Regulation, to provide immediate access to pesticide-specific information for responders to pesticide releases. This information will assist emergency response and emergency medical services personnel in identifying and characterizing any pesticides which have the potential to come into contact with one or more individuals as the result of a pesticide drift exposure incident within the jurisdiction. Access to Pesticide-Specific Information for Responders to Pesticide Releases, Pesticide Drift Protocols – (19CCR 2643(g)).*

- *California Hazardous Material Incident Contingency Plan, revised October 1990, California Office of Emergency Services, Hazardous Material Division.*

APPENDICES

APPENDIX A

CalOES Optional Model Reporting Form

AREA PLAN
OPTIONAL - MODEL REPORTING FORM

CHECKLIST for AREA PLAN ELEMENT Reference: **CCR, Title 19, Div 2, Chapt 4**	**ELEMENT LOCATION**	**ELEMENT NOT PROVIDED, JUSTIFICATION ATTACHED**	**PROPOSED DATE FOR COMPLETION**
ARTICLE 1			
Section 2622 – Pesticide Drift Exposure Incident	39, 49, 59, 84, 85		
ARTICLE 3			
Section 2640– Proposed Area Plan	13-19		
Description of Requirements	13-17		
Provisions for HMBP integration	17-19		
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APPENDIX B

List of Acronyms & Glossary of Terms

APPENDIX B

LIST OF ACRONYMS & GLOSSARY OF TERMS

AA	Administering Agency
AB	Assembly Bill
AC	Agricultural Commissioner
ARES	Amateur Radio Emergency Services
CAER	Community Awareness and Emergency Response
CalARP	California Accidental Release Program
CDFW	California Department of Fish and Wildlife
CalEPA	California Environmental Protection Agency
CALTRANS	CA Department of Transportation
CCR	CA Code of Regulations
CERCLA	Comprehensive Emergency Response Compensation and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Coordination
CHO	County Health Officer
CHP	CA Highway Patrol
CSTI	CA Specialized Training Institute
CUPA	Certified Unified Program Agency
CVC	California Vehicle Code
DOD	Department of Defense
DOJ	Department of Justice
DOT	Department of Transportation
DPH	Department of Public Health
DPR	Department of Pesticide Regulation
DTSC	Department of Toxic Substances Control
EAS	Emergency Alerting Station
ECC	Emergency Communications Center
EHS	Extremely Hazardous Substances
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERA	Emergency Reserve Account
ERER	Emergency Response Expenditure Report
FEMA	Federal Emergency Management Agency
HMRT	Hazardous Materials Response Team
HSCF	Hazardous Substance Cleanup Fund
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
LEPC	Local Emergency Planning Committee
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRC	National Response Center
OCHCA	Orange County Health Care Agency
OES	Office of Emergency Services
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RHB	Radiological Health Branch
RMP	Risk Management Program
RP	Responsible Party
SAC	State Agency Coordinator
SARA	Superfund Amendments and Reauthorization Act
SCAQMD	South Coast Air Quality Management District
SDS	Safety Data Sheets
SEMS	Standardized Emergency Management System
SOC	State Operations Center
SOP	Standard Operating Procedures
SWRCB	State Water Resources Control Board

GLOSSARY OF TERMS

ABATEMENT - The actions taken to reduce the amount, degree of the hazard, or intensity of the release or threatened release of a hazardous material.

ABSORBENT MATERIAL - A material designed to pick up and hold liquid hazardous material to prevent contamination spread.

ABSORPTION - 1) The process of absorbing or "picking up" a liquid hazardous material to prevent enlargement of the contaminated area. 2) Movement of a toxicant into the circulatory system by oral, dermal, or inhalation exposure.

ACCEPTABLE RISK - A risk judged to be outweighed by corresponding benefits or one that is of such a degree that it is considered to pose minimal potential for adverse effects.

ACCESS CONTROL POINT - The point of entry and exit, which regulates traffic to and from control zones.

ACGIH - See American Conference of Governmental Industrial Hygienists.

ACID - A hydrogen-containing corrosive material that reacts with water to produce hydrogen ions; a proton donor.

ACUTE EFFECT - An adverse action on a human or animal, generally after a single significant exposure, which may be mild or severe (See Chronic Effect).

ACUTE EXPOSURE - Exposure that is short in duration.

ACUTE RELEASE - Release of a hazardous material that is short in duration.

ACUTE TOXICITY - Any harmful effect produced by a single short-term exposure that may result in severe biological harm or death.

ADMINISTERING AGENCY - Orange County OCHCA, the designated unit tasked to administer the local implementation of the State and Federal hazardous materials emergency planning and community right-to-know programs.

ADSORPTION - Process of adhering to a surface.

AEROSOLS - Liquid droplets, or solid particles dispersed in air, that is of fine enough particle size (0.01 to 100 microns) to remain dispersed for a period of time.

AFTER ACTION REPORT - A post-incident analysis report generated by a responsible party or responding agency after termination of a hazardous materials incident describing action taken, materials involved, impacts, etc.

AGENCY REPRESENTATIVE - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

AGENCY SPECIFIC PLAN - An emergency plan written by, and addressing an individual agency's response actions, capabilities, and resources.

AIHA - See American Industrial Hygiene Association.

AIRBORNE POLLUTANTS - Contaminants that are carried/released into the atmosphere or air.

AIR MONITORING - To measure, record, and/or detect pollutants in ambient air.

AIR PURIFYING RESPIRATORS (APR) - PPE; a breathing mask with specific chemical cartridges designed to either filter particulates or absorb contaminants before they enter the worker's breathing zone. They are intended to be used only in atmospheres where the chemical hazards and concentrations are known.

AIR PURIFYING RESPIRATOR (APR) - POWERED - An APR with a portable motor to force air through the filtering/purifying cartridges for use only in atmospheres where the chemical hazards and concentrations are known.

ALKALI - A hydroxide (-OH) containing corrosive material, which is soluble in water, neutralizes acids, and is irritating or destructive to tissue.

ALLOCATED RESOURCES - Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.

ASSIGNED RESOURCES - Resources checked in and assigned work tasks on an incident.

ASSISTING AGENCY - An agency directly contributing suppression, rescue, support, or services resources to another agency.

AVAILABLE RESOURCES - Resources assigned to an incident and available for an assignment.

BIOLOGICAL TREATMENT - A process by which waste is rendered less hazardous, or is reduced in volume, by relying on the action of microorganisms.

BOILING LIQUID EXPANDING VAPOR EXPLOSION (BLEVE) - A container failure with a release of energy, often rapidly and violently, which is accompanied by a release of gas to the atmosphere and propulsion of the container or container pieces due to an overpressure rupture.

BOOM - A floating physical barrier serving as a continuous obstruction to the spread of a contaminant.

BOOTIE - A sock like over-boot protector worn to minimize contamination.

BRANCH - That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizational between Section and Division/Group.

BREAKTHROUGH TIME - The elapsed time between initial contact of the hazardous chemical with the outside surface of a barrier, such as protective clothing material, and the time at which the chemical can be detected at the inside surface of the material.

BREATHING ZONE AIR SAMPLE - A sample collected in the breathing area of a worker to assess exposure to airborne contaminants.

BUDDY SYSTEM - A system of organizing employees into work groups in such a manner that each employee of the work group is designated to be observed by at least one other employee in the work group (8 CCR 5192 (a) (3)).

BUFFER ZONE - The area of land that surrounds a hazardous waste facility on which certain usages and activities are restricted to protect the public health and safety, and the environment from existing or potential hazards caused by the migration of hazardous waste.

BUSINESS PLAN - A written plan and inventory developed by a business for each facility, site, or branch that provides emergency response guidelines for a release of hazardous materials meeting the requirements of Health and Safety Code Section 25504.

CALIFORNIA ACCIDENTAL RELEASE PROGRAM (CalARP) - Statutory requirements in California Health and Safety Code, Section 25534, subsection (1). A plan which encompasses, amount other appropriate elements:

1). A structured assessment of hazards.
2). A formal personnel training program for the pretension of, and response to, emergencies.
3). Procedures for periodic safety reviews of operating equipment and procedures.
4). Schedules for regular testing of the program.
5). Procedures for the purpose of reducing the probability of accidents.

CALIFORNIA AIR RESOURCES BOARD (CARB) - An agency that enforces and implements the California and Federal air pollution control laws.

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW) - The state agency which enforces provisions of the state Fish and Game Code that prohibits pollution of habitats, waters and ocean waters; and acts as the State Agency Coordinator (SAC) at major off highway hazardous materials incidents.

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CDF) - a state agency that protects rural wild lands and other areas not protected by a fire department and/or a fire protection district.

CALIFORNIA DEPARTMENT OF HEALTH SERVICES (DPH) - The state agency containing the Radiological Health Branch, Office of Drinking Water and Office of Risk Assessment in addition to medical and health services.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CalTrans) - The state agency responsible for planning, designing, constructing, operating, and maintaining the State's highway system. It will ensure, in cooperation with other public and private agencies, the identification and containment of hazardous materials and restoration of orderly traffic flow. It will contract with cleanup companies to assist with cleanup.

CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL-OSHA) -The state agency responsible for enforcement of worker safety laws.

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY (CalEPA) - The State agency consisting of the Departments of Toxic Substances Control and Pesticide Regulation, the Office of Environmental Health Hazard Assessment, the Department of Water Resources and Regional Water Quality Control Boards, the Air Resources Board and the Integrated Waste Management Board. CalEPA sets the policy and direction that the member organizations pursue.

CALIFORNIA FIRE MUTUAL AID PLAN - A pre-plan agreement comprised of all fire jurisdictions in the State of California to respond and assist in the event of any incident, which has been determined to be outside the local fire jurisdiction's capabilities.

CALIFORNIA HAZARDOUS MATERIALS INCIDENT REPORTING SYSTEM (CHMIRS) - A mandatory post-incident reporting system to collect statistical data on hazardous materials.

CHEMICAL PROTECTIVE CLOTHING MATERIAL - Any material or combination of materials used in an item of clothing for the purpose of isolating parts of the wearer's body from contact with a hazardous chemical (NFPA 1991, 1-3).

CHEMICAL PROTECTIVE SUIT - Single or multi-piece garment constructed of chemical protective clothing materials designed and configured to protect the wearer's torso, head, arms, legs, hands, and feet (NFPA 1991, 1-3).

CHEMICAL RESISTANCE - The ability to resist chemical attack. The attack is dependent on the method of test and its severity is measured by determining the changes in physical properties. Time, temperature, stress, and reagent may all be factors that affect the chemical resistance of a material.

CHEMICAL RESISTANCE MATERIALS - Materials that are specifically designed to inhibit or resist the passage of chemicals into and through the material by the processes of penetration, permeation or degradation.

CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTREC) - The Chemical Transportation Center, operated by the Chemical Manufacturers Association (CMA), can provide information and technical assistance to emergency responders (Phone number 1-800-424-9300).

CHEMNET - A mutual aid network of chemical shippers and contractors. It is activated when a member shipper cannot respond promptly to an incident involving chemicals (Contact is made through CHEMTREC).

CHIEF - ICS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance.

CHLOREP - The chlorine emergency plan, established by the Chlorine Institute, enables the nearest producer of chlorine to respond to an incident involving chlorine (Contact is made through CHEMTREC).

CHLORINE KITS - Standardized kits commercially manufactured by contract with the Chlorine Institute to provide equipment to control or stop leaks in chlorine cylinders, tanks, and transportation tank cars.

CHRONIC EFFECT - Delayed or slowly developing harm resulting from a chemical exposure, which is often, hard to recognize.

CLANDESTINE LABORATORY - An operation consisting of a sufficient combination of apparatus and chemicals that either have been or could be used in the illegal manufacture/synthesis of controlled substances.

CLEAN AIR ACT - A set of national standards for ambient air quality, which defines the principal types and levels of pollution that should not be exceeded. This law requires states to develop "state implementation plans" for achieving the ambient air standards in each air quality control region in the state.

CLEANUP - Incident scene activities directed toward removing hazardous materials, contamination, debris, damaged containers, tools, dirt, water, and road surfaces in accordance with proper and legal standards and returning the site to as near a normal state as existed prior to the incident (Sacramento Fire Department HMRT).

CLEANUP COMPANY (HAZARDOUS WASTE) - A commercial business entity available for hire to specifically remove, transport, and/or dispose of hazardous wastes; and when appropriate, must meet CHP and DTSC requirements.

CLEANUP OPERATION - An operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment (8 CCR 5192 (a) (3)).

CLEAN WATER ACT (CWA) - Federal legislation to protect the nation's water and set state water quality standards for interstate navigable waters as the basis for pollution control and enforcement. The main objective is to restore and maintain the chemical, physical and biological integrity of the Nation's waters.

COLD ZONE - The area outside of the warm zone. Equipment and personnel are not expected to become contaminated in this area. This is the area where resources are assembled to support the hazardous materials operation.

COMBUSTIBILITY - The ability of a substance to undergo rapid chemical combination with oxygen, with the evolution of heat.

COMBUSTIBLE LIQUID - Liquids with a flashpoint above 100°F (49CFR 173.120 (b)(2)).

COMBUSTION PRODUCT - By-products produced or generated during the burning or oxidation of a fuel.

COMMAND - The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

COMMAND OFFICER - An Officer who is not a part of the staffing of a Single Resource.

COMMAND STAFF - The command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the IC.

COMMUNICATIONS UNIT - Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide the major part of an Incident Communications Center.

CONTINGENCY PLAN - A pre-planned document presenting an organized and coordinated plan of action to limit potential pollution in case of fire, explosion or discharge of hazardous materials; defines specific responsibilities and tasks.

CONTROL - The procedures, techniques, and methods used in the mitigation of a hazardous materials incident, including containment, extinguishment, and confinement.

CONTROL ZONES - The designation of areas at a hazardous materials incident based upon safety and the degree of hazard (NFPA 472, sections 1-3: See Support Zone, Warm Zone, Hot Zone, and Decontamination Corridor).

COOPERATING AGENCY - An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, etc.).

COORDINATION - To bring together, in a uniform and controlled manner, the functions of all agencies on scene (Sacramento Fire District HMRT).

COORDINATION - The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not, in and of itself, involve command dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within limits as established by specific agency delegations, procedures, legal authority, etc.

CORROSIVE - The ability to cause destruction of living tissue or many solid materials surfaces by chemical action.

COST RECOVERY - A procedure that allows for the agency having jurisdiction to pursue reimbursement for all costs associated with a hazardous materials incident (Sacramento Fire Department HMRT).

COUNCIL ON ENVIRONMENTAL ALTERNATIVES (CEA) - Encourages people to conserve, rather than consume, their environment. The Council concentrates on the area of energy, and provides specific recommendations, which encouraged individuals to recognize and assume responsibility for environmentally sound choices available to them.

CRYOGENIC - Gases, usually liquefied, that induce freezing temperatures of -150°F and below (liquid oxygen, liquid helium, liquid natural gas, and liquid hydrogen, etc.).

DAMAGE ASSESSMENT - Gathering information on the type, extent, and costs of damage after an incident.

DAMMING - A procedure consisting of constructing a dike or embankment to totally immobilize a flowing waterway contaminated with a liquid or solid hazardous substance.

DANGEROUS WHEN WET - A label required for water reactive materials (solid) being shipped under US DOT, ICAO, and IMO regulations. A labeled material that is in contact with water or moisture may produce flammable gases. In some cases, these gases are capable of spontaneous combustion (49 CFR 171.8).

DECONTAMINATION - The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment used at a hazardous materials incident (Also referred to as “contamination reduction") (NFPA 472, 1-3).

DECONTAMINATION CORRIDOR - A distinct area within the warm zone that functions as a protective buffer and bridge between the hot zone and the cold zone, where decontamination stations and personnel are located to conduct decontamination procedures (Sacramento Fire Department HMRT).

DECONTAMINATION OFFICER - A position within the SEMS ICS HM-120 which has responsibility for identifying the location of the decontamination corridor, assigning stations, managing all decontamination procedures, and identifying the types of decontamination necessary.

DECONTAMINATION TEAM (DECON-TEAM) - A group of personnel and resources operating within a decontamination corridor.

DEGRADATION - The loss in physical properties of an item of protective clothing due to exposure to chemicals, use, or ambient conditions.

DELAYED TOXIC EXPOSURE EFFECT - The condition in which symptoms of an exposure are not present immediately after the exposure, but are delayed for a relatively short period of time (such as pulmonary edema a few hours after an inhalation exposure).

DELETERIOUS SUBSTANCES - Substances not normally harmful to humans that may be harmful to the environment.

DEPARTMENT OF COMMERCE (DOC) - A Federal agency whose primary mission is to encourage, serve and promote economic development and technological advancement.

DEPARTMENT OF DEFENCE (DOD) - The Federal entity that provides the military forces needed to deter war and protect the security of our country.

DEPARTMENT OF ENERGY (DOE) - The Federal agency which provides the framework for a comprehensive and balanced national energy plan through coordination and administration of the energy functions of the federal government; and to be responsible for long term, high risk research, development and demonstration of energy.

DIRECTOR - ICS title for individuals responsible for command of a Branch.

DISPATCH CENTER – a facility from which resources are directly assigned to an incident.

DISPATCH - The implementation of a command decision to move a resource or resources from one place to another.

DIVISION - That organization level having responsibility for operations within a defined geographic area. The Division level is organizational between the Single Resource, Task Force or Strike Team and the Branch.

DOWNWIND - In the direction in which the wind blows.

DUST - Solid particles generated by handling, crushing, grinding, rapid impact, detonation, and decrepitation of organic or inorganic materials such as rock, ore, metal, coal, wood, and grain.

ECONOMIC POISON - As defined in the Federal insecticide, Fungicide, and Rodenticide Act (FIFRA), an economic poison is "any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, or weeds, or any other forms of life declared to be pests...any substance intended for use as a plant regulator, defoliant, or desiccant." As defined, economic poisons are generally known as pesticides.

ECOSYSTEM - A habitat formed by the interaction of a community of organisms with their environment.

EMERGENCY MEDICAL SERVICES (EMS) - Functions as required to provide emergency medical care for ill or injured persons by trained providers.

EMERGENCY MEDICAL SERVICES AGENCY - Plans and coordinates local public and private emergency medical services systems. Sets the local standards for medical care and transport of victims. California Health and Safety Code Section 1058 vests authority for patient care management in the most qualified medical care provider.

EMERGENCY MEDICAL SERVICES AUTHORITY (EMSA) - The State agency responsible for developing general guidelines for triage and handling of contaminated/exposed patients; develops and promotes hazardous materials training for emergency medical responders in the field and hospital emergency rooms; identifies and coordinates the procurement of medical assistance, supplies, and hospital beds when local and/or regional resources are depleted; and coordinates the evaluation of casualties to other areas of the state.

EMERGENCY OPERATIONS CENTER (EOC) - The secured site where government officials exercise centralized direction and control in an emergency. The EOC serves as a resource center and coordination point for additional field assistance. It also provides executive directives to and liaison for state and federal government representatives, and considers and mandates protective actions.

EMERGENCY OPERATIONS PLAN (EOP) - A document that identifies the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction, and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural, manmade, and attack related disasters.

EMERGENCY RESERVE ACCOUNT FOR HAZARDOUS MATERIALS INCIDENTS - A fund administered by DTSC to finance actions only for the purpose of remediation or prevention of threats of fire, explosion or human health hazards resulting from a release or potential release of a hazardous substance (Health and Safety Code 25354).

EMERGENCY RESPONSE - Response to any occurrence, which has or could result in a release of a hazardous substance (8CCR 5192).

EMERGENCY RESPONSE ORGANIZATION - An organization that utilizes personnel trained in emergency response.

EMERGENCY RESPONSE PERSONNEL - Personnel assigned to organizations that have the responsibility for responding to different types of emergency situations (NFPA 191, 1-3).

EMPTY PACKAGING - Any packaging having a capacity of 110 gallons or less that contains only the residue of a hazardous materials in table 2 of 49 CFR 172.504.

ENDOTHERMIC - A process or chemical reaction which is accompanied by absorption of heat.

ENGINE (fire usage) - Any emergency response vehicle providing specified levels of pumping, water, hose capacity, and personnel.

ENTRY POINT - A specified and controlled location where access into the hot zone occurs at a hazardous materials incident.

ENTRY TEAM LEADER - The entry leader is responsible for the overall entry operations of assigned personnel within the hot zone (SEMS ICS-HM).

ENVIRONMENTAL PROTECTION AGENCY (EPA) - The purpose of the Environmental Protection Agency (EPA) is to protect and enhance our environment today and for future generations to the fullest extent possible under the laws enacted by Congress. The Agency's mission is to control and abate pollution in the areas of water, air, solid waste, pesticides, noise, and radiation. EPA's mandate is to mount an integrated, coordinated attack on environmental pollution in cooperation with state and local governments.

EOC LIAISON - Person designated to establish communications between the incident scene and the EOC.

FLAMMABLE LIQUID - Any liquid having a flash point below 100°F (37.8°C) (49 CFR 173.115(a)).

FLAMMABLE RANGE - A mixture of flammable gas, as mixed with air, expressed as a percent. Each gas has a range including a lower limit and upper limit and between these limits the mixture is flammable (explosive).

FLAMMABLE SOLID - Any solid material, other than one classed as an explosive, which under conditions normally incident to transportation is liable to cause fires through friction, retains heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious transportation hazard. Included in this class are spontaneously combustible and water-reactive materials (49 CFR 173.150).

FLASHPOINT - The minimum temperature of a liquid at which it gives off vapors sufficiently fast to form an ignitable mixture with air and will flash when subjected to an external ignition source, but will not continue to burn.

FOOD AND DRUG ADMINISTRATION (FDA) - Performs, directs, and coordinates detection and control activities which protect consumers against adulterated, misbranded, or falsely advertised foods, drugs, medical devices, and hazardous products.

FULL PROTECTIVE CLOTHING - Protective clothing worn primarily by fire fighters which includes helmet, coat, pants, boots, gloves, and self-contained breathing apparatus designed for structural firefighting. It does not provide specialized chemical protection.

FULLY ENCAPSULATING SUITS - Chemical protective suits that are designed to offer full body protection, including Self Contained Breathing Apparatus (SCBA), are gas tight, and meet the design criteria as outlined in NFPA Standard 1991.

FUME - Airborne dispersion consisting of minute solid particles arising from the heating of a solid material such as lead, in distinction to a gas or vapor. This physical change is often accompanied by a chemical reaction, such as oxidation. Fumes flocculate and sometimes coalesce. Odorous gases and vapors should not be called fumes.

GAS - A state of matter in which the material has very low density and viscosity; can expand and contract greatly in response to changes in temperature and pressure; easily diffuses into other gases; readily and uniformly

distributes itself throughout any container. A gas can be changed to a liquid or solid state by the combined effect of increased pressure and/or decreased temperature.

GELLING - A process of adding a specific material that is designed to coagulate a liquid facilitating its isolation and removal.

GROUP - That organization level within the incident command system having responsibility for operations within a specific functional area, i.e. salvage, ventilation, haz-mat (NIMS).

GROUP - That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

HABITAT - The native environment of an animal or plant; the natural place for life and growth of an animal or plant.

HAZARD - Any situation that has the potential for causing damage to life, property, and/or the environment.

HAZARD ASSESSMENT - A process used to qualitatively or quantitatively assess risk factors to determine incident operations.

HAZARD CLASS - The eight classes of hazardous materials as categorized and defined by the Department of Transportation in 49 CFR.

HAZARDOUS AIR POLLUTANT - An airborne pollutant that may cause or contribute to an increase in mortality or serious illness.

HAZARDOUS CHEMICAL - A term used by the United States Occupational Safety and Health Administration (OSHA) to denote any chemical that would be a risk to employees if exposed in the work place. The list of hazardous chemicals is found in 29 CFR.

HAZARDOUS MATERIAL - A substance (solid, liquid, or gas) capable of posing an unreasonable risk to health, safety, environment or property.

HAZARDOUS MATERIAL CATEGORIZATION - A field analysis process to determine basic hazardous materials hazard classification and some chemical and physical properties of unknowns.

HAZARDOUS MATERIALS INCIDENT CONTINGENCY PLAN (HMICP) - The State's hazardous materials emergency plan published by the CalOES pursuant to Government Code Section 8574.17.

HAZARDOUS WASTE FACILITY - Any location used for the treatment, transfer, disposal or storage of hazardous waste as permitted and regulated by DTSC.

HAZARDOUS WASTE GENERATION - The act or process of producing hazardous waste.

HAZARDOUS WASTE LANDFILL - An excavated or engineered area on which hazardous waste is deposited and covered. Proper protection of the environment from the materials to be deposited in such a landfill requires careful site selection, good design, proper operation, leachate collection and treatment, and thorough final closure.

HAZARDOUS WASTE LEACHATE - Any liquid that has percolated through or drained from hazardous waste emplaced in or on the ground.

HAZARDOUS WASTE MANAGEMENT - Systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, and disposal of hazardous wastes.

HAZARDOUS WASTE MANIFEST, UNIFORM (EPA Usage) - The shipping document, originated and signed by the waste generator or an authorized representative, that contains the information required by law and must accompany shipments of hazardous waste (40 CFR 262, Subpart B).

HAZARDOUS WASTE SITE - A location where hazardous wastes are located.

HAZCAT - See Hazardous Materials Categorization.

HAS-MAT - Acronym used for Hazardous Materials.

HEALTH HAZARD, CHEMICAL - Any chemical or chemical mixture, whose physical or chemical properties may cause acute or chronic health effects (8CCR5192 (a)(3)).

HEAVY METAL - A high-density metallic element that may demonstrate health hazards as a result of exposure and may contribute to contamination of the environment. This includes chromium (Cr), beryllium (Be), lead (Pb), mercury (Hg), zinc (Zn), copper (Cu), cadmium (Cd), and others.

HEPATOTOXIC - A substance that negatively affects the liver.

HERBICIDE - An agricultural chemical intended for killing plants or interrupting their normal growth (see Pesticides).

HIGH PERFORMANCE LIQUID CHROMATOGRAPHY (HPLC) - A procedure used in organics analysis to separate chemical mixtures based on differential ionic absorption to various substrates.

HOT ZONE - An area immediately surrounding a hazardous materials incident, which extends far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone. This zone is also referred to as the "exclusion zone", the "red zone", and the "restricted zone" in other documents (NFPA 472, 1-3).

HYGROSCOPIC - A substance that has the property of absorbing moisture from the air, such as silica gel.

HYPERGOLIC - Two chemical substances that spontaneously ignite upon mixing.

IGNITABLE MATERIAL - Any material having, as a liquid, a flash point less than 140°F or, if not a liquid, is capable of causing fire through friction, absorption of moisture or spontaneous chemical changes.

IGNITION TEMPERATURE - The minimum temperature at which a material will initiate or maintain combustion.

IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere (8 CCR 5192(a)3).

INCIDENT - An event involving a hazardous material or a release or potential release of a hazardous material.

INCIDENT ACTION PLAN - A plan, which is initially prepared at the first meeting of emergency personnel who have responded to an incident. The Incident Action Plan contains general control objectives reflecting overall incident strategy and specific action plans.

INCIDENT ACTION PLAN - The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

INCIDENT COMMAND SYSTEM (ICS) - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

INCIDENT COMMANDER - The individual responsible for the management of all incident operations.

INFORMATION OFFICER - Responsible for interface with the media or other appropriate agencies requiring information direct from the incident scene. Member of the Command Staff.

INITIAL ATTACK - resources initially committed to an incident.

LEADER - ICS title for individuals responsible for command of a Crew, Task Force, Strike Team, or functional Unit.

LEVEL THREE INCIDENT - A hazardous materials incident which is beyond the controlling capabilities of a Hazardous Materials Response Team (Technician or Specialist Level) whose qualifications are explained in Title 8 CCR Section 5192, or California Government Code, Chapter 1503; and/or requires the use of two or more Hazardous Materials Response Teams; and/or must be additionally assisted by qualified specialty teams or individuals.

LIAISON OFFICER - The point of contact for assisting or coordinating agencies. Member of the Command Staff.

LOCAL DISASTER PLAN - A plan developed and used by local government for extraordinary events.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - A committee appointed by a state emergency response commission, as required by SARA Title III, to formulate a comprehensive emergency plan for its corresponding OES mutual aid region.

LOCAL GOVERNMENT - A political subdivision with a state.

LOCALIZED EXPOSURE - Contact with a limited area, usually an external body surface.

LOGISTICS CHIEF - That organizational position within the Incident Command System having responsibility for summoning and managing support, apparatus, equipment and personnel.

LOGISTICS SECTION - Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Units within the Service Branch; and the Supply Unit, Facilities Unit, and Ground Support Units within the Support Branch.

LOWER EXPLOSIVE LIMIT (LEL) - The lowest concentration of the material in air that can be detonated by spark, shock, or fire, etc.

MANIFEST, UNIFORM HAZARDOUS WASTE - A document required by 40 CFR 262 to accompany any shipment of hazardous waste from the point of generation to the point of final disposal/destruction (See Shipping Papers and Hazardous Waste Manifest, Uniform (EPA Usage)).

MARKING - The required descriptive name, instructions, cautions, weight, or specifications or combination thereof on containers of hazardous materials/hazardous waste.

MEDICAL UNIT - Functional Unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel. This Unit does not provide treatment for civilians.

MELTING POINT - The temperature at which a material changes from a solid to a liquid.

MIDNIGHT DUMPING - Illegal disposal of hazardous materials.

MIST - Suspended liquid droplets generated by condensation from the gaseous to the liquid state or by breaking up a liquid into a dispersed state, such as by splashing, foaming, or atomizing. A mist is formed when a finely divided liquid is suspended in air.

MITIGATION - Any action employed to contain, reduce, or eliminate the harmful effects of a spill or release of a hazardous material.

MONITORING - The act of systematically checking to determine contaminant levels and atmospheric conditions.

MONITORING ENVIRONMENTAL CONTAMINATION - Use of instruments and other techniques to determine the presence or levels of hazardous material.

MONITORING EQUIPMENT - Instruments and devices used to identify, qualify, and/or quantify contaminants.

MSDS - See Material Safety Data Sheet.

MULTI-HAZARD FUNCTIONAL PLANNING - The California format used for developing disaster and emergency plans.

MUTAGEN - A substance capable of causing genetic damage.

MUTUAL AID - An agreement to supply specifically agreed upon aid or support in an emergency situation between two or more agencies, jurisdictions, or political sub-divisions.

NARCOSIS - Stupor or unconsciousness produced by chemical substances.

NATIONAL CONTINGENCY PLAN (NCP) - Created by CERCLA to define the federal response authority and responsibility for oil and hazardous material spills.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) - An international voluntary membership organization to promote improvement fire protection and prevention, establish safeguards against loss of life and property by fire, and writes and publishes the American National Standards.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - A standardized systems approach to incident management that consists of five major sub-divisions collectively providing a total systems approach to all-risk incident management.

OFFICER - ICS title for the Command Staff positions of Safety, Liaison, and Information. Also used when a single individual performs a Unit function within Planning, Logistics, or Finance.

OPERATIONAL PERIOD - The period of time scheduled for execution of a given set of operational actions as specified in the Incident Action Plan.

OPERATIONS SECTION - Responsible for all tactical operations at the incident. Includes up to 5 Branches, 25 Divisions or Groups, and 125 Single Resources, Task Forces, or Strike Teams.

OTHER REGULATED MATERIALS C-ORM C - A material, which has other inherent characteristics, not described as an ORM A or ORM B but which make it unsuitable for shipment, unless properly identified and prepared for transportation (49 CFR 173.500(b)(4)).

OTHER REGULATED MATERIALS D-ORM D - A material, such as a consumer commodity, which presents a limited hazard during transportation due to its form, quantity and packaging (49 CFR 173.500(b)(4)).

OTHER REGULATED MATERIALS E-ORM E - A material that is not included in any other hazard class, but is subject to the requirements of 49 CFR 173.500. This includes hazardous waste.

OVERPACK - An enclosure used to consolidate two or more packages of hazardous material. "Overpack" does not include a freight container.

OUT-OF-SERVICE RESOURCES - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

OXIDIZER - A chemical, other than a blasting agent or explosive, that initiates or promotes combustion in other materials thereby causing fire either of itself or through the release of oxygen or other gases (49 CFR 173.151).

OXYGEN DEFICIENCY - A concentration of oxygen insufficient to support life.

OXYGEN DEFICIENT ATMOSPHERE - An atmosphere, which contains oxygen content less than 19.5% by volume at sea level.

PACIFIC STRIKE TEAM - The National Strike Force pollution control team equipped and trained to assist in responses to oil or chemical incidents occurring in the western United States and administered by the United States Coast Guard.

PARTS PER BILLION (ppb) - A unit for measuring the concentration of a particular substance equal to one (1) unit combined with 999,999,999 other units.

PARTS PER MILLION (ppm) - A unit for measuring the concentration of a particular substance equal to one (1) unit combined with 999,999 other units.

PENETRATION - The movement of liquid molecules through a chemical protective clothing, suit, garment or material.

PERMEATION - The movement of vapor or gas molecules through a chemical protective garment material.

PERMEATION KITS - Kits assembled for the purpose of testing on-site an unknown liquid substance for permeability of chemical protective clothing.

PERMISSIBLE EXPOSURE LIMIT (PEL) - The employees' permitted exposure limit to any material listed in Table Z-1, Z-2, or Z-3 of OSHA regulations, section 1910.1000, Air Contaminants.

PERSISTENT TOXIC SUBSTANCE - A material or waste that resists natural degradation or detoxification and may present long term health and environmental hazards.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - Equipment provided to shield or isolates a person from the chemical, physical, and thermal hazards that may be encountered at a hazardous materials incident. Adequate PPE should protect the respiratory system, skin, eyes, face, hands, feet, head, body, and hearing. PPE includes - personal

protective clothing, self-contained positive pressure breathing apparatus, and air purifying respirators (NFPA 472, 1-3).

PESTICIDES - A chemical or mixture of chemicals used to destroy, prevent, or control any living organism considered to be a pest.

pH - A numerical designation of the negative logarithm of hydrogen ion concentration. A pH of 7.0 is neutrality; higher values indicate alkalinity and lower values indicate acidity.

PLANNING MEETING - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

PLANNING SECTION - Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Situation Status, Resource Status, Documentation, and Demobilization Units as well as Technical Specialists.

PLUGGING AND PATCHING KITS - Kits commercially available or privately assembled for the purpose of providing capabilities for emergency plugging and patching of leaking containers, pipes, and tanks.

PLUME - A vapor, liquid, dust or gaseous cloud formation, which has shape and buoyancy.

PROCLAIMED EMERGENCY - An action taken by a jurisdiction according to the California Emergency Services Act and local ordinances in response to the impact of a real or threatened hazard that exceeds local resources.

PROCUREMENT UNIT - A functional Unit with the Finance Section. Responsible for financial matters involving vendors.

REGIONAL WATER QUALITY CONTROL BOARD (RWQCB) - The agency charged with managing statewide water quality.

RELEASE, THREATENED RELEASE - The actual or potential spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, including the abandonment or discarding of barrels, containers, and other closed receptacles of any hazardous material.

REMEDIAL ACTION - Actions taken to mitigate the effects of a release or threatened release of a hazardous material to protect health or the environment.

REMOVAL ACTION - See Mitigation.

REPORTABLE INCIDENT - Any incident that has or may impact the public health, safety or the environment, or is otherwise required by law to be reported.

REPORTABLE QUANTITY (RQ) - The designated amount of a specific material that if spilled or released requires immediate notification to the National Response Center (NRC) (49 CFR 117.3, 173 and 302.6).

REPORTING LOCATIONS - Any one of six incident facilities/locations where incident-assigned resources may check in. The locations are: incident command post, staging area, base, camp, helibase, or helispot (Check in at one location only).

RESCUE - The removal of victims from an area determined to be contaminated or otherwise hazardous by appropriately trained and equipped personnel.

RESCUE COMPANY - A ground vehicle providing specified rescue equipment, capability, and personnel.

RESCUE MEDICAL - Any staffed ground vehicle capable of providing emergency medical services.

RESIDUE - A material remaining in a package after its contents have been emptied and before the packaging is refilled, or cleaned and purged of vapor to remove any potential hazard.

RESOURCES - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) - The Federal framework for the proper management and disposal of hazardous wastes. This program is administered by EPA and may be delegated to the states.

RESOURCE STATUS UNIT (RESTAT) - Functional Unit within the Planning Section. Responsible for recording the status of resources committed to incident and evaluation of: resources currently committed to incident, the impact that additional responding resources will have on incident, and anticipated resource needs.

RESPIRATORY PROTECTIVE EQUIPMENT - See SCBA and Air Purifying Respirators.

RESPONSE - That portion of incident management where personnel are involved in controlling a hazardous materials incident (NFPA 472, 1-3).

RESPONSIBLE PARTY (RP) - A legally recognized entity (person, corporation, business, or partnership, etc.) that has a legally recognized status of financial accountability and liability for action necessary to abate and mitigate adverse environmental and human health and safety impacts resulting from a non-permitted release or discharge of hazardous material; the person or agency found legally accountable for the cleanup of the incident.

RISK ANALYSIS - A process to analyze the probability that harm may occur to life, property, and the environment and to note the risks to be taken to identify the incident objectives.

RISK MANAGEMENT - Decision-making process which involves such considerations as risk assessment, technological feasibility, economic information about costs and benefits, statutory requirements, public concerns, and other factors.

ROENTGEN - A measure of the charge produced in air created by ionizing radiation, usually in reference to gamma radiation.

ROENTGEN EQUIVALENT MAN (REM) - The unit of dose equivalent; takes into account the effectiveness of different types of radiation.

RUPTURE - The physical failure of a container or mechanical device, releasing or threatening to release a hazardous material (Sacramento Fire Department HMRT).

SAFETY DATA SHEET (SDS) - A document which contains information regarding the specific identity of hazardous chemicals, including information on health effects, first aid, chemical and physical properties, and emergency phone numbers.

SAFETY OFFICER - Selected by the IC, a person at an emergency incident responsible for assuring that all overall operations performed at the incident by all agencies present are done so with respect to the highest levels of safety and health. The Safety Officer shall report directly to the IC.

SALVAGE DRUM - See Recovery Drum.

SAMPLE - To take a representative portion of the material for evidence or analytical purposes.

SAMPLING KITS - Kits assembled for the purpose of providing adequate tools and equipment for taking samples and documenting unknowns to create a "chain of evidence".

SARA - See Superfund Amendments & Reauthorization Act.

SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT (SJVUAPCD) - A local/regional air pollution agency responsible for regulation and monitoring of air quality.

STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS) - A system required by Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary including 1. field response, 2. local government, 3. operational area, 4. regional, and 5. state.

STAGING AREA - That location where incident personnel and equipment are assigned on an immediately available status.

STORAGE - Containment of hazardous materials on a temporary basis in such a manner as to not constitute disposal of such materials.

STRATEGIC GOALS - The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

STRICT LIABILITY - The responsible party is liable even though they have exercised reasonable care.

STRIKE TEAM - Five of the same kind and type of resources, with common communications and a leader.

SUPERFUND AMENDMENTS & REAUTHORIZATION ACT (SARA) - Created for the purpose of establishing Federal statutes for right-to-know standards, emergency response to hazardous materials incidents, re-authorized the Federal superfund, and mandated states to implement equivalent regulations/requirements.

SUPERVISOR - ICS title for individuals responsible for command of a Division or a Group.

SUPPORT BRANCH - A Branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit, and Ground Support Units.

SUPPORT ZONE - See Cold Zone.

SURFACE IMPOUNDMENT - A natural depression, human made excavation or diked area designed to hold an accumulation of liquid wasted or waste containing free liquids.

SYNERGISTIC EFFECT - The combined effect of two chemicals, which is greater than the sum of the effect of each agent alone.

SYSTEMIC - Pertaining to the internal organs and structures of the body.

SYSTEMIC TOXIC EXPOSURE - Toxic effects to the body as a whole spreading via the bloodstream and often displaying delayed symptoms.

TACTICAL OBJECTIVES - The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

TASK FORCE - A group of any type and kind of resources, with common communications and a leader, temporarily assembled for a specific mission (not to exceed five resources).

TEAM LEADER - See Entry Team Leader.

TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE - Person assigned to document activities of the Hazardous Materials Team and gather information relevant to the chemicals involved and their hazards.

TECHNICAL SPECIALISTS - Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.

TERMINATION - That portion of incident management where personnel are involved in documenting safety procedures, site operations, hazards faced, and lesson learned from the incident. Termination is divided into three phases- debriefing, Post-Incident analysis, and Critique (NFPA 472, 1-3) (See Post-Incident Analysis).

THRESHOLD - The point where a physiological or toxicological effect begins to be produced by the smallest degree of stimulation.

THRESHOLD LIMIT VALUE (TLV) - The value for an airborne toxic material which is to be used as a guide in the control of health hazards and represents the concentration to which nearly all workers may be exposed 8 hours per day over extended periods of time without adverse effects.

THRESHOLD LIMIT VALUE-CEILING (TLV-C) - The concentration that should not be exceeded during any part of the working exposure.

THRESHOLD LIMIT VALUE-TIME WEIGHTED AVERAGE (TLV-TWA) - An exposure level under which most people can work consistently for 8 hours a day, day after day, with no harmful effects.

THRESHOLD PLANNING QUANTITY (TPQ) - The quantity designated for each extremely hazardous substance that triggers a required notification by facilities to the state emergency response commission that such facilities are subject to reporting under SARA Title III.

TOTALLY ENCAPSULATED SUITS - Special protective suits made of materials that prevent toxic or corrosive substances or vapors from coming in contact with the body (See Fully Encapsulated Suit).

TOXIC - Poisonous; relating to or caused by a toxin; able to cause injury by contact or systemic action to plants, animals or people.

TOXIC CHEMICALS - EPA uses this term for chemicals whose total emissions and releases must be reported annually by owners and operators of certain facilities that manufacture, process or otherwise use a listed toxic chemical as identified in SARA Title III.

TOXICITY - A relative property of a chemical agent that refers to its harmful effect on some biological mechanism and the conditions under which this effect occurs.

TRAFFIC CONTROL/CROWD CONTROL - Action(s) by law enforcement to secure and/or minimize exposure of the public to unsafe conditions resulting from emergency incidents, impediments and congestion.

TREATMENT - Any method, technique, or process which changes the physical, chemical, or biological character or composition of any hazardous waste, or removes or reduces its harmful properties or characteristics for any purpose.

UNIT - That organization element having functional responsibility for a specific incident's Planning, Logistic, or Finance activity.

UNIFIED COMMAND - All agencies that have a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of: Determining over all incident objectives, the selection of strategies, ensuring that joint planning for tactical activities will be accomplished, ensuring that integrated tactical operations are conducted, maximizing the use of all assigned resources. A unified command structure could consist of a key responsible official from each jurisdiction in a multi-jurisdictional situation or it could consist of several functional agencies within a single political jurisdiction.

APPENDIX C

Valero-Benicia Refinery Alert and Notification System

APPENDIX D

National Incident Management System, Incident Command System, ICS Forms, Booklet List, and Chemtrec Communication Form

National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet

September 2010

FEMA

NATIONAL INCIDENT MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM

ICS FORMS BOOKLET
FEMA 502-2

September 2010

INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System, and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).

ICS FORMS LIST

This table lists all of the ICS Forms included in this publication.

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
***ICS 202**	**Incident Objectives**	Planning Section Chief
***ICS 203**	**Organization Assignment List**	Resources Unit Leader
***ICS 204**	**Assignment List**	Resources Unit Leader and Operations Section Chief
***ICS 205**	**Incident Radio Communications Plan**	Communications Unit Leader
****ICS 205A**	**Communications List**	Communications Unit Leader
***ICS 206**	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
****ICS 208**	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 *(Cards)*	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization's particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or "information elements" on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

ICS Form Adaptation

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as "ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program."

Extending ICS Form Fields

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
  - Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
  - Block 29A (adapted): Indicate specific wildland fire fuel model number.

Creating ICS Form Appendixes

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

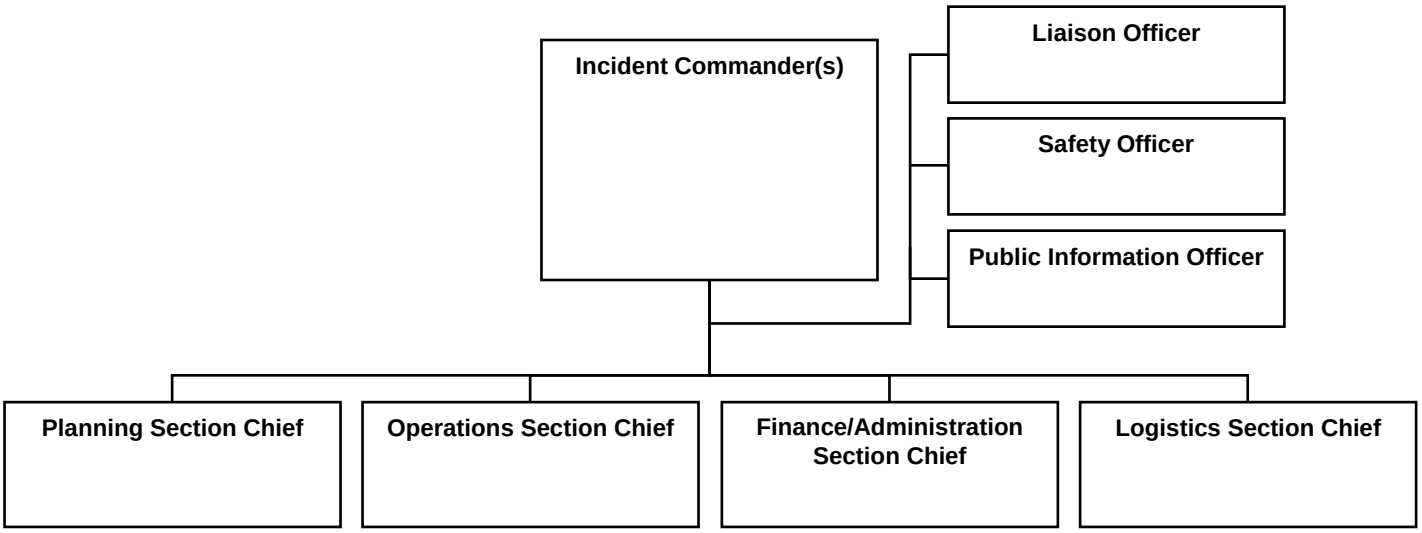
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan)**:**

☐ ICS 203	☐ ICS 207	Other Attachments:
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forcast/Tides/Currents	☐ _____
☐ ICS 206		☐ _____

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202	**IAP Page** _____	Date/Time: _____

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Incident Commander(s) and Command Staff:	
IC/UCs	
Deputy	
Safety Officer	
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Comp/Claims Unit	
Cost Unit	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203	IAP Page _____	Date/Time: _____

ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	**Logistics Section** • Chief • Deputy **Support Branch** • Director • Supply Unit • Facilities Unit • Ground Support Unit **Service Branch** • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** • Chief • Deputy • Staging Area **Branch** • Branch Director • Deputy • Division/Group **Air Operations Branch** • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Branch: Division: Group: Staging Area:

4. Operations Personnel: Name Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment)**:**

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
/	
/	
/	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 204	IAP Page _____	Date/Time: _____

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	**Operations Personnel** • Name, Contact Number(s) – Operations Section Chief – Branch Director – Division/Group Supervisor	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader)**:** Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time: _____

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Basic Local Communications Information:

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 205A	IAP Page _____	Date/Time: _____

ICS 205A
Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground)**:**

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					☐ Yes Level:_____ ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____ ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____ ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____ ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____ ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader)**:** Name: _____ Signature: _____

8. Approved by (Safety Officer)**:** Name: _____ Signature: _____

ICS 206	IAP Page _____	Date/Time: _____

ICS 206
Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Medical Aid Stations**	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
4	**Transportation** (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service ☐ ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	**Hospitals**	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.

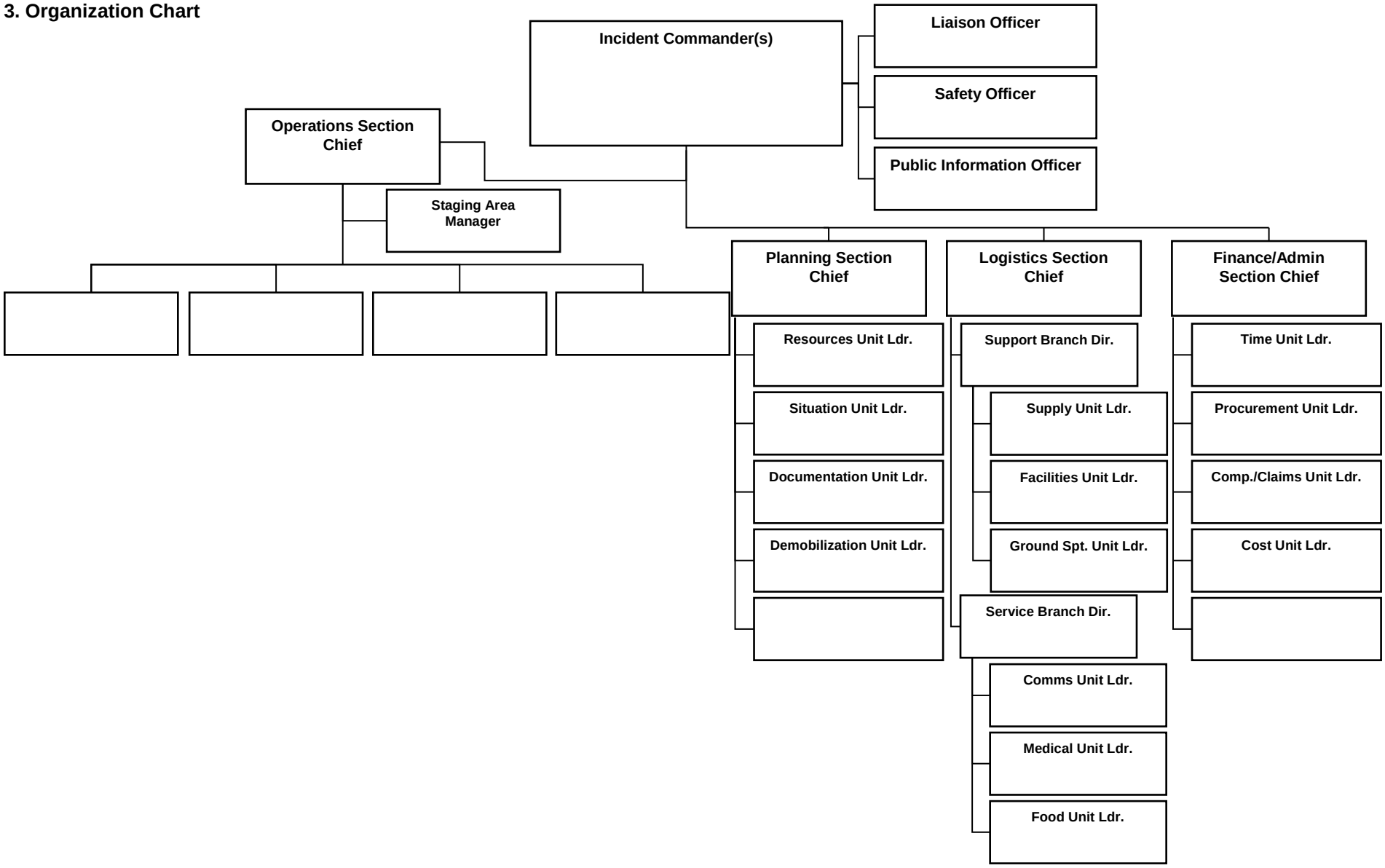
	• Travel Time
	  • Air
	  • Ground
		Enter the travel time by air and ground from the incident to the hospital.

	• Trauma Center ☐ Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	**Special Medical Emergency Procedures**	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	**Prepared by** (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by** (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Organization Chart



ICS 207	IAP Page ___	4. Prepared by: Name:_____ Position/Title: _____ Signature: _____ Date/Time: _____

ICS 207
Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	**Incident Name**	Print the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Organization Chart**	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes ☐ No ☐
Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208	IAP Page _____	Date/Time: _____

ICS 208
Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan**	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	**Site Safety Plan Required?** Yes ☐ No ☐	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**			**2. Incident Number:**	
***3. Report Version** (check one box on left)**:** ☐ Initial Rpt # (if used): ☐ Update ☐ Final	***4. Incident Commander(s) & Agency or Organization:**		**5. Incident Management Organization:**	***6. Incident Start Date/Time:** Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block")**:**	**8. Percent (%) Contained** _____ **Completed** _____	***9. Incident Definition:**	**10. Incident Complexity Level:**	***11. For Time Period:** From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

***12. Prepared By:** Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	***13. Date/Time Submitted:** **Time Zone:**
***14. Approved By:** Print Name: _____ ICS Position: _____ Signature: _____	***15. Primary Location, Organization, or Agency Sent To:**

Incident Location Information

***16. State:**	***17. County/Parish/Borough:**	***18. City:**
19. Unit or Other:	***20. Incident Jurisdiction:**	**21. Incident Location Ownership** (if different than jurisdiction)**:**
22. Longitude (indicate format)**:** **Latitude** (indicate format)**:**	**23. US National Grid Reference:**	**24. Legal Description** (township, section, range)**:**
***25. Short Location or Area Description** (list all affected areas or a reference point)**:**		**26. UTM Coordinates:**
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)**:**		

Incident Summary

***28. Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)**:**				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)**:**				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)**:**	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing *(note if estimated)*		
H. Evacuated *(note if estimated)*		
I. Sheltering in Place *(note if estimated)*		
J. In Temporary Shelters *(note if est.)*		
K. Have Received Mass Immunizations		
L. Require Immunizations *(note if est.)*		
M. In Quarantine		
N. Total # Civilians (Public) Affected:		

*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Responders Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing		
H. Sheltering in Place		
I. Have Received Immunizations		
J. Require Immunizations		
K. In Quarantine		
N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)**:**

*34. Life, Safety, and Health Threat Management:	A. Check if Active
A. No Likely Threat	☐
B. Potential Future Threat	☐
C. Mass Notifications in Progress	☐
D. Mass Notifications Completed	☐
E. No Evacuation(s) Imminent	☐
F. Planning for Evacuation	☐
G. Planning for Shelter-in-Place	☐
H. Evacuation(s) in Progress	☐
I. Shelter-in-Place in Progress	☐
J. Repopulation in Progress	☐
K. Mass Immunization in Progress	☐
L. Mass Immunization Complete	☐
M. Quarantine in Progress	☐
N. Area Restriction in Effect	☐
	☐
	☐
	☐
	☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident)**:**

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives and targets,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi")**:**

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation)**:**

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. **Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)**:**	50. **Additional Personnel** not assigned to a resource**:**	51. **Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)**:**
52. Total Resources			

53. Additional Cooperating and Assisting Organizations Not Listed Above:

** Required when applicable.*

ICS 209
Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. **T**he ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
***1**	**Incident Name**	**REQUIRED BLOCK.** • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions
2	**Incident Number**	• Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. • Examples include: o A computer-aided dispatch (CAD) number. o An accounting number. o A county number. o A disaster declaration number. o A combination of the State, unit/agency ID, and a dispatch system number. o A mission number. o Any other unique number assigned to the incident and derived by means other than those above. • Make sure the number entered is correct. • Do not use the same incident number for two different incidents in the same calendar year. • Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
***3**	**Report Version** (check one box on left)	**REQUIRED BLOCK.** • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	☐ Final	• Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
***4**	**Incident Commander(s) & Agency or Organization**	**REQUIRED BLOCK.** • Enter both the first and last name of the Incident Commander. • If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	**Incident Management Organization**	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	**Incident Start Date/Time**	**REQUIRED.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	**Current Incident Size or Area Involved** (use unit label – e.g., "sq mi," "city block")	• Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	**Percent (%) Contained or Completed** (circle one)	• Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	**Incident Definition**	**REQUIRED BLOCK.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Incident Complexity Level**	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	**For Time Period**	**REQUIRED BLOCK.** • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	• Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock).
	To Date/Time	• Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
***12**	**Prepared By**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
***13**	**Date/Time Submitted**	**REQUIRED.** Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
***14**	**Approved By**	**REQUIRED.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
***15**	**Primary Location, Organization, or Agency Sent To**	**REQUIRED BLOCK.** Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
• Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.		
***16**	**State**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

Block Number	Block Title	Instructions
***17**	**County / Parish / Borough**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
***18**	**City**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	**Unit or Other**	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
***20**	**Incident Jurisdiction**	**REQUIRED BLOCK WHEN APPLICABLE.** Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	**Incident Location Ownership** (if different than jurisdiction)	• When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	**22. Longitude** (indicate format)**:** **Latitude** (indicate format)**:**	• Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	**US National Grid Reference**	• Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data.
24	**Legal Description** (township, section, range)	• Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
***25**	**Short Location or Area Description** (list all affected areas or a reference point)	**REQUIRED BLOCK.** • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	**UTM Coordinates**	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	**Note any electronic geospatial data included or attached** (indicate data format, content, and collection time information and labels)	• Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
***28**	**Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)	**REQUIRED BLOCK.** • Describe significant events that occurred during the period being reported in Block 6. Examples include: o Road closures. o Evacuations. o Progress made and accomplishments. o Incident command transitions. o Repopulation of formerly evacuated areas and specifics. o Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status.
29	**Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	• When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	**Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	• Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
***31**	**Public Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. • Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. • NOTE: *Do not estimate any fatality information*. • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident*. o Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. o For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. • NOTE: When providing an estimated value, denote in parenthesis: "est." **Handling Sensitive Information** • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	• For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* civilian/public fatalities. • See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
***31** (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
***32**	**Responder Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: *Do not estimate any fatality information or responder status information.* • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. **Handling Sensitive Information** • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
***32** (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the *entire duration* of the incident. • This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	• For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* responder fatalities. • See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	• Enter the number of incident responders with serious injuries or illnesses due to the incident. • *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	**Life, Safety, and Health Status/Threat Remarks**	• Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. • This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. • Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. • Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
***34**	**Life, Safety, and Health Threat Management**	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	**Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern)	• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: o Wind speed (label units, such as mph). o Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW"). o Temperature (label units, such as F). o Relative humidity (label %). o Watches. o Warnings. o Tides. o Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	**Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	**Strategic Objectives** (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) **(PAGE 3)**		
38	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

Block Number	Block Title	Instructions
39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.* • Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: o 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams o 48 hrs: Mobile Communications Unit (Law/Fire) o After 72 hrs: 1 Type 2 Incident Management Team • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. o Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. o Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out"). • Do not use this block for noncritical resources.
40	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	• Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	**Planned Actions for Next Operational Period**	• Provide a short summary of actions planned for the next operational period. • Examples: o "The current Incident Management Team will transition out to a replacement IMT." o "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." o "Continue refining mapping of the recovery operations and damaged assets using GPS." o "Initiate removal of unauthorized food vendors."
42	**Projected Final Incident Size/Area** (use unit label – e.g., "sq mi")	• Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	**Anticipated Incident Management Completion Date**	• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	**Projected Significant Resource Demobilization Start Date**	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	**Estimated Incident Costs to Date**	• Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	**Projected Final Incident Cost Estimate**	• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions
47	**Remarks** (or continuation of any blocks above – list block number in notation)	• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: o By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or o By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section.

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

<u>For summarizing</u>:

- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
  - o Group State, local, county, city, or Federal responders together under such headings, or
  - o Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

Block Number	Block Title	Instructions
48	**Agency or Organization**	• List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. • List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. • Agencies or organizations may be listed individually or in groups. • When resources are grouped together, individual agencies or organizations may be listed below in Block 53. • Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. o These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. o For example: ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel). ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel). • Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	**Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	• List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. o Examples: Type 1 Fire Engines, Type 4 Helicopters • Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. o These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. o For example: ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel). ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel). • <u>NOTE</u>: One option is to group similar resources together when it is sensible to do so for the summary. o For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. • <u>NOTE</u>: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	**Additional Personnel** not assigned to a resource	List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	**Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)	• Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. • <u>WARNING</u>: Do not simply add the numbers across! • The number of Total Personnel for each row should include <u>both</u>: o The total number of personnel assigned to each of the resources listed in Block 49, and o The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	**Total Resources**	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of *resources* in Block 49, as personnel totals will be counted under Block 51.
53	**Additional Cooperating and Assisting Organizations Not Listed Above**	• List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

RESOURCE STATUS CHANGE (ICS 210)

1. Incident Name:	**2. Operational Period:** Date From: Time From:	Date To: Time To:

3. Resource Number	**4. New Status** (Available, Assigned, O/S)	**5. From** (Assignment and Status)**:**	**6. To** (Assignment and Status)**:**	**7. Time and Date of Change:**	

8. Comments:

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 210 Date/Time: _____

ICS 210
Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Resource Number**	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	**New Status** (Available, Assigned, Out of Service)	Indicate the current status of the resource: • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	**From** (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	**To** (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	**Time and Date of Change**	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	**Comments**	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply): ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	4. Start Date/Time: Date: Time:

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											

ICS 211	17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

ICS 211
Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Check-In Location** ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include…
4	**Start Date/Time** • Date • Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	**List single resource personnel (overhead) by agency and name, OR list resources by the following format**	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	**Order Request #**	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	**Date/Time Check-In**	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	**Leader's Name**	• For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead).
9	**Total Number of Personnel**	Enter total number of personnel associated with the resource. Include leaders.
10	**Incident Contact Information**	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	**Home Unit or Agency**	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	**Departure Point, Date and Time**	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	**Method of Travel**	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	**Incident Assignment**	Enter the incident assignment at time of dispatch.
15	**Other Qualifications**	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	**Data Provided to Resources Unit**	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**		
2. To (Name and Position)**:**		
3. From (Name and Position)**:**		
4. Subject:	**5. Date:**	**6. Time**
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by: Name: ____________________ Position/Title: ____________________ Signature: ____________________

 Date/Time: ____________________

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

3. Branch	**4. Division, Group, or Other**	**5. Work Assignment & Special Instructions**	**6. Resources**													**7. Overhead Position(s)**	**8. Special Equipment & Supplies**	**9. Reporting Location**	**10. Requested Arrival Time**
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
		11. Total Resources Required																	
		12. Total Resources Have on Hand																	
		13. Total Resources Need To Order																	

14. Prepared by:

Name: ______________________

Position/Title: ________________

Signature: ___________________

Date/Time: ___________________

ICS 215

ICS 215
Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch**	Enter the Branch of the work assignment for the resources.
4	**Division, Group, or Other**	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	**Work Assignment & Special Instructions**	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	**Resources**	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	**Overhead Position(s)**	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	**Special Equipment & Supplies**	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	**Reporting Location**	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	**Requested Arrival Time**	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	**Total Resources Required**	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	**Total Resources Have on Hand**	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	**Total Resources Need To Order**	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:	**2. Incident Number:**
3. Date/Time Prepared: Date: Time:	**4. Operational Period:** Date From: Date To: Time From: Time To:

5. Incident Area	**6. Hazards/Risks**	**7. Mitigations**

8. Prepared by (Safety Officer)**:** Name: _____ Signature: _____

Prepared by (Operations Section Chief)**:** Name: _____ Signature: _____

ICS 215A Date/Time: _____

ICS 215A
Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	**Incident Area**	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	**Hazards/Risks**	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	**Mitigations**	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	**Prepared by** (Safety Officer and Operations Section Chief) • Name • Signature • Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

1. Incident Name:	2. Incident Number:	3. Date/Time Prepared: Date: Time:	4. Vehicle/Equipment Category:

5. Vehicle/Equipment Information

Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time

ICS 218	6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 218
Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	**Vehicle/Equipment Category**	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	**Vehicle/Equipment Information**	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).

Block Number	Block Title	Instructions
5 (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position/title, and signature of the person preparing the form.

ICS 219
Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

Prepared by:
Date/Time:

ICS 219-1 HEADER CARD (GRAY)

Prepared by:
Date/Time:

ICS 219-1 HEADER CARD (GRAY)

ICS 219-1: Header Card

Block Title	Instructions
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

Front

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Crew/Team ID #(s) or Name(s):

Manifest: ☐ Yes ☐ No	**Total Weight:**

Method of Travel to Incident:
☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other

Home Base:

Departure Point:

ETD:	**ETA:**

Transportation Needs at Incident:
☐ Vehicle ☐ Bus ☐ Air ☐ Other

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-2 CREW/TEAM (GREEN)

Back

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:	**Time:**

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:
☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-2 CREW/TEAM (GREEN)

ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest ☐ Yes ☐ No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident ☐ Vehicle ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the crew/team's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:	**ETA:**

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-3 ENGINE (ROSE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-3 ENGINE (ROSE)

ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Pilot Name:

Home Base:

Departure Point:

ETD: | **ETA:**

Destination Point:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-4 HELICOPTER (BLUE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-4 HELICOPTER (BLUE)

ICS 219-4: Helicopter Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	Name:	Position/Title:

Front

Date/Time Checked In:

Name:

Primary Contact Information:

Manifest:	Total Weight:
☐ Yes ☐ No	

Method of Travel to Incident:

☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other

Home Base:

Departure Point:

ETD:	ETA:

Transportation Needs at Incident:

☐ Vehicle ☐ Bus ☐ Air ☐ Other

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-5 PERSONNEL (WHITE CARD)

ST/Unit:	Name:	Position/Title:

Back

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-5 PERSONNEL (WHITE CARD)

ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest ☐ Yes ☐ No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident ☐ AOV ☐ POV ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident ☐ Vehicle ☐ Bus ☐ Air ☐ Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the crew's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew's current location or status.
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked-In:

Pilot Name:

Home Base:

Departure Point:

ETD: | **ETA:**

Destination Point:

Date/Time Ordered:

Manufacturer:

Remarks:

Prepared by:

Date/Time:

ICS 219-6 FIXED-WING (ORANGE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location: | **Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers

☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-6 FIXED-WING (ORANGE)

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:	ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-7 EQUIPMENT (YELLOW)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	Time:

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-7 EQUIPMENT (YELLOW)

ICS 219-7: Equipment Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:	**ETA:**

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)

ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

Front

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:	**ETA:**

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-10 GENERIC (LIGHT PURPLE)

Back

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Incident Location:	**Time:**

Status:

☐ Assigned ☐ O/S Rest ☐ O/S Pers
☐ Available ☐ O/S Mech ☐ ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-10 GENERIC (LIGHT PURPLE)

ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status ☐ Assigned ☐ O/S Rest ☐ O/S Pers ☐ Available ☐ O/S Mech ☐ ETR: _____	Enter the resource's current status: • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by **Date/Time**	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:	**3. Sunrise:** **Sunset:**

4. Remarks (safety notes, hazards, air operations special equipment, etc.)**:**	**5. Ready Alert Aircraft:** Medivac: New Incident:	**6. Temporary Flight Restriction Number:** Altitude: Center Point:

7. Personnel:	Name:	Phone Number:
Air Operations Branch Director		
Air Support Group Supervisor		
Air Tactical Group Supervisor		
Helicopter Coordinator		
Helibase Manager		

8. Frequencies:	AM	FM
Air/Air Fixed-Wing		
Air/Air Rotary-Wing – Flight Following		
Air/Ground		
Command		
Deck Coordinator		
Take-Off & Landing Coordinator		
Air Guard		

9. Fixed-Wing (category/kind/type, make/model, N#, base)**:**

Air Tactical Group Supervisor Aircraft:

Other Fixed-Wing Aircraft:

10. Helicopters (use additional sheets as necessary)**:**

FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks

11. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:	**3. Sunrise:** **Sunset:**

12. Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)**:**

Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	Mission Start	Fly From	Fly To

11. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

ICS 220
Air Operations Summary

Purpose. The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

Preparation. The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

Distribution. After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

Notes:

- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Sunrise/Sunset**	Enter the sunrise and sunset times.
4	**Remarks** (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
5	**Ready Alert Aircraft** • Medivac • New Incident	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.
6	**Temporary Flight Restriction Number** • Altitude • Center Point	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	**Personnel** • Name • Phone Number	Enter the name and phone number of the individuals in Air Operations.
	Air Operations Branch Director	
	Air Support Group Supervisor	
	Air Tactical Group Supervisor	
	Helicopter Coordinator	
	Helibase Manager	

Block Number	Block Title	Instructions
8	**Frequencies** • AM • FM	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	**Fixed-Wing** (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	**Helicopters**	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	**Task/Mission/Assignment** (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:	2. Incident Number:	
3. Planned Release Date/Time: Date: Time:	**4. Resource or Personnel Released:**	**5. Order Request Number:**

6. Resource or Personnel:

You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information:

Room Overnight: ☐ Yes ☐ No

Estimated Time of Departure: _____

Actual Release Date/Time: _____

Destination: _____

Estimated Time of Arrival: _____

Travel Method: _____

Contact Information While Traveling: _____

Manifest: ☐ Yes ☐ No

Number: _____

Area/Agency/Region Notified: _____

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: _____

Incident Number: _____

Location: _____

Order Request Number: _____

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 221

Date/Time: _____

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	**Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	**Finance/Administration Section** ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	**Travel Information**	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:	2. Incident Name:	3. Incident Number:
4. Home Unit Name and Address:	**5. Incident Agency and Address:**	
6. Position Held on Incident:	**7. Date(s) of Assignment:** From: To:	**8. Incident Complexity Level:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
		9. Incident Definition:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ☐	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ☐
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ☐	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. ☐	☐	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. ☐
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ☐	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ☐
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ☐	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. ☐	☐	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ☐
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. ☐	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ☐
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. ☐	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. ☐	☐	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. ☐

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:	2. Incident Name:	3. Incident Number:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	☐	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. ☐	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. ☐
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	☐	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. ☐	☐	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. ☐	☐	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. ☐
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	☐	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. ☐	☐	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. ☐	☐	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. ☐
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. ☐	☐	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. ☐	☐	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. ☐
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	☐	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. ☐	☐	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. ☐	☐	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking. ☐
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. ☐	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively. ☐	☐	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. ☐
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	☐	Failed to adequately identify and protect personnel from safety hazards. ☐	☐	Ensured that safe operating procedures were followed. ☐	☐	Demonstrated a significant commitment toward safety of personnel. ☐

24. Remarks:

25. Rated Individual (This rating has been discussed with me)**:**

Signature: _____ Date/Time: _____

26. Rated by: Name: _____ Signature: _____

Home Unit: _____ Position Held on This Incident: _____

ICS 225
Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	**Name**	Enter the name of the individual being rated.
2	**Incident Name**	Enter the name assigned to the incident.
3	**Incident Number**	Enter the number assigned to the incident.
4	**Home Unit Address**	Enter the physical address of the home unit for the individual being rated.
5	**Incident Agency and Address**	Enter the name and address of the authority having jurisdiction for the incident.
6	**Position Held on Incident**	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	**Date(s) of Assignment** • From • To	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	**Incident Complexity Level** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Indicate the level of complexity for the incident.
9	**Incident Definition**	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire,", "bridge collapse,", "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Evaluation**	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	**Knowledge of the Job/ Professional Competence:**	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	**Ability To Obtain Performance/Results:**	Quality, quantity, timeliness, and impact of work.
13	**Planning/Preparedness:**	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	**Using Resources:**	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	**Adaptability/Attitude:**	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	**Communication Skills:**	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	**Ability To Work on a Team:**	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	**Consideration for Personnel/Team Welfare:**	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	**Directing Others:**	Ability to influence or direct others in accomplishing tasks or missions.
20	**Judgment/Decisions Under Stress:**	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	**Initiative**	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	**Physical Ability for the Job:**	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	**Adherence to Safety:**	Ability to invest in the IMT's future by caring for the safety of self and others.
24	**Remarks**	Enter specific information on why the individual received performance levels.
25	**Rated Individual** (This rating has been discussed with me) • Signature • Date/Time	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	**Rated by** • Name • Signature • Home Unit • Position Held on This Incident • Date/Time	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

Appendix A

BAYVIEW TORNADO ICS-209

*1. Incident Name: Bayview Tornado			2. Incident Number: 0502 (from F and A)	
***3. Report Version** (check one box on left)**:** X Initial ☐ Update ☐ Final Rpt # (if used):	***4. Incident Commander(s) & Agency or Organization:** N. Kempfer-Needland Fire, D. Roberts-Needland EMS, K. Anthony-Granger Co. Sheriff's Office, J. Davila-Needland PD, D.Doan-Granger		**5. Incident Management Organization:** Unified Command	***6. Incident Start Date/Time:** Date: 5-2-2009 Time: 1719 hours Time Zone: Central
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block")**:** 9 Block area	**8. Percent (%) Contained** **Completed** 20%	***9. Incident Definition:** Tornado	**10. Incident Complexity Level:** Type 3	***11. For Time Period:** From Date/Time: 5-2-2009/2029hrs To Date/Time: 5-3-2009/0600hrs

Approval & Routing Information

***12. Prepared By:** Print Name: SL Gaithe ICS Position: Planning Deputy Date/Time Prepared: May 09, 2009 / 2249 hours	***13. Date/Time Submitted:** 5-3-2009 0600 hrs **Time Zone:** Central
***14. Approved By:** Print Name: A. Archer ICS Position: Planning Chief Signature: _____	***15. Primary Location, Organization, or Agency Sent To:** EOC

Incident Location Information

***16. State:** Columbia	***17. County/Parish/Borough:** Granger County	***18. City:** Needland
19. Unit or Other: Needland EMS, Needland Police, Needland Fire	***20. Incident Jurisdiction:** City of Needland	**21. Incident Location Ownership** (if different than jurisdiction)**:** N/A
22. Longitude (indicate format)**:** -97 23' 38.30 **Latitude** (indicate format)**:** 27 47' 38.99	**23. US National Grid Reference:** N/A	**24. Legal Description** (township, section, range)**:** Bayview area encompassing Bayview Convention Cntr
***25. Short Location or Area Description** (list all affected areas or a reference point)**:** City of Needland in Granger County, State of Columbia. The tornado struck the downtown area new the Bayview Convention Center.		**26. UTM Coordinates:** N/A
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)**:** N/A		

Incident Summary

***28. Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)**:** Responders call to the scene of a tornado touchdown that damaged many building in a 9 block area of Baytown, Evacuation as well as search and rescue efforts are underway. As of 23:50 42 victims have been confirmed deceased and 983 injuries.
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)**:** None known at this time. Mostly Structural Damage and poor weather is hampering rescue/recovery efforts.

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)**:**	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property	50	12	5
	Other Minor			

	Structures			
	Other			
ICS 209, Page 1 of ___	** Required when applicable.*			

BAYVIEW TORNADO ICS-209

***1. Incident Name:** Bayview Tornado	**2. Incident Number:** 0502

Additional Incident Decision Support Information

***31. Public Status Summary:**	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:		
D. Fatalities	102	
E. With Injuries/Illness	1837	
F. Trapped/In Need of Rescue		
G. Missing *(note if estimated)*		
H. Evacuated *(note if estimated)*		
I. Sheltering in Place *(note if estimated)*		
J. In Temporary Shelters *(note if est.)*	700	
K. Have Received Mass Immunizations	0	
L. Require Immunizations *(note if est.)*	0	
M. In Quarantine	0	
N. Total # Civilians (Public) Affected:		

***32. Responder Status Summary:**	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Responders Below:		
D. Fatalities	0	
E. With Injuries/Illness	4	
F. Trapped/In Need of Rescue	0	
G. Missing	0	
H.		
I. Sheltering in Place	0	
J.		
K. Have Received Immunizations	0	
L. Require Immunizations	0	
M. In Quarantine	0	
N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:

May trapped and missing victims

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)**:**

Heavy rain and severe weather

***34. Life, Safety, and Health Threat Management:**	A. Check if Active
A. No Likely Threat	☐
B. Potential Future Threat	X
C. Mass Notifications in Progress	☐
D. Mass Notifications Completed	☐
E. No Evacuation(s) Imminent	☐
F. Planning for Evacuation	☐
G. Planning for Shelter-in-Place	☐
H. Evacuation(s) in Progress	X
I. Shelter-in-Place in Progress	X
J. Repopulation in Progress	X
K. Mass Immunization in Progress	☐
L. Mass Immunization Complete	☐
M. Quarantine in Progress	☐
N. Area Restriction in Effect	X
	☐
	☐
	☐
	☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours: Search and rescue, looting, shelter for 1st responders, demobilization

24 hours: Treatment and transport of victims, restore utilities

48 hours: Area clean up

72 hours: Restore business

Anticipated after 72 hours: Rebuild

37. Strategic Objectives (define planned end-state for incident)**:**

The desired outcome is to restore life and property to normal operation as soon as possible.

** Required when applicable.*

BAYVIEW TORNADO ICS-209

*1. Incident Name: Bayview Tornado incident	2. Incident Number: 0502

Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours: Heavy casualties taxing the EMS system. Severe weather, need for additional Engines

24 hours: N/A

48 hours: Need for relief teams, supplies and equipment

72 hours: Need for supplies, food and drink

Anticipated after 72 hours: Same

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours: Loss of 6 Engines that are needed by to their community

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives and targets,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

Continue with search, rescue and safety operations

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi")**:** 9 Sq blocks

43. Anticipated Incident Management Completion Date: Unknown

44. Projected Significant Resource Demobilization Start Date: 4 May 2009

45. Estimated Incident Costs to Date: 277,578

46. Projected Final Incident Cost Estimate: Unknown

47. Remarks (or continuation of any blocks above – list block number in notation)**:**

** Required when applicable.*

BAYVIEW TORNADO ICS-209

1. Incident Name: Bayview Tornado	**2. Incident Number:** 0502

Incident Resource Commitment Summary

48. Agency or Organization:	**49. Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)**:**																					**50. Additional Personnel** not assigned to a resource**:**	**51. Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)**:**
	Police Motor units	ALS Ambulance	BLS Ambulance	Engine	Ladder Truck	Bus - 45 Pass	Medic	Animal Cont. Off	Backhoe	EMS Res. Team	Rescue	DPW Sedan	Dump Truck	DPW Light Plant	Structural Eng.	Street Sweeper	Heavy Rescue	Police Officer	Medical Examiner	Buses – 20 Pass	Portable Morgue		
City of Needland	33	16	4	22	7		12	5	7	3		4	5	11	3	4	3	40	2		1	19	302
	33	32	8	88	28		24	5	7	45		4	5	11	3	4	15	40	1		9		
Granger County Fire Department				15	7																	8	96
				60	28																		
Arkansas Pass Fire Department	3	3		3	2		8				3							5				6	54
	3	6		12	8		8				6							5					
Boise Fire Department			2	2	2		6				2											4	38
			4	8	8		6				8												
Calvinton Fire Department		2		3	2		4															2	30
		4		12	8		4																
Columbia State Police	6																	7				1	14
	6																	7					
Granger Area Transit Enterprise						18														12		3	33
						18														12			
Granger County EMS		21	9				16															4	80
		42	18				16																
Granger County Sherriff	12																	23				15	50
	12																	23					
City of Pleasant Grove	17			5	2		6				1		2	2				11				9	83
	17			20	8		6				4		4	4				11					
MED STAT										3													30
										20													
Port Arkansas	5																						5
	5																						
Taft Police Department	3																4						7
	3																4						
Granger County DPW									4				6	7		8						14	39
									4				6	7		8							
52. Total Resources	**79**	**42**	**15**	**50**	**22**	**18**	**52**	**5**	**11**	**5**	**6**	**4**	**13**	**20**	**3**	**12**	**3**	**90**	**2**	**12**	**1**	**85**	**861**

53. Additional Cooperating and Assisting Organizations Not Listed Above:

** Required when applicable.*

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:	2. Date/Time	3. Resource Request Number:

Requestor

4. Order (Use additional forms when requesting different resource sources of supply.)**:**

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	

5. Requested Delivery/Reporting Location:

6. Suitable Substitutes and/or Suggested Sources:

7. Requested by Name/Position:	8. Priority: ☐ Urgent ☐ Routine ☐ Low	9. Section Chief Approval:

Logistics

10. Logistics Order Number:	11. Supplier Phone/Fax/Email:
12. Name of Supplier/POC:	

13. Notes:

14. Approval Signature of Auth Logistics Rep:	15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

Finance

17. Reply/Comments from Finance:

18. Finance Section Signature:	19. Date/Time:

CHEMTREC COMMUNICATION FORM

PHONE: 1-800-424-9300

Fill out the appropriate items below before calling Chemtrec. Starred items (*) are essential.

1. Time initial call placed:_____

2.* What has happened:_____

3.* Where: _____

4.* When: _____

5.* Chemicals involved (if unknown provide items 10-14 below): _____

_____

_____

_____

6.* Prevailing weather conditions:_____

7.* Nature of surrounding area:_____

8.* Who caller is and where located:_____

9.* How and where telephone contact can be re-established with caller or another response party at the scene:

_____

For more detailed assistance or if chemicals are unknown, provide as much of the following information as possible:

10. Rail car or truck number:_____

11. Type and Condition of Containers:_____

12. Shipper and Manufacturer:_____

13. Carrier:_____

14. Consignee and Destination:_____

CHEMTREC SHOULD PROVIDE

Product:_____

Common Name (s):_____

_____

Physical Appearance and Form:_____

Nature of the Product:_____

Hazard Information:

Fire Hazard:_____

Explosion Hazard:_____

Health Hazard:_____

Reaction with Water:_____

Environmental/Pollution Hazards:_____

_____

Immediate Action:

Spill or Leak:_____

_____

_____

_____

Fire:

_____

Flash Point: _____ Ignition Temperature: _____

Specific Gravity: _____ Vapor Density: _____

_____

_____

Evacuation:_____

_____

Water Pollution Control: _____

_____

Other Information: _____

_____

_____

APPENDIX E

Emergency/Planned & Mass Casualty Decontamination

APPENDIX D

EMERGENCY/PLANNED & MASS CASUALTY DECONTAMINATION

This section addresses decontamination procedures for civilians and emergency responders who become contaminated unexpectedly and require immediate action and those that can undergo a planned or delayed decontamination.

Not all incidents require the immediate removal of clothing and flushing with large quantities of water. Some incidents allow time for implementing a planned decontamination procedure.

If the victims will not be harmed by waiting for a planned decontamination, then that may be the best course of action. If immediate emergency treatment is required to save the life of a contaminated person, decontamination may be started without a formal and complete Contamination Reduction Corridor.

Emergency Decon refers to decon that is urgent and field expedient. Most often, it is done to civilians or response personnel who have had a direct exposure to hazardous solids, liquids, mist, smoke and certain gases, and who may be displaying related symptoms. It is a two-stage decontamination process. The first stage consists of clothing removal and a gross two-to-five minute water rinse. The second stage is a soap-and-water scrub and rinse. Exposure to the eyes might involve flushing for 15 minutes longer. The environment and personal modesty are not of primary importance when there are potentially life-threatening injuries/exposures. Emergency Decon may be followed by Medical/Full Decon if deemed necessary by local protocol, the Hazmat Team and/or the Poison Control Center.

Considerations for Emergency Decontamination

Emergency decontamination may be performed by persons certified to the First Responder Operations level. That training may be enhanced by FRO decontamination training which trains personnel for the primary or technical decontamination in chemical protective clothing.

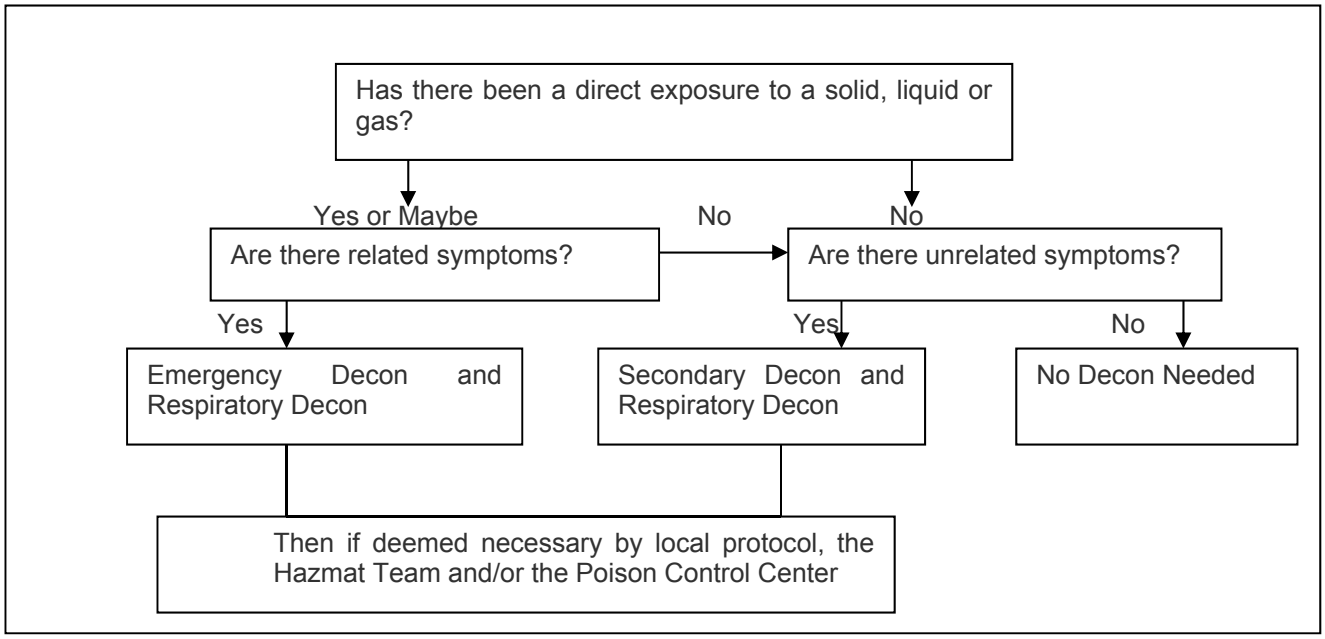
The first and most important consideration is for the safety of the emergency response personnel. The proper use of personal protective clothing and SCBA, along with a pre-established decon site, will greatly reduce the hazards associated with emergency decontamination. Structural firefighting clothing is not designed or recommended for working in hazardous chemical environments, and should be avoided when possible. If personnel in structural firefighting clothing encounter a hazardous chemical environment, they should take precautions to minimize the chance of contamination.

The risk of secondary contamination to rescue personnel, medical personnel on scene and at the hospital, other citizens, and transport vehicles and equipment must be adequately assessed and protected against. The regional Poison Control Center can provide rapid information, 24-hours a day, regarding toxicology, delayed effects, secondary contamination, and decon requirements for specific chemicals. Regardless of the type of decon, if someone has been exposed to a chemical, the regional Poison Control Center should be contacted for information and assistance. Contaminated patients should not be placed in transport vehicles or transported to medical facilities.

General Guidelines for Emergency Decontamination

Determining the appropriate type of decontamination is dependent on whether or not patients are exhibiting symptoms of exposure. In general, if there are no symptoms, there probably is no immediate danger. However, there are exceptions (e.g. delayed reactions) and decisions should be made on a case-by-case basis.

EMERGENCY DECON DESCISION MATRIX



A Public Address (PA) system can be used to provide patients with simple instructions. Those who are ambulatory should be directed to remove themselves from the contaminated area. If there are multiple patients, they may be directed to different areas based on symptoms. If appropriate, patients should be directed to initiate decontamination themselves by removing clothing and utilizing emergency showers or eyewashes on site. A quick pool for containing runoff water can be formed by placing a plastic sheet over a charged hose line that has been formed into a circle. If emergency decontamination is required, time should not be wasted attempting to contain runoff.

Initial control zones need to be established and communicated to all personnel as soon as possible. After zones have been established, they may be altered or adjusted by Hazmat teams. Decontaminated patients should be brought to an area on the edge of the Contamination Reduction Zone and the Support Zone where they will receive medical attention.

Rescue and decon personnel should don appropriate levels of protective clothing and respiratory protection. Appropriate chemical resistant personal protective equipment (PPE) can provide personnel on first-in units with an additional level of protection while performing Emergency Decon.

Establish a minimum two-stage decontamination process. The first stage consists of clothing removal and a gross two-to-five minute water rinse. The second stage is a soap-and-water scrub and rinse. Heavy liquid contaminants should be blotted off prior to washing. If the chemical is water-reactive, it should be blotted or brushed off during the first and second stages. Rinsing should be done as needed afterwards to flush any remaining chemical that may be reacting with moisture on the skin or in the eyes.

Shoes, socks, jewelry, watches and any other items that may trap chemicals against the skin must be removed during the decon process. Care must be taken in securing these items in a plastic bag that may be kept by the victim or by law enforcement personnel. The washing and rinsing should start at the head to reduce contamination on or near the nose, mouth, ears, and eyes. Contact lenses should be removed as soon as possible, and the eyes should be irrigated (saving lenses may not be possible without a container). Open wounds should be washed starting from the area nearest the wound and working outward. Kitchen plastic wrap may help isolate open wounds once they have been cleaned. A low water pressure or drip system should be used to avoid aggravating soft tissue injuries and to avoid over-spray and splashing.

All clothing and personal effects should be double-bagged and marked with the patient's name. These items can be decontaminated or disposed of at a later date. Pre-made decon packs with plastic bags, a pen, Tyvek suits, small container for contact lenses, and ponchos will facilitate this process.

Special Circumstances

Patients must be evaluated for potentially life-threatening injuries. As soon as possible, measures should be taken to support the Airway, Breathing and Circulation (ABCs). High flow oxygen can be administered while decontamination is being done. Suction equipment should be kept ready nearby. C-spine precautions should be taken if spinal injuries are suspected.

Response personnel should make all possible attempts to provide for modesty when removing the patient's clothing. Blankets, salvage covers, tents and vehicles on scene may all be used to provide privacy.

If weather conditions are extreme, it may be necessary to do an initial rinse at the scene and a more thorough decontamination at an appropriate location or prepared receiving hospital later.

Receiving hospitals must be notified as soon as possible prior to receiving patients who have been contaminated. They must be provided with thorough information about the chemical(s) involved, the hazards associated with the chemical(s), and the extent of injuries, so that they can adequately prepare both personnel and equipment.

Non-Ambulatory Patients

Sawhorses, buckets or other supporting structures will be required in the Contamination Reduction Zone (CRZ), to support backboards or stokes litters during the decontamination process. Victims must be completely disrobed and turned during decon to ensure adequate decontamination. Strict attention must be paid to protecting the airway, particularly for patients whose airway has been compromised by exposure to the hazardous material. Decon must be done carefully to ensure the victim doesn't aspirate the water used. An inclined position and oxygen mask is recommended for such patients. Suction equipment should be on hand nearby.

Types of Decontamination

There are five generally recognized types of decon, each of which is reviewed below:

Emergency Decon refers to decon that is urgent and field expedient. Most often it is done to civilians or response personnel who have had a direct exposure to hazardous solids, liquids, mist, smoke and certain gases, and who are displaying related symptoms. It is a two-stage decontamination process. The first stage consists of clothing removal and a gross two-to-five minute water rinse. The second stage is a soap-and-water scrub and rinse. Exposure to the eyes might involve flushing for 15 minutes or longer. ***The environment and personal modesty are not of primary importance when there is potentially life-threatening injuries/exposures.*** *Emergency Decon may be followed by Medical/Full Decon if deemed necessary by local protocol, the Hazmat team, and/or the Poison Control Center.*

Respiratory Decon is provided to persons who have had an exposure to a gas, which is toxic, but poses little or no risk of secondary contamination to rescue and EMS personnel. It may be required on an emergent basis for victims displaying related symptoms. It involves removing the victims from the hazardous environment and relocating them to a clean and safe location. It may include the administration of oxygen. Bulky clothing capable of trapping gas should be removed outdoors prior to turning the victim over to medical personnel.

Primary Decon refers to that form of decon which is provided to personnel working in the Exclusion Zone or the Contamination Reduction Zone. This generally includes Hazmat Entry and Decontamination Teams working in Level A or Level B protective clothing. Primary decon may also be referred to as "Level A" or "Level B" Decontamination, or Full Decontamination.

Full/Medical Decon refers to decon provided to civilians who are displaying related symptoms and have been through emergency decon. It may also be appropriate for those exposed to hazardous chemicals, but are **not** displaying any related symptoms of exposure. With Full/Medical Decon, there is time to contain runoff water and provide for modesty. This level of decon might involve the use of tents, trailers, tarps, containment basins and/or showers. Medical Decon is generally too time consuming for victims with immediate life threatening injuries/exposures.

Equipment Decon refers to the form of decon that is utilized to clean equipment so that is can be returned to service. This may refer to the cleaning of equipment contaminated during mitigation of the incident, or to additional cleaning of PPE once back at the station.

Secondary Decon generally refers to decontamination efforts that take place post-incident, such as the additional washing of equipment used at a hazard site.

Generally speaking, discarding and dilution are the preferred methods of removing contaminants. These methods are easy to implement, effective and relatively inexpensive. Water for dilution is generally plentiful at an emergency scene.

Methods of Mass Decontamination

Decontamination must be conducted as soon as possible to save lives. Emergency responders should use resources that are immediately available and start decontamination as soon as possible. Since large amounts of water may likely be required for decon, the most expedient approach is to use currently available equipment to provide an emergency low-pressure (1 ¾″ to 2 ½″ hose at low pressure).

The following forms of water-based decontamination should be considered:

- Water alone. Flushing or showering uses shear force and dilution to physically remove chemical agents from skin. Water alone is an excellent decontamination solution.

- Soap and water. By adding soap, a marginal improvement in results can be achieved by ionic degradation of the chemical agent. Soap aids in dissolving oily substances like Mustard or Blister Agent, although using soap may hydrate the skin, possibly increasing damage by Blister Agents; choose the decon method carefully. Liquid soaps are quicker to use than solids, and reduce the need for mechanical scrubbing; however, when scrubbing potential victims, the skin should not be abraded.

Decontamination Approaches

Ladder Pipe Decontamination System

To provide a large capacity shower of high-volume, low-pressure water spray, one proposed method is to employ a Ladder Pipe Decontamination System (LDS). Ladder pipes, wagon pipes, monitor nozzles, and 2 ½" fog nozzles attached to pump dischargers and other fire apparatus, (i.e., fire engines or trucks), are positioned strategically to create decon corridors for large quantities of exposed people to travel through. A single ladder pipe decontamination system is comprised of two engines, (also creating the corridor), that provide water spray from both sides using hose lines and deck guns, while the ladder pipe provides a high-volume, low-pressure flow from above.

Engine Corridor

Position two engine companies approximately 20 feet apart to form a decontamination corridor between the apparatus. 2 ½" fog nozzles, set at a wide fog pattern, are attached to the pump discharges. Position a truck company in line with one of the engine companies with a fog nozzle placed on the ladder pipe. The ladder is

slightly elevated and rotated to provide a downward fog pattern in the corridor created by the placement of the two engine companies. Hydrant pressure alone may be enough to provide a high-volume, low-pressure shower. Care should be exercised to prevent injuries from over-pressurization. In order to provide victim privacy, covers may be suspended from the ladder and/or over the corridor, as needed.

Setting Up the Contamination Reduction Corridor

The Contamination Reduction Zone (CRZ) and the Contamination Reduction Corridor (CRC) should be located upwind and upgrade from the Exclusion Zone. The CRC must be established in a location that is safe to work in initially without SCBA or specialized chemical protective clothing. However, once the CRC is in place, decon personnel must don protective clothing as appropriate. All other personnel should leave the CRZ. The boundaries of the CRC should be marked off with specific entry and exit points. Barricade tape, delineators, cones or natural barriers may be utilized. The CRC can be any size, which is large enough to operate in comfortably, given the complexity of the specific decon process.

A number of resources are needed for decontamination procedures:

- Personnel. Usually a minimum of three people will be needed to perform adequate decontamination, one of whom should fill the ICS position of Decon Leader. One person should do the initial washing and scrubbing. The second person should rinse and assist with removing clothing/outer garments. Four or five people may be more effective and should be used, if available, to help remove SCBA and assist as necessary. However, the minimum number of decon personnel is the number required to safely and completely decontaminate and remove the garments of each team member.

- Water will most likely be required in the Contamination Reduction Corridor. The Contamination Reduction Zone should have access to a booster line from an engine or truck. It may be useful to have a hydrant nearby if large amounts of water will be needed. Water can also be obtained through a regular garden hose or emergency showers found on site.

- Decontamination solutions. Decontamination of personnel, protective clothing and equipment is usually accomplished by scrubbing with detergent solution, (mild, green dish soap or Cascade), using a soft bristle brush. This is followed by rinsing with copious amounts of water. This will be adequate for most situations. When special solutions are required, regional Poison Control Centers or local specialists should be consulted.

- SCBAs or umbilical air supplies are usually required for the Entry Team. They may be needed for the Decon Team as well. Spare air bottles should be available in the decon area so that no one is allowed to run out of air before the decon process is complete. Air may also be used to remove particulate material.

- Protective clothing. In most cases, the level of protective clothing for the Decon Team does not have to be as great as it does for the Entry Team. The Decon Team is generally exposed only to diluted material that comes off the Entry Team (secondary exposure). They don't have the direct contact with the material the way the Entry Team does. If, for example, the Entry Team is wearing Level A suits, it's fairly common to have the Decon Team in Level B suits. Exceptions might arise when extremely hazardous materials are present. The level of protective clothing worn by the Decon Team should be determined by Hazmat team members or the person assigned Tech/Ref responsibility.

- Electricity or generators may be needed to operate equipment and lights.

- Miscellaneous. Miscellaneous tools, shelters, water heaters, brushes, brooms, wands, sponges, sprayers, towels, tarps, buckets, bags, liners, horns, chairs or stools, and some form of catch basin or pools may be needed. SOPs should contain a thorough list of equipment used at each station within the Containment Reduction Corridor. A trauma bag, resuscitator, suction equipment and triage tags should be available in case

of injury, as well as backboards and sawhorses or similar equipment to support the injured person during decon (see Chapter 6 equipment).

ADDITIONAL CONSIDERATIONS

Environmental Concerns

The Environmental Protection Agency, (EPA), has addressed the issues of acceptable levels of contamination in runoff and first responder liability for the spread of contamination caused by efforts to save lives. Regarding the liability issue, the EPA's interpretation of The Comprehensive Environmental Response, Compensation, and Liability Act, (CERCLA), indicates that "no person shall be liable… for costs or damages as a result of actions taken or omitted in the course of rendering care, assistance or advice in accordance with the National Contingency Plan, (NCP), or at the direction of an On-Scene Coordinator appointed under such plan…". On the subject of accepted runoff, the EPA recognizes that any level of contamination represents a threat to the environment. The threat is also dependent on many variables, including the involved chemicals, their concentrations, and the runoff watershed.

However, life and health considerations are again paramount. "Contaminated runoff should be avoided whenever possible, but should not impede necessary and appropriate actions to protect human life and health." The EPA allows that the highest priority be given to responder actions taken to save lives and preserve health during a chemical terrorist incident. The EPA indicates that, when taking federally recommended actions in response to a chemical terrorist incident, responders are protected under the law.

Disposal of Contaminated Materials

All materials and equipment used for decontamination must also be decontaminated or disposed of properly. Items such as clothing and tools that are not completely decontaminated onsite should be secured in drums with liners or double-bagged and labeled prior to being removed from the site. Wash and rinse solutions used for decon should be tested for possible contaminants. If unacceptable levels of contaminants are found in the runoff water, the water should be treated or held for proper disposal. This may require transferring the contaminated water to large poly drums that should then be secured and labeled.

Determining the Effectiveness of Decontamination

There are a number of ways to check the effectiveness of decontamination on protective clothing; however, these methods are not always accurate or practical:

- Use of chemical agent monitors
- Visual examination of protective clothing for signs of discoloration, degradation, or any corrosive effects
- Analysis of test swatches or wipe samplings (e.g. pH paper)
- Testing of a representative garment by a qualified laboratory

Prevention of Further Contamination

Minimizing contact with potential contaminants is essential to keep the incident from escalating. The following guidelines should be utilized:

- Avoid unnecessary contact with potentially hazardous substances. Personnel should not touch or walk through areas of obvious contamination if it can be avoided.
- Use remote sampling devices with long handles.

- Protect monitoring and sampling instruments by bagging or wrapping.
- Wear disposable outer garments and use disposable equipment when possible.
- Place all discarded contaminated equipment in a designated area.
- Contain all rinse water until tested (when possible).
- Have the Contamination Reduction Zone in place prior to personnel entering the Exclusion Zone.
- Minimize contact time with contaminants.
- Stay upwind and upgrade.

Amount and Location of Contamination

The more of the body that has been contaminated, the more involved the decon process will be. If contaminants are located on or near the face, there is a greater likelihood of harm due to inhalation or ingestion. If a product is located in other body cavities, folds, nails or hair, there is greater likelihood of absorption or permeation into the body. For this reason, it is normally recommended to start decontamination with the head and then work down. Eyes, ears, nose, mouth, hair, armpits, etc., need to be thoroughly decontaminated. Open wounds also need to be completely irrigated.

APPENDIX F

Hazardous Materials Company Types and Minimum Standards

APPENDIX E

Hazardous Materials Company Types and Minimum Standards

This chart is also part of the Field Operations Guide (FOG)

Components	Type 1	Type 2	Type 3
Field Testing	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Air Monitoring	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide
	Specialty Gases Hydrocarbon Liquid Vapors	Specialty Gases Hydrocarbon Liquid Vapors	
	WMD Chem / Bio		
Sampling: Capturing Labeling Evidence Collection	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Radiation Monitoring and Detection	Gamma	Gamma	Gamma
	Beta	Beta	Beta
	Alpha; Radionuclide		
Chemical Protective Clothing: Ensembles	Liquid-Splash Protective	Liquid-Splash Protective	Liquid-Splash Protective
	Vapor Protective	Vapor Protective	
	Flash Fire Vapor Protective	Flash Fire Vapor Protective	
	WMD Chem / Bio Vapor Protective		
	WMD Chem / Bio Liquid Splash Protective		
Chemical Protective Clothing: Gloves - Boots	NFPA Compliant Replacement	NFPA Compliant Replacement	NFPA Compliant Replacement
	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	

Components	Type 1	Type 2	Type 3
Technical Reference	Printed and Electronic	Printed and Electronic	Printed and Electronic
	Plume Air Modeling, Map Overlays	Plume Air Modeling, Map Overlays	
	WMD Chem / Bio Sources		
Special Capabilities	Heat Sensing	Heat Sensing	
	Night Vision	Night Vision	
	Digital Photo	Digital Photo	
	Digital Video		
Intervention	Diking, Damming, Absorption	Diking, Damming, Absorption	Diking, Damming, Absorption
	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention
	Vapor Leak Intervention	Vapor Leak Intervention	
	Neutralization, Plugging, Patching	Neutralization, Plugging, Patching	
	WMD Chem / Bio Spill Containment		
Decontamination	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Communications	In-Suit	In-Suit	In-Suit
	Cell Phone	Cell Phone	Cell Phone
	Wireless Fax, Copy, Web Access	Wireless Fax, Copy, Web Access	
Respiratory Protection	SCBA	SCBA	SCBA
	Umbilical Air Support (Changed to Optional 2006)		
	APR or PAPR, WMD Chem / Bio Compliant		
Personnel Training & Staffing	Haz Mat Specialist ❷ WMD Chem / Bio ❸ 7 ❹	Haz Mat Specialist ❷ 5 ❹	Haz Mat Technician ❶ 5 ❹

❶ All company personnel must meet the hazardous materials training requirements for Technician in CCR Title 19, Section 2520

❷ All company personnel must meet the hazardous materials training requirements for Specialist in CCR Title 19, Section 2520

❸ All company personnel must meet the training requirements for Hazardous Materials/Weapons of Mass Destruction: Terrorism for Technician/Specialist. Training shall be, at a minimum, meet or be equivalent to the requirements found in Title 19 CCR 2520(ff).

❹ One company member trained to minimum level of Assistant Safety Officer Hazmat (ICS-HM-222-5) and shall meet or be equivalent to the requirements found in Title 19 CCR 2520(r).

APPENDIX G

California Department of Pesticide Regulation-Monitoring and Inspection Forms and Reimbursing Medical Costs of Persons Injured in Pesticide Incidents

Pesticide Drift

Pesticide Drift

At a Glance

- **If people are ill and it is an emergency, call 911.**
- If you believe that drift has occurred and has harmed people, plants, or the environment, call your County Agricultural Commissioner, who will look into your complaint. The number is on the inside back cover of this booklet. You can also get the number by calling DPR's complaint information line, 1-87PestLine (1-877-378-5463).
- Drift can be noticeable as a cloud of pesticide spray or dust, or can be invisible and odorless.
- If you believe you have been exposed to spray drift and have health-related questions, you should contact the doctor or the Poison Control Center, 1-800-222-1222.

If pesticide drift is making people sick, call 911 right away.

We expect pesticides, when applied, to reach a specific target and remain there. That is the goal of all pesticide applications. Application equipment is built for that purpose. It's the focus of applicator training. When a pesticide product goes where it is not needed or wanted, it may endanger the safety and health of people, injure desirable plants and animals, and affect environmental quality.

Scientists recognize that almost every pesticide application produces some amount of drift off the target area. Not all drift may be harmful or illegal. How much a chemical may drift and whether it is harmful depends on such factors as the formulation of the product, the amount used, the application method, the weather, and – most critically – decisions by the applicator.

Drift can occur from residential and household pesticide applications, too. It can even happen indoors.

Because some drift can occur with any application (and may be in amounts too small to affect people or property), the laws focus on preventing substantial drift.

What is pesticide drift?

Drift is the movement of a pesticide through the air away from the intended target. This drift can be in the form of mist, particles, or vapor (gas). It isn't limited to agricultural activities. Drift can occur when a neighbor sprays pesticides in his garden. It can even occur indoors. Air currents created by heating, cooling, and ventilation systems can pick up and spread pesticides you use in your house.

Pesticide drift was originally thought to occur only when applications were not done properly, and pesticide drifted away from the target, harming people or property. Laws and regulations governing pesticide application were written with this kind of illegal, harmful drift in mind.

As we learned more about how chemicals move through air, we found out that pesticides could drift whether or not those using the pesticides are following the rules. As now used, "drift" refers to any off-site movement of a pesticide – not just to illegal applications. Off-site movement often depends on factors like weather, the application site, or the pesticide used. It can happen when traces of pesticide from one or several legal applications accumulate and remain in the surrounding air. The residues in air are usually (but not always) below the level of health concern.

Measuring and evaluating this kind of low-level off-site movement requires scientific monitoring and study, which we at DPR do in collaboration with Cal/EPA's Air Resources Board and the Office of Environmental Health Hazard Assessment. If we find that drift is harming health, we review the pesticide rules and change them as necessary to protect people. County Agricultural Commissioners enforce these rules.

When does drift occur?

Drift isn't limited to the period during or immediately after an application. It can occur hours or even days later. For ease of explanation in this booklet, we will divide drift into two categories: spray drift, and post-application drift.

"Spray drift" describes drift that occurs during or shortly after the pesticide is applied. It often occurs when wind or application equipment blows the pesticide off the intended site. Spray drift can be in the form of liquid droplets, dust particles (if the pesticide was applied as a dust), or vapor. Vapor can be formed as a liquid or oil dries, or it can be drift of a pesticide that is already a gas (such as a fumigant).

"Post-application drift" occurs after an application is completed. Post-application drift may be the result of an illegal application; for example, an applicator may neglect to follow fumigant application rules. (Fumigant pesticides can escape quickly from application sites and cause problems, resulting in illegal drift.)

On the other hand, post-application drift may also occur with correct applications. Days or even weeks after application, pesticides can evaporate ("volatilize") into a gas. Low levels of pesticides may be carried long distances by air currents.

Vapor drift from a legal pesticide application is sometimes difficult to predict. It depends on factors like what the weather will be even days after the application. Also, some pesticides evaporate more easily than others, as do some different formulations of the same pesticide.

Although some pesticide may move off target in any application, applicators can and must prevent harmful drift.

Why is some drift unavoidable?

The air that surrounds this planet carries vapors and particles long distances. Rain clouds, for example, move with the wind over long distances. Think about how you can smell the disinfectant in your bathroom long after you've cleaned. The same thing happens with pesticides; some amount will drift off target, even though the amount may be very small.

Because pesticides can drift, applicators are legally required to take all possible measures to make sure that any off-site

movement does not reach a level that could harm people or the environment. They must:

- Exercise a high degree of professionalism in making decisions about applications.
- Ensure their equipment and techniques produce a minimum of drift that is below potentially harmful levels.
- Make sure they don't apply pesticides when conditions exist that make drift more likely, for example, when it is too windy.

Because they are gaseous pesticides, fumigants are more volatile and special precautions must be taken to prevent harmful drift, such as these tarps placed over fumigated soil.

Are some pesticides more likely to drift?

Yes. Fumigants are gaseous pesticides used to treat homes, storage bins, and soil before planting. Applicators inject them into soil or release them into buildings. Because they are gases, fumigants move easily through soil and air, and will drift away from where they are applied unless they are confined. Various techniques are used. For example, applicators cover buildings with tarps and seal the edges, to keep the fumigant in the structure. In fields, tarps are placed over the soil to minimize leakage. Over time, the gas slowly releases into the air. Application rules focus on ensuring that the fumigant dissipates slowly so it doesn't build up to harmful levels.

Because they are gases, fumigants are especially volatile. This means they are more likely to drift than other pesticides. Fumigant drift can be a problem during or immediately after application, or days later, particularly if applicators do not pay careful attention to the rules governing fumigant use. That is why fumigants are a major focus of DPR's drift reduction efforts.

Is all drift illegal?

No. Some off-site movement occurs with every application, even if only a few molecules. But to protect people and the environment from harm, California has strict standards concerning drift and many rules limiting applications to minimize drift. Additionally, County Agricultural Commissioners direct significant enforcement activity toward preventing harmful spray drift.

Pesticide laws focus on spray drift that causes harm, or has the potential to do so. The law specifically recognizes that pesticides may drift but says that "substantial" drift is not allowed. The law prohibits applications if there is a reasonable possibility of harm to people or property.

Enforcement specialists from the County Agricultural Commissioner's office look at the facts and circumstances of each incident. If an applicator did not follow the rules, he or she could face fines and other penalties.

Sometimes DPR finds that drift from legal applications poses an unacceptable risk. This kind of drift is not related to whether the application was done correctly but to such things as the chemical properties of the product used, the amount used in an area, and the weather. When we learn about post-application problems resulting from legal uses, we look for the causes of the problem. We then change the rules, as necessary, to keep harmful residues out of the air.

To prevent harmful drift, applicators must evaluate their equipment, the surrounding area, weather conditions, and anything else that may cause problems.

What responsibility do applicators have to prevent drift?

People who are applying pesticides have the primary responsibility for drift management. They must take all reasonable precautions to prevent harmful drift. Spray drift can be illegal if the applicator did not follow the instructions on the label or other requirements, or if the drift causes harm to humans and property, or has the potential to do so.

Preventing harmful exposure to people or property requires that applicators, before using pesticides, evaluate:

- Their equipment.
- The weather.
- The site to be treated.
- The surrounding area to decide the likelihood of harm or damage.

After their evaluation, applicators must use available practices to reduce drift that might otherwise occur. Applicators:

- Must not make an application likely to result in harmful drift.

What are the roles of the Department of Pesticide Regulation and County Agricultural Commissioners regarding drift?

It depends on when the drift occurs in relation to the application, and whether the drift was illegal.

County Agricultural Commissioners:

- Enforce the rules designed to prevent harmful drift.
- Investigate pesticide complaints and take enforcement actions when violations are found.
- Put extra controls on certain pesticides when needed to prevent problems (depending on local conditions; for example, to protect area schools or endangered species habitats).

We at DPR set statewide standards and rules on pesticide use. We also monitor and conduct scientific studies to identify and prevent potentially harmful levels of pesticides in air. When we find problems, we develop additional rules on applications.

- Must not proceed with any action likely to result in the reasonable possibility of contaminating people or interfering with use of neighboring property.

Applicators who do not follow the rules (for example, instructions on the pesticide label or other requirements) will be in violation and may be penalized. Also, if their judgment during an application results in injuries to people, damage to property, or unintended harm to the environment, they will be found in violation and penalized.

What is being done to prevent post-application drift?

Some drift into surrounding air is expected with all pesticide applications. Our job is to make sure that legal applications don't result in pesticide levels in ambient air that pose a risk to health or the environment. If the rules aren't doing that, we change them.

Along with the Air Resources Board, we study pesticides in air next to application sites, as well as in rural communities and cities near agricultural operations. If the studies show that pesticide traces from legal applications accumulate to levels that can harm human health or the environment, we impose extra controls to avoid this harm.

For example, after doing air monitoring, we found that applications of fumigants and certain herbicides could lead to unacceptable post-application drift. Among other changes, we added statewide restrictions on the amount of pesticide that can be applied and acreage that can be treated. We also worked with the County Agricultural Commissioners to develop restrictions that would protect public health while allowing use under specific local conditions.

Application of some pesticides also contributes to the formation of smog, so, along with the Air Resources Board, we are putting controls into place that reduce the contribution of pesticide products to smog.

Reimbursing Medical Costs

(English Version)

Reimbursing Medical Costs of Persons Injured In Pesticide Incidents

Updated April 2019

This law requires violators to pay certain medical costs.

If a pesticide use violation causes illness or injury, violators are legally responsible to pay certain medical costs of victims.

A law passed in 2004 placed the financial burden to pay for acute medical costs on businesses responsible for the harm. It also increased penalties the Department of Pesticide Regulation (DPR) and county agricultural commissioners (CACs) can impose for pesticide violations.

The law was prompted by several incidents in which large numbers of persons living near agricultural fields were made ill by pesticide drift. Many lacked medical insurance, and did not have the means to pay for medical treatment themselves.

DID THIS LAW CHANGE THE ROLE OF PESTICIDE ENFORCEMENT?

The law places the financial burden to pay for acute medical costs on those that are responsible for the harm when they violate pesticide rules.

No. CACs enforce pesticide rules locally and are responsible for investigating pesticide illnesses and incidents in their jurisdictions.

After determining whether pesticide laws or regulations were violated, a CAC has a variety of enforcement options, including administrative civil penalties. The law also increased the level of civil penalty authority for CACs.

The major emphasis of the law involved the responsibility of the violator to pay for medical costs.

Under the law, if a pesticide use violation causes illness or injury, the penalty action a CAC issues will also include a statement notifying the violator of his or her responsibility to pay the uncompensated medical costs of those who suffered acute illness or injury and sought immediate medical treatment (Section 12997.5[a] [b], Food and Agricultural Code [FAC]).

There is no obligation, expectation or authority for the CAC to oversee the reimbursement process.

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› ***After the CAC issues a final enforcement order that includes the statement of a violator's responsibility for reimbursing victims, what happens next?***

After the final enforcement order is issued, the violator has 30 days to submit a written plan to DPR, detailing how unreimbursed medical costs will be paid (FAC 12997.5[c]).

› ***Does the CAC determine what the medical costs are, or who qualifies for reimbursement?***

No. Although the county will probably identify most individuals who were made ill, neither the CAC nor DPR are obligated to determine the amount of uncompensated medical costs, or who qualifies for reimbursement.

The violator is ultimately responsible for covering the costs of those affected.

› ***Who gets the reimbursement?***

The violator must compensate the injured individuals or their medical providers, such as ambulance companies, doctors, and hospitals.

› ***What if the CAC doesn't know the names of everyone who was injured? Can people who come forward later have their medical costs reimbursed?***

Determining the scope of the incident and interviewing victims is part of an investigation. By the time an investigation is complete and an enforcement order issued, the CAC usually has the names of those made ill by the illegal application. The CAC can provide a list to the responsible party as soon as possible.

However, under the law, it is not the responsibility of the CAC to identify all persons entitled to medical reimbursement. If additional individuals who suffered acute illness and sought immediate medical care are identified later, they can contact the violator to claim medical reimbursement.

› ***What happens if a violator refuses to reimburse medical costs as required by law?***

Violators who refuse to comply with their legal responsibility are subject to enforcement actions by DPR as needed. Additionally, the violator may be subject to lawsuits by private individuals.

› ***Investigations usually take several weeks. What happens to victims in the meantime?***

The law strongly encourages the CACs to complete investigations of and take appropriate action on these incidents within 45 days, and DPR will assist the counties in this effort (FAC 12997.5 [g]). Violators would not be responsible under the law to pay for medical costs until they have exhausted due process appeal rights.

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The law defines *acute* illness or injury as "a medical condition that involves a sudden onset of symptoms due to an illness, injury, or other medical problem that required prompt medical attention and that has a limited duration."

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However, the law provides an incentive for persons responsible for the application to pay medical costs **before** an investigation is complete. If the responsible party pays medical costs immediately, the law gives CACs the option of reducing penalties by as much as 50 percent. (FAC 12997.5[g])

However, the amount of a fine reduction does not affect the costs a responsible party must pay in medical expenses.

› *Can victims file a civil suit for damages if they have accepted payment for medical costs?*

Yes. The law says that accepting payment of emergency medical costs does not affect a victim's right to file suit. However, any damages awarded by a court must be reduced by the amount the victim received in medical reim-bursement from the violator. (FAC 12997.5[e])

› *Does the requirement for medical reimbursement apply in all pesticide incidents in which persons are injured?*

No, it applies only to incidents in which pesticides were used **in production of an agricultural commodity**. Furthermore, the medical payment provisions are limited to persons who at the time of exposure were **not** performing work as an employee.

› *What about employees who suffer injuries or illnesses?*

Under pre-existing law, medical costs of employees are already covered by the workers' compensation system. Employers are required to see that they get medical treatment immediately, and costs are covered by the workers' compensation system.

› *The law also increased the maximum penalties. How?*

These provisions of the law are broader than the medical reimbursement requirements. SB 391 authorizes DPR and the CACs to levy a **separate** penalty for **each** person who is injured or made ill by a pesticide violation.

DPR and the CACs had previously been allowed to levy separate penalties only for multiple violations of worker safety regulations—the number of workers injured did not increase the penalty, only the number of code sections violated.

The 2004 law created a one person/one violation provision that applies to violations involving workers as well as victims in non-occupational settings. DPR and CACs have the authority to multiply the amount of the penalty by the number of victims.

What this means is that DPR and the CACs could levy a penalty of up to $5,000 for each person injured

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Uncompensated medical costs **are defined in the law as the cost of care not covered by any other program, such as (but not limited to) medical insurance, the Healthy Families Program, or Medi-Cal. The law specifies that medical expense payments shall not be more than 125% of Medi-Cal reimbursement rates.**

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or made ill as a result of a violation of any pesticide law or regulation, significantly increasing the potential penalties. (FAC 12996.5[b])

› *The law also required development of better response mechanisms for emergency agencies. How will this work?*

The California Environmental Protection Agency (CalEPA) took the lead on this element of the law. CalEPA worked work with the CACs, local health officers, other local government agencies, and affected community members on "standard protocols"—standardized operating procedures—for pesticide incidents. The goal was to improve procedures used to:

- Request and provide access to pesticide-specific information to help emergency responders identify pesticides involved in a drift incident, as well as appropriate treatments.
- Define specific agency responsibilities and the process for responding to calls, notifying residents, and coordinating evacuation, if needed.
- Establish emergency shelters, if needed.
- Access services in languages known to be spoken in the affected area.
- Ensure access to health care within 24 hours of the exposure and up to a week afterwards.
- Notify medical providers regarding their eligibility for reimbursement under the law.

› *If I have more questions, whom do I ask?*

Contact DPR's chief legal counsel, Daniel Rubin, 916-324-2666, or via email to Daniel.Rubin@cdpr.ca.gov.

DPR and CACs can levy fines up to $5,000 for each person injured or made ill as a result of a violation of any pesticide law or regulation.

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ABOUT THE DEPARTMENT OF PESTICIDE REGULATION

The California Department of Pesticide Regulation (DPR) protects human health and the environment by regulating pesticide sales and use and by fostering reduced-risk pest management. DPR's strict oversight includes product evaluation and registration, environmental monitoring, residue testing of fresh produce, and local use enforcement through the county agricultural commissioners. DPR is one of six boards and departments within the California Environmental Protection Agency.

MR/E 0419

Reimbursing Medical Costs

(Spanish Version)

El Departamento de Reglamentación de Pesticidas de California

Reembolso de Gastos Médicos a Personas Lesionadas en Incidentes de Pesticidas

Actualizado abril 2019

Las leyes obligan a los infractores a pagar ciertos gastos médicos

Si una infracción por el uso de pesticidas causa enfermedad o lesión, los infractores son legalmente responsables de cubrir ciertos gastos médicos de las víctimas.

La ley aprobada en 2004 (Proyecto de Ley 391, Florez) coloco firmemente la carga financiera que se ha de pagar por gastos médicos repentinos y urgentes en aquellos negocios que son responsables del daño. También aumento las sanciones que el Departamento de Reglamentación de Pesticidas (DPR por sus siglas en inglés) y los Comisionados Agrícolas de los Condados de California (CACs por sus siglas en inglés) pueden imponer por violar las leyes de pesticidas.

La ley fue una reacción a varios incidentes en los que grandes números de personas que viven cerca de campos agrícolas sufrieron enfermedades debido a deriva de pesticidas. Muchos de ellos no tenían seguro médico, ni contaban con los medios para cubrir por sí mismos un tratamiento médico.

La ley coloca la carga financiera que se ha de pagar por gastos médicos repentinos y urgentes en aquéllos que son responsables del daño cuando violan las leyes de pesticidas.

¿CAMBIO ESTA LEY EL PAPEL DEL CUMPLIMIENTO DE LAS LEYES DE PESTICIDAS?

No. Los CACs hacen cumplir las leyes localmente y son responsables de investigar las enfermedades y los incidentes causados por pesticidas en sus jurisdicciones.

Después de determinar si las leyes de pesticidas fueron o no violadas, un CAC tiene una variedad de opciones para hacer cumplir la ley, incluyendo sanciones civiles administrativas. La ley también aumenta el nivel de autoridad a los CACs para sancionar civilmente.

El principal énfasis de la ley compromete la responsabilidad del infractor a cubrir los gastos médicos.

Bajo la ley, si la violación del uso de un pesticida causa enfermedad o lesión, la sanción que un CAC emita tam-bién incluirá un comunicado notificando al infractor sobre su responsabilidad de cubrir los gastos médicos no recompensados, a quienes sufrieron una lesión o enfermedad aguda (corto plazo, repentina) y que buscaron tratamiento médico inmediato Sección 12997.5[a] [b], Código de Alimentos y Agricultura [FAC]).

No existe obligación, ni expectativa o autoridad para que el CAC supervise el procedimiento de reembolso.

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› *¿Qué pasa después que el CAC emita una orden final de cumplimiento de ley que incluya un comunicado de la responsabilidad del infractor en hacer el reembolso a las víctimas?*

Después que sea emitida la orden final de cumplimiento de ley, el infractor tiene 30 días para presentar un plan por escrito al DPR, en el cual da los detalles de como serán cubiertos los gastos médicos no recompensados (FAC 12997.5[c]).

› *¿Determina el CAC cuáles son los gastos médicos o quién califica para el reembolso?*

No. Aunque el condado probablemente identifique a la mayoría de los individuos que se enferman, ni el CAC ni el DPR, están obligados a determinar el monto de los gastos médicos no recompensados o de quién califica para el reembolso.

En última instancia, el infractor es responsable de cubrir los gastos de quienes resultaron afectados.

› *¿Quién obtiene el reembolso?*

El infractor tiene que recompensar a los individuos que resultaron lesionados o a los proveedores médicos, tales como las compañías de ambulancias, los doctores y los hospitales.

› *¿Y si el CAC desconoce los nombres de todos los lesionados? ¿La gente que se presenta después, puede recibir el reembolso de sus gastos médicos?*

Parte de la investigación es determinar el alcance del incidente y entrevistar a las víctimas. Para cuando la investigación se haya completado y la orden final de cumplimiento de ley haya sido emitida, generalmente el CAC cuenta con los nombres de quienes se enfermaron debido a la aplicación ilegal. Tan pronto como sea posible, el CAC puede proporcionar una lista a la parte responsable.

Sin embargo, bajo la ley, el CAC no es responsable de identificar a todas las personas que tienen derecho al reembolso médico.

Si más adelante se identifican a otros individuos que sufrieron una enfermedad aguda y que buscaron tratamiento médico inmediato, ellos pueden comunicarse con el infractor para reclamar el reembolso médico.

› *¿Qué pasa si un infractor se niega a reembolsar los gastos médicos como lo exige la ley?*

Los infractores que se nieguen a cumplir con su responsabilidad legal, están sujetos a medidas judiciales por parte del DPR, según se requiera. Además, el infractor puede estar sujeto a demandas legales por parte de particulares.

› *Las investigaciones normalmente tardan varias semanas. ¿Qué les pasa a las víctimas mientras tanto?*

La ley aconseja fuertemente a los CACs a que completen las investigaciones y a tomar las medidas necesarias respecto a estos incidentes dentro de un periodo de 45 días, siendo los condados apoyados en su esfuerzo por el DPR (FAC 12997.5 [g]).

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La ley define enfermedad o lesión *aguda* como "una condición médica que trae consigo la aparición repentina de síntomas debido a una enfermedad, lesión u otro problema médico que requirió una pronta atención médica y que tiene una duración limitada."

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Bajo la ley, los infractores no son responsables de cubrir los gastos médicos hasta que se haya agotado el debido proceso de sus derechos de apelación.

Sin embargo, la ley proporciona un incentivo a las personas que cubren los gastos médicos **antes** que se termine la investigación. Si la parte responsable cubre los gastos médicos inmediata-mente, la ley le da a los CACs la opción de reducir las sanciones hasta en 50 por ciento (FAC 12997.5[g])

No obstante, el monto de la reducción de una multa no afecta los costos que la parte responsable debe cubrir por gastos médicos.

› ***¿ Pueden las víctimas entablar una demanda civil por daños si aceptan el pago de los gastos médicos?***

Si. La ley dice que el aceptar el pago de gastos médicos de emergencia no afecta el derecho de la víctima a entablar una demanda. Sin embargo, cualquier daño otorgado por un tribunal deberá reducir el monto (cantidad) que la víctima recibió en el reembolso médico de parte del infractor (FAC 12997.5[e]).

› ***¿La disposición para el reembolso médico se aplica a <u>todos</u> los incidentes de pesticidas en los cuales las personas resultan lesionadas?***

No, únicamente se aplica a incidentes en los cuales se usaron pesticidas **en la producción de un producto agrícola**. Además, las disposiciones de pagos médicos están limitadas a personas quienes en el momento de exponerse no estaban trabajando como empleados.

› ***¿Qué hay con respecto a los empleados que sufren lesiones o enfermedades?***

De acuerdo a la ley preexistente, los gastos médicos de los empleados ya están cubiertos por el sistema de compensación de los trabajadores. Éstas disposiciones no se afectan con la ley. Los trabajadores que resulten lesionados siguen el mismo procedimiento que antes: se requiere que los empleadores vean que los trabajadores obtengan tratamiento médico inmediatamente y que los gastos sean cubiertos por el sistema de compensaciones de los trabajadores.

› ***La ley también aumentó las sanciones máximas. ¿Cómo?***

Estas disposiciones de ley son más amplias que los requerimientos del reembolso médico. SB 391 autoriza al DPR y a los CACs a imponer una sanción por **separado** por **cada** persona que se lesione o que se enferme, debido a que se violó la ley de pesticidas.

El DPR y los CACs tenían previamente la autorización para imponer sanciones por separado únicamente por infracciones múltiples de las reglamentaciones de seguridad del trabajador — el número de trabajadores lesionados no aumentaba la sanción, solo el número de secciones del código que se infraccionó.

Ahora, la disposición de una infracción/una persona se aplica a infracciones que involucran a trabajadores como también a víctimas en un marco no laboral. El DPR y los CACs cuentan con la autoridad para multiplicar el monto de la sanción por el número

(Continúa en la página 4)

Los gastos médicos no recompensados son definidos por la ley como el costo de la atención no cubierto por ningún otro programa, tales como (pero no limitado a) el seguro médico, el Programa Familias Sanas o Medi-Cal. La ley especifica que los pagos por gastos médicos no deberán ser más del 125% de las tasas de reembolso de Medi-Cal.

(Continúa de la página 3)

de las víctimas. Esto quiere decir que el DPR y los CACs pueden imponer una sanción de hasta $5,000 por cada persona lesionada o que se enfermó como resultado de una infracción a la ley o reglamentación de pesticidas, aumentando significativamente las sanciones potenciales. (FAC 12996.5[b])

› *La ley también requiere un desarrollo de mejores mecanismos de respuesta para las agencias de emergencia. ¿Cómo funcionará esto?*

La Agencia de Protección Ambiental de California (CalEPA) va a la vanguardia en este componente de la ley. En el siguiente año, CalEPA trabajará con los Comisionados Agrícolas de los Condados de California, los oficiales de la salud locales, otras agencias gubernamentales locales y con los miembros de la comunidad afectada en la norma de protocolos — procedimientos operativos normalizados para los incidentes de pesticidas. El objetivo será mejorar los procedimientos que se usan para:

- Solicitar y proporcionar acceso a información específica de los pesticidas, para ayudar al personal de rescate a identificar los pesticidas que se encuentran en un incidente causado por una deriva, al igual que sus tratamientos adecuados.
- Definir las responsabilidades específicas de las agencias y el procedimiento para responder a las llamadas, notificar a los resi-dentes y coordinar la evacuación, si fuese necesario.
- Establecer albergues de emergen-cia, si fuesen necesarios.
- Dar acceso a los servicios en los idiomas que se hablan en el área afectada.
- Garantizar el acceso a la atención médica dentro de las primeras 24 horas y hasta una semana después de haber sido expuesto.
- Notificar a los proveedores médicos respecto a su elegibilidad para recibir reembolso bajo la nueva ley.

› *Si tengo más preguntas, ¿a quién me dirijo?*

Comuníquese con el director de asesoría legal del DPR, Daniel Rubin, 916-324-2666, ó vía correo electrónico a Daniel.Rubin@cdpr.ca.gov.

DPR y los CACs pueden imponer multas de hasta $5,000 por cada persona lesionada en incidentes anteriores.

Department of Pesticide Regulation
1001 I Street
P.O. Box 4015
Sacramento, CA 95812

www.cdpr.ca.gov

ACERCA DEL DEPARTAMENTO DE REGLAMENTACIÓN DE PESTICIDAS

El Departamento de Reglamentación de Pesticidas (DPR) protege la salud humana y el ambiente reglamentando las ventas de pesticidas y su uso y fomentando el manejo de pestes con riesgo reducido. La administración estricta del DPR incluye la evaluación y registro de producto, monitoreo ambiental, exámenes de residuos en la de frutas y verduras fresca y el uso local del cumplimiento de leyes de pesticidas a través de los comisionados agrícolas del condado. El DPR es uno de seis consejos y departamentos dentro de la Agencia de Protección Ambiental de California.

Inspection Forms

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

PESTICIDE PRE-APPLICATION SITE INSPECTION

PR-ENF-102 (EST. 3/03)

INSPECTING COUNTY

PROPERTY OPERATOR INSPECTED | TELEPHONE NUMBER

MAILING ADDRESS

PROPERTY LOCATION | PERMIT / OPERATOR ID NUMBER

PEST CONTROL BUSINESS | COMMODITY / SITE

METHOD OF APPLICATION | SITE ID NUMBER

☐ AERIAL ☐ GROUND ☐ CHEMIGATION ☐ OTHER_____

WRITTEN RECOMMENDATION (12004) REQUESTED ☐ YES ☐ NO PROVIDED ☐ YES ☐ NO

WRITTEN RECOMMENDATION REVIEWED ☐ YES ☐ NO ☐ N/A

WRITTEN RECOMMENDATION (12003) COMPLETE ☐ YES ☐ NO ☐ N/A

REQUIREMENTS	Section	COMPLIANCE YES	NO	N/A
1. Notice of Intent Complete / Consistent with Permit	**6434**			
2. Proposed Application Complies with Permit Conditions	**12973**			
3. Environmental Conditions Consistent with Permit NOI	**6428(c)**			
TOTAL	TOTAL			

PCA RECOMMENDATION NUMBER | PCA REGISTERED IN COUNTY (12002) ☐ YES ☐ NO

PCA NAME | PCA LICENSE NUMBER

PCA EMPLOYER

N / W / TREATMENT AREA / E / S

ENVIRONMENTAL HAZARDS

PESTICIDE NAME / MANUFACTURER	LABEL REGISTRATION #	SIGNAL WORD	FORM	RATE	DILUTION

Remarks: Include a detailed description of noncompliances.

INSPECTOR *Print Name* | *Signature* | TIME AND DATE INSPECTED

INSPECTION ACKNOWLEDGED BY *Print Name* | *Signature* | DATE ACKNOWLEDGED

Distribution: White - County Pink - Inspector Goldenrod - Firm/Person Inspected

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

COMMODITY FUMIGATION USE MONITORING INSPECTION

PR-ENF-105 (EST. 3/03)

IS THIS A FOLLOW-UP INSPECTION? ☐ YES ☐ NO
Check one below & list serial # of **original** inspection
☐ COMPLETE
☐ PARTIAL - Do not count on PRAMR (Report 5)
SERIAL # _____

105- _____
INSPECTING COUNTY

FIRM INSPECTED	BUSINESS TYPE ☐ Prod Ag or ☐ Property Operator - ☐ Other	PERMIT / OPERATOR ID # ☐ N/R _____ or ☐ UNL
FIRM MAILING ADDRESS	☐ Pest Control Business - ☐ Prod Ag or ☐ Other ☐ Structural Pest Control Business	BUSINESS LICENSE / REG # _____ or ☐ UNL
PERSON INSPECTED	LICENSE NUMBER _____ ☐ N/R ☐ QAL ☐ PAC ☐ OPR ☐ FR ☐ UNL	TELEPHONE NUMBER
PROPERTY OPERATOR	FUMIGATION METHOD	COMMODITY / SITE
PROPERTY LOCATION	BUFFER ZONES ☐ TREATMENT ☐ AERATION DISTANCE: _____	SITE ID NUMBER
ADJACENT ENVIRONMENT (N) (S) (E) (W)	SUPERVISOR INTERVIEWED ☐ YES ☐ NO	WIND VELOCITY _____ DIRECTION _____ to _____

HANDLER'S NAME / # INTERVIEWED	ACTIVITY	PERSONAL PROTECTIVE EQUIPMENT WORN

PESTICIDE NAME / MANUFACTURER	LABEL REGISTRATION NUMBER	SIGNAL WORD	FORM	RATE

REQUIREMENTS	Section	COMPLIANCE YES	NO	N/A
1. PCB Registered in County	11732			
2. Registered Label Available at Use Site	6602			
3. Notice of Intent Submitted	6434			
4. Restricted Materials Use Supervised	6406			
5. Complies with Permit Conditions	12973			
6. Labeling - Aeration / Reentry	12973			
7. Labeling - Site / Rate / Buffers / Other	12973			
8. Labeling - Personal Protective Equipment	12973			
9. Regs. - Personal Protective Equipment	6738			
10. Suitable Methods / Manner / Climate	6600			
11. Accurate Measurement	6604			
12. Protection of Persons / Animals / Property	6614			
13. Handler(s) Trained	6724			
14. Emergency Medical Care, Posting	6726			
15. Decontamination Facility	6734			
16. Emp. Exposure > PEL Respiratory PPE Provided	6780 (a,c)			
17. SCBA Worn / Cont. Monitoring / Plan Followed	6780 (b,c)			

REQUIREMENTS (Continued)	Section	COMPLIANCE YES	NO	N/A
18. Accident Response Plan at Worksite	6780 (d)			
19. Two Trained Employees	6782(a)			
20. Trained Person Present (Solid Fumigant)	6782(a)(1)			
21. Warning Signs Posted, Required Info	6782(c)			
22. Treated Area / Products Managed	6782(f)			
23. MB and/or Pic - Properly Enclosed Space	6452(a)			
24. MB and/or Pic - Site/Chamber Posted/Attended	6452(b)			
25. Equipment Registered	11732			
26. Equipment Identified	6630			
27. Containers Secure and Under Control	6670			
28. Pesticide Containers Properly Labeled	6676			
29. Proper Containers	6680			
30. Proper Pesticide Transport	6682			
TOTAL	TOTAL			

COMPLIANCE ACTIONS:

Follow-up Required	☐ YES	☐ NO
Cease and Desist Order 11897/13102	☐ YES	☐ NO
Stop Work Order 11737	☐ YES	☐ NO
Correct Noncompliances By:		

DECONTAMINATION FACILITY: (Item 15)

Decontamination Facility	☐ YES	☐ NO
Sufficient Water Available	☐ YES	☐ NO
Sufficient Soap Available	☐ YES	☐ NO
Sufficient Single Use Towels	☐ YES	☐ NO
Extra Coveralls	☐ YES	☐ NO

VIOLATION NOTICE # _____ ☐ YES ☐ NO

VIOLATION NOTICE # _____ ☐ YES ☐ NO

Remarks: Include a detailed description of noncompliances.

INSPECTOR *Print Name*	*Signature*	TIME AND DATE INSPECTED
INSPECTION ACKNOWLEDGED BY: ☐ Employee ☐ Owner *Print Name*	*Signature*	DATE ACKNOWLEDGED

Distribution: White - County Canary - DPR Pink - Inspector Goldenrod - Firm/Person Inspected

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

FIELD FUMIGATION USE MONITORING INSPECTION

PR-ENF-106 (EST. 3/03)

IS THIS A FOLLOW-UP INSPECTION? ☐ YES ☐ NO
Check one below & list serial # of **original** inspection
☐ COMPLETE
☐ PARTIAL - Do not count on PRAMR (Report 5)
SERIAL # _____

106-

_____
INSPECTING COUNTY

FIRM INSPECTED	BUSINESS TYPE ☐ Prod Ag or ☐ Property Operator - ☐ Other	PERMIT / OPERATOR ID # _____ ☐ N/R or ☐ UNL
FIRM MAILING ADDRESS	☐ Pest Control Business - ☐ Prod Ag or ☐ Other	BUSINESS LICENSE # _____ or ☐ UNL
PERSON INSPECTED	LICENSE NUMBER _____ ☐ N/R ☐ QAL ☐ QAC ☐ PAC ☐ UNL	TELEPHONE NUMBER
PROPERTY OPERATOR	FUMIGATION METHOD	COMMODITY/SITE
PROPERTY LOCATION	BUFFER ZONES INNER _____ OUTER _____	SITE ID NUMBER
SUPERVISOR INTERVIEWED ☐ YES ☐ NO	METHOD OF APPLICATION ☐ GROUND ☐ CHEMIGATION	WIND VELOCITY _____ DIRECTION _____ to _____

ADJACENT ENVIRONMENT
(N) (S) (E) (W)

HANDLER'S NAME / # INTERVIEWED_____	ACTIVITY	PERSONAL PROTECTIVE EQUIPMENT WORN

PESTICIDE NAME / MANUFACTURER	LABEL REGISTRATION NUMBER	SIGNAL WORD	FORMULATION	RATE	DILUTION

REQUIREMENTS	Section	COMPLIANCE YES	NO	N/A
1. PCB Registered in County	11732			
2. Reg'd Label Available at Use Site	6602			
3. Notice of Intent Submitted	6434			
4. Restricted Materials Use Supervised	6406			
5. Complies with Permit Conditions	12973			
6. Labeling - Aeration / Reentry	12973			
7. Labeling - Site/Rate/Buffers/Other	12973			
8. Labeling - Personal Prot. Equipt.	12973			
9. Coveralls, "Danger / Warning"	6736(c)			
10. Regs. - Personal Prot. Equipt.	6738			
11. Suitable Methods / Manner / Climate	6600			
12. Accurate Measurement	6604			
13. Protection of Persons / Animals / Property	6614			
14. Handler(s) Trained	6724			
15. Emergency Med. Care, Posting	6726			
16. Employee - Working Alone, "Danger"	6730			
17. Decon. Facility / Eyewash Available	6734			
18. Field Postings	6776			
19. Gas Concentration Controlled & Monitored	6780(a,b)			
20. Accident Response Plan at Worksite	6780(d)			

REQUIREMENTS (Continued)	Section	COMPLIANCE YES	NO	N/A
21. Equipment Registered	11732			
22. Equipment Identified	6630			
23. Equipment Safe to Operate	6600(a)			
24. Backflow Prevention - Airgap	6610			
25. Cover/Shut Off/Sight Gauge > 49 Gal	6742			
26. Closed System Used / Meets Criteria	6746			
27. Containers Secure/Under Control	6670			
28. Pesticide Containers Properly Labeled	6676			
29. Proper Pesticide Transport	6682			
30. MB - Worksite Plan	6450			
31. MB - Notification	6450.1			
32. MB - Buffer Zone Reqs	6450.2			
33. MB - Fumigation Methods	6450.3			
34. MB - Prop. Encl. Spaces/Posted	6452			
35. MB - Posting	6784(a)			
36. MB - 2 Trained Employees / Work Hours	6784(b)			
TOTAL	TOTAL			

COMPLIANCE ACTIONS:

Follow-up Required	☐ YES	☐ NO
Cease and Desist Order 11897/13102	☐ YES	☐ NO
Stop Work Order 11737	☐ YES	☐ NO
Correct Noncompliances By:		

DECONTAMINATION FACILITY: (Item 17)

Decontamination Facility within 1/4 Mile	☐ YES	☐ NO	☐ N/A
Sufficient Water Available	☐ YES	☐ NO	
Sufficient Soap Available	☐ YES	☐ NO	
Sufficient Single Use Towels	☐ YES	☐ NO	
Extra Coveralls	☐ YES	☐ NO	

VIOLATION NOTICE # _____ ☐ YES ☐ NO

Remarks: Include a detailed description of noncompliances.

INSPECTOR *Print Name*	*Signature*	TIME AND DATE INSPECTED
INSPECTION ACKNOWLEDGED BY ☐ Employee ☐ Owner *Print Name*	*Signature*	DATE ACKNOWLEDGED

Distribution: White - County Canary - DPR Pink - Inspector Goldenrod - Firm/Person Inspected

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

FIELD WORKER SAFETY INSPECTION

PR-ENF-103 (EST. 3/03)

103-

IS THIS A FOLLOW-UP INSPECTION? ☐ YES ☐ NO
Check one below & list serial # of **original** inspection
☐ COMPLETE
☐ PARTIAL - Do not count on PRAMR (Report 5)
SERIAL # _____

INSPECTING COUNTY

FIRM / PERSON INSPECTED (Check one) ☐ FLC ☐ GROWER ☐ OTHER	TELEPHONE NUMBER	SITE ID NUMBER
FIRM MAILING ADDRESS	PERMIT / OPERATOR ID NUMBER	COMMODITY / SITE
PROPERTY OPERATOR	ADJACENT ENVIRONMENT (N)	(S)
PROPERTY LOCATION	(E)	(W)
SUPERVISOR INTERVIEWED ☐YES ☐NO		

WORKER PROTECTION STANDARD ELEMENTS

Notice of Application within 1/4 Mile ☐YES ☐NO ☐N/A ☐NOT INSPECTED	App. Specific Info. (Prop Operator) ☐YES ☐NO ☐N/A ☐NOT INSPECTED
Date of Application:	REI Expired: ☐ YES ☐ NO
Approximate Number of Fieldworkers:	Approximate Field Size:
Number of Fieldworkers Interviewed:	Fieldworkers Activity:

PESTICIDE NAME / MANUFACTURER	LABEL REGISTRATION NUMBER	SIGNAL WORD	REI

Early Entry Personal Protective Equipment Worn

HANDS
- ☐ Cloth/Leather Gloves
- ☐ Chemical Resistant Gloves
- ☐ Other _____
- ☐ None

EYES
- ☐ Safety Glasses
- ☐ Goggles
- ☐ Faceshield
- ☐ Eye/Sun Glasses
- ☐ None

INHALATION
- ☐ Dust Mask
- ☐ 1/2 Face Respirator
- ☐ Full Face Respirator
- ☐ SCBA
- ☐ None

OTHER
- ☐ Work Clothes
- ☐ Chemical Resistant Clothes
- ☐ Chemical Resistant Boots
- ☐ Head Covering
- ☐ Shoes and Socks
- ☐ Other _____

REQUIREMENTS	Section	COMPLIANCE YES	NO	N/A
1. FLC Registered #_____	(LC) 1695			
2. Labeling - Personal Protective Equipment	12973			
3. Hazard Communication A-9	6761			
4. Field Work during Pesticide Application	6762			
5. Field Worker Training	6764			
6. Emergency Medical Care Knowledge	6766			
7. Decontamination Facility	6768			
8. Field Entry after Pesticide Application	6770			
9. Early Entry Requirements	6771			

REQUIREMENTS (Continued)	Section	COMPLIANCE YES	NO	N/A
Items Specific to Property Operators				
10. Posting Compliance	6776			
11. Greenhouse Ventilation Criteria	6769			
TOTAL	TOTAL			

COMPLIANCE ACTIONS:

Follow-up Required	☐ YES	☐ NO
Cease and Desist Order 11897/13102	☐ YES	☐ NO
Hazardous Area 6706	☐ YES	☐ NO
Correct Noncompliances By:		

VIOLATION NOTICE # _____ ☐ YES ☐ NO

DECONTAMINATION FACILITY: (Item 7 or 9)

Decontamination Facility within 1/4 Mile	☐ YES	☐ NO	
Sufficient Water Available	☐ YES	☐ NO	
Sufficient Soap Available	☐ YES	☐ NO	
Sufficient Single Use Towels or Clean Towels (6771)	☐ YES	☐ NO	
Eyewash, 1 Pint each (Early Entry) (6771)	☐ YES	☐ NO	☐ N/A

Remarks: Include a detailed description of noncompliances.

INSPECTOR *Print Name*	*Signature*	TIME AND DATE INSPECTED
INSPECTION ACKNOWLEDGED BY *Print Name*	*Signature*	DATE ACKNOWLEDGED

Distribution: White - County Canary - DPR Pink - Inspector Goldenrod - Firm/Person Inspected

STATE OF CALIFORNIA
DEPARTMENT OF PESTICIDE REGULATION

PESTICIDE USE MONITORING INSPECTION

PR-ENF-104 (REV. 11/06)

IS THIS A FOLLOW-UP INSPECTION? ☐ YES ☐ NO
Check one below & list serial # of **original** inspection
☐ COMPLETE
☐ PARTIAL - Do not count on PRAMR (Report 5)
SERIAL # _____

104-

INSPECTING COUNTY _____

FIRM INSPECTED	BUSINESS TYPE ☐Prod Ag or ☐Property Operator - ☐Other	PERMIT / OPERATOR ID # ☐N/R or ☐UNL
FIRM MAILING ADDRESS	☐Pest Control Business - ☐Prod Ag or ☐Other ☐Maintenance Gardener	BUSINESS LICENSE # ☐N/R or ☐UNL
PERSON INSPECTED	LICENSE NUMBER ☐N/R ☐QAL ☐QAC ☐PAC ☐JP ☐AP ☐UNL	TELEPHONE NUMBER
PROPERTY OPERATOR	COMMODITY / SITE	WIND VELOCITY Direction to
PROPERTY LOCATION / SITE ID	METHOD OF APPLICATION: ☐AERIAL ☐GROUND ☐HAND HELD ☐CHEMIGATION ☐OTHER	
ADJACENT ENVIRONMENT (N) (S) (E) (W)	SUPERVISOR	INTERVIEWED ☐YES ☐NO

HANDLER'S NAME / # INTERVIEWED	ACTIVITY	PERSONAL PROTECTIVE EQUIPMENT WORN	EQUIPMENT USED

PESTICIDE NAME / MANUFACTURER	LABEL REGISTRATION NUMBER	SIGNAL WORD	FORMULATION	RATE	DILUTION

A. APPLICATION COMPLIANCE YES	NO	N/A	REQUIREMENTS	Section	B. MIX/LOAD COMPLIANCE YES	NO	N/A
			1. PCB Registered in the County	11732			
			2. Reg'd Label Available at Use Site	6602			
			3. Notice of Intent Submitted	6434			
			4. Restricted Material Use Sup.	6406			
			5. Complies with Permit Cond.	12973			
			6. Labeling-Site/Rate/Other	12973			
			7. Labeling - Personal Prot. Equipt.	12973			
			8. Coveralls, "Danger/Warning"	6736			
			9. Regs. - Personal Prot. Equipt.	6738			
			10. Suitable Methods/Manner/Climate	6600			
			11. Accurate Measurement	6604			
			12. Prot. of Persons/Animals/Prop.	6614			
			13. Handler(s) Trained	6724			
			14. Emergency Med. Care Posting	6726			
			15. Emp. Working Alone, "Danger"	6730			
			16. Decontamination Facility, Site	6734			
			17. Eyewash Immediately Available	6734(c)			

A. APPLICATION COMPLIANCE YES	NO	N/A	REQUIREMENTS (Continued)	Section	B. MIX/LOAD COMPLIANCE YES	NO	N/A
			18. Field Postings	6776			
			19. Equipment Registered	11732			
			20. Equipment Identified	6630			
			21. Equipment Safe to Operate	6600(a)			
			22. Backflow Prevention - Airgap	6610			
			23. Containers Secure/Under Control	6670			
			24. Pest. Containers Properly Labeled	6676			
			25. Service Container Labeling	6678			
			26. Proper Containers	6680			
			27. Proper Pesticide Transport	6682			
			28. Containers Properly Rinsed	6684			
			29. Cover/Shut Off/Sight Gauge >49G	6742			
			30. Closed System Used / Meets Criteria	6746			
			Total	Total			

COMPLIANCE ACTIONS:

Follow-up Required	☐ YES	☐ NO
Cease and Desist Order 11897/13102	☐ YES	☐ NO
Stop Work Order 11737	☐ YES	☐ NO
Correct Noncompliances By:		

DECONTAMINATION FACILITY: (Item 16)

Decontamination Facility	☐ YES	☐ NO
Sufficient Water Available	☐ YES	☐ NO
Sufficient Soap Available	☐ YES	☐ NO
Sufficient Single Use Towels	☐ YES	☐ NO
Extra Coveralls	☐ YES	☐ NO

VIOLATION NOTICE # _____ ☐ YES ☐ NO

VIOLATION NOTICE # _____ ☐ YES ☐ NO

Remarks: Include a detailed description of noncompliances.

INSPECTOR *Print Name*	*Signature*	TIME AND DATE INSPECTED
INSPECTION ACKNOWLEDGED BY ☐ Employee ☐ Owner *Print Name*	*Signature*	DATE ACKNOWLEDGED

Distribution: White - County Canary - DPR Pink - Inspector Goldenrod - Firm/Person Inspected

APPENDIX H

Hazardous Materials Incident Response Emergency Telephone Numbers

APPENDIX G

HAZARDOUS MATERIALS INCIDENT RESPONSE EMERGENCY TELEPHONE NUMBERS

Verified
FOR IMMEDIATE NOTIFICATION PURPOSES
THE FOLLOWING AGENCIES MUST BE CALLED ACCORDINGLY:

CAL OES WARNING CENTER (800) 852-7550 or (916) 845-8911
Solano County Environmental Health Services Division (707) 784-6765 & (707) 421-7090 (after hours/weekends/holidays)
ON HIGHWAY SPILLS – CHP – 1-911

FEDERAL GOVERNMENT (NATIONAL RESPONSE CENTER) (800) 424-8802
The responsible party shall always call any agency that must be notified so they know the notification was made in a timely manner.

(All numbers Area Code 707, unless otherwise specified)

MARINAS

Arrowhead Harbor Marina	(4396 Holland Rd. Clarksburg, 95612)	1-916-775-0077
Snug Harbor Resorts LLC	(3356 Snug Harbor Dr. Walnut Grove, 95690)	1-916-775-1455
Hidden Harbor Marina	(3100 E Ryer Rd. Walnut Grove, CA 95690)	1-916-775-1313
Outrigger Marina	(17641 Sherman Island East Levee Rd. Rio Vista, 94571, **(Not in Solano County)**	1-916-777-6480
Sherman Lake Marina	(5140 W Sherman Island Rd Rio Vista, 94571, (**Not in Solano County**)	1-925-978-2877
Benicia Marina	(266 E B St. Benicia, 94510)	745-2628
Benicia Yacht Club	(400 East Second Street, Benicia, 94510	746-6600
Glen Cove Marina	(2000 Glen Cove Marina Road, Vallejo, 94591)	552-3236
Mare Island Dry Dock LLC	(1180 Nimitz Ave, Vallejo, 94592)	652-7356
Vallejo Yacht Club	(485 Mare Island Way, Vallejo, 94590)	643-1254
Vallejo Municipal Marina	(42 Harbor Way, Vallejo, 94590)	648-4370
Suisun City Marina	(800 Kellogg St, Suisun City, 94585)	429-2628
Solano Yacht Club	(703 Civic Center Blvd, Suisun City, 94585	429-0284
Dixon Boat Club	(Bartlett Rd. Dixon, CA 95620)	678-4931
Vallejo Ferry Terminal	643-3779 or	1-877-643-3779

FEDERAL AGENCIES

Dept. of Energy – through CDPH –Rad -(radiological accident assistance)	1-916-327-5106
US EPA Region 9 Branch Office (San Francisco)	1-800-321-7349
US EPA Region 9 Superfund Technical Support Team (Section Chief)	1-415-972-3043

Federal Emergency Management Agency	(24 hrs)	1-510-627-7100
National Response Center (U.S. Coast Guard)		1-800-424-8802
U.S Coast Guard –local (Sector SF Command Center – waterway release)		1-415-399-3530
US EPA	(Spill Phone) (24 hrs)	1-800-300-2193
US EPA Region 9 Criminal Investigation Unit	(24 hrs)	1-415-947-8713
OSHA	(Federal Facility complaints/accidents/fatalities) (24 hrs)	1-800-321-6742
OSHA, District 9 office	(Federal Facility complaints/accidents/fatalities)	1-415-625-2547

STATE AGENCIES

Air Resources Board (ARB) via the State OES warning center		1-800-852-7550
CAL OSHA	(American Canyon District Office, 24 hour)	1-707-649-3700
California Coastal Commission		1-415-904-5200
Office of the State Fire Marshall (OSFM)	(Admin)	1-916-445-8200
Office of the State Fire Marshall, Pipeline Safety Division	(Admin)	1-916-445-8477
CAL FIRE Arson Hotline		1-800-468-4408
CHP Motor Carrier Safety Unit	(Golden Gate Division)	1-707-648-4180
Cal-Trans, District 4 Haz-Waste Office Chief	(Policy and Guidance)	1-510-286-5000
Dept. of Fish and Wildlife	(24 hr dispatch)	1-916-358-1312
Dept. of Fish and Wildlife	(Regional Office, based out of Napa)	944-5500
California State Parks	(24 hr dispatch)	1-916-358-0333
Dept. of Fish and Wildlife, CalTip	(Violation reporting, non-emergency)	1-888-334-2258
Dept. of Fish and Wildlife, Office of Spill Prevention and Response (OSPR)		1-916-445-9338
Dept. of Fish and Wildlife, OSPR, Spill Reporting		1-800-852-7550
Dept. of Public Health, Emergency Preparedness Office (EPO)		1-916-650-6416
Dept. of Public Health, EPO	(Emergency pager EPO Duty Officer)	1-916-328-9025
Dept. of Public Health	(Medical Waste Management Program)	1-916-449-5671
Dept. of Public Health	(Radiologic Health) (Emergency via OES)	1-800-852-7550
Dept. of Public Health (Radiologic Health) (Sacto. Office)		1-916-445-0931
Dept. of Toxic Substances Control	Berkeley	1-510-540-2122
Dept. of Toxic Substances Control	(Sacto, Haz-Mat & Clan Lab guidance)	1-916-255-6504
Division of Oil, Gas & Geothermal Resources, Division 6	(24 hr)	1-916-322-1110
California Office of Emergency Services		1-800-852-7550
Office of Environmental Health Hazard Assessment	via CAL OES	1-800-852-7550
Public Utilities Commission	via CAL OES	1-800-852-7550

San Francisco Bay Conservation & Development Commission 1-415-352-3600

Office of the State Fire Marshal, Duty Chief (24 hr) 1-916-323-7390

STATE AGENCIES FOR EMERGENCY FUNDING

Dept. of Toxic Substances Control – Emergency Reserve Account 1-916-255-6504
Ask for the DTSC Duty Officer or 1-800-260-3972

Dept. of Toxic Substances Control –Clandestine Lab Account 1-916-255-6504
Ask for the DTSC Duty Officer or 1-800-260-3972

Dept. of Fish and Wildlife – Fish & Wildlife Pollution Account 1-916-358-1300

Office of Spill Prevention & Response – Oil Spill Response Trust Fund 1-916-358-1300

State Water Resources Control Board via State CALEMA 1-800-852-7550
Water Pollution Cleanup & Abatement Account 1-916-341-5671

REGIONAL DISTRICTS

San Francisco Bay Regional Water Quality Control Board 1-510-622-2300

Central Valley Bay Regional Water Quality Control Board 1-916-464-3291

Bay Area Air Quality Management District (24 hrs answering service) 1-800-334-6367

Bay Area Air Quality Management District (Fairfield, Benicia, Vallejo) 1-415-771-6000

Yolo Solano Air Quality Management District (Vacaville, Dixon, Rio Vista) 1-530-757-3650

Fairfield Suisun Sewer District (Business and Emergency phone, 24 hr) 429-8930

Solano Irrigation District 448-6847

SOLANO COUNTY

Agricultural Commissioner 784-1310

District Attorney 784-6800

General Services 784-7900

Emergency Medical Services 911 or 784-8155

Environmental Health Services Division 784-6765

Benicia Fire Department 746-4275

Cordelia Fire District 864-0468

Dixon Fire Department 678-7060

Fairfield Fire Department, Station #37 (Admin) 428-7375 / (24 hour) 428-7067

Fairfield Fire Department, Station #38 (Haz-Mat1 County response team) 428-7071

Montezuma Fire District	374-5962
Rio Vista Fire Department	374-2233
Solano County Office of Emergency Services	784-1600
Suisun City Fire Department	425-9133
Suisun Fire Protection District	425-3605
Vacaville Sewer/Wastewater treatment	469-6500
Vallejo Sanitation and Flood Control district (For emergency, extension "3")	644-8949
Travis Air Force Base Command Post	424-5510/17
Vacaville City Fire Department	449-5452
Vacaville Fire Protection District	447-2252
Vallejo City Fire Department	648-4420
California Dept. of Forestry	253-6198
Public Health Officer	784-8600
Division of Public Works Engineering	784-6765
Roads Division	421-6055
Sheriff's Department	
Consolidated Dispatch	421-7090
Law Enforcement Services Division	421-7050
Office of Emergency Services	784-1600

RESOURCES

ChemTrec	1-800-424-9300
Lab Sampling and Analysis	
California Laboratory Services – Rancho Cordova	916-638-7301
Sequoia Analytical Sacramento	916-921-9600
Acculabs - Davis	530-757-0920
Alpha Analytical - Sacramento	916-366-9089
Kiff Analytical- Davis	530-297-4800
McCampbell Analytical - Pittsburg	925-252-9262
Sparger –Sacramento	916-369-7688
Napa/Solano Public Health Lab – Fairfield (Microbial and Nitrates)	707-784-4410
DTSC – Hazardous Materials Laboratory	1-510-540-3101

Suisun Resource Conservation District	425-9302

UC Davis Oiled Wildlife Care Network	863-4961
Pesticide Safety Team Network /Chlorine Reps (Call Chemtrec)	1-800-424-9300
PG&E (Natural Gas/Electricity)	1- 800-743-5000
Emergency Dispatch Number	1-415- 485-6133
CPN Pipeline Company Natural Gas	1- 877-432-5555
Poison Control Center	1-800- 876-4766
Union Pacific Railroad	1-888-877-7267
Kinder Morgan Energy Partners	925-682-6850
Chevron Pipe Line Company	1-800-762-3404
California Northern Railroad	1-800-800-2203
Contra Costa Petro-Chem Mutual Aid	
Dispatch A	1-925-432-5555
Dispatch B	1-510-242-5555

24 HOUR HAZMAT CLEAN-UP CONTRACTORS

NRC Environmental (Chico, Alameda, Eureka, Sacramento)			1-800-337-7455
Decon (Hayward)			1-510-732-6444
Ecology Control Industries	(Richmond)	1-510-235-1393 / (24 hr)	1-800-236-7324
Morgan Environmental (Oakland)			1-510-267-0134
Phillips Services	(Benicia)	1-800-800-7472 / (24 hr)	1-877-577-2669
Crosby and Overston (Oakland)			1-510-633-0366
Clean Harbors (San Jose)			1-800-645-8265
Ramos Environmental (West Sacramento)		1-916-371-5747 /	1-800-456-7745
Clearwater (Union City)			1-800-499-3676
Chemical Waste Management (Fremont)			1-510-651-2964
Fremouw Environmental Services (Vacaville)			1-800-559-3274
Veolia Industrial Services (Benicia)			745-0501
Clean Harbor (Benicia)			747-6699
Advanced Cleanup Technologies Inc. (Benicia)			1-800-334-2284
RAH Environmental (Loomis)			916-563-7770

Safety Kleen Corp (Sacramento)	916-386-4999
Environmental Compliance Management (Orangevale)	916-988-0867
General Environmental Management (Rancho Cordova)	916-351-0980
Advanced Chemical Transport (San Jose)	408-487-9222
Delta Oilfield Services (Woodland)	530-662-2841
TTS Environmental (Vacaville)	429-2409

DISPOSAL SITES (INCLUDES RECYCLING)

Ash Grove Cement Plant	ARD98151227	Arkansas	Incinerator.	(870) 542-6217
Hay Road		Dixon	asbestos.	(707) 451-3276
Chem Waste Man.	CAT000646117	Kettleman City	landfill.	(559) 386-9711
ECS Refining	CAD044429835	Santa Clara	lead/silver.	(408) 988-4386
Evergreen Oil	CAD980887418	Newark	used oil.	1-800-972-5274
J&B Enterprises	CAD069138899	San Jose	cyanide waste, Photographic, Sludge w/metals.	(408) 988-7900
Mercury Technology	CAD982411993	Hayward	florescent/HID.	(510) 429-1129
Rio Chem Waste	CAD008364432	Indlewood	solvents, Flurocarbons.	(323) 776-6233
Romic Technology	CAD009452657	E. Palo Alto	acids, metals, Solvents, degreasers, alkaline, waste, metal bearing waste.	(656) 462-2380
Safety Kleen	CAD0594904310	San Jose	wide range.	(408) 451-5114
TXI Midlothian Cement Plant		Texas	incinerator.	(972) 775-3449

INDUSTRIAL HYGIENISTS & DRUG LABORATORY CONSULTANTS

Call DTSC (Berkeley)	1-510-540-2122
or via State OES after hours	1-800-852-7550
Cal OSHA-Consultation	510-622-2891
BioMax Environmental (Pinole)	510-724-3100
Brown and Caldwell (Pleasant Hill)	510-937-9010
CERES Environmental Services (Concord)	925-825-4466
CET Environmental Services (Emeryville)	510-652 -7001
CIH Services (Suisun City)	425-5899
Clayton Environmental (Pleasanton)	510-426-2600

Bill Collier and Associates (Vacaville)	446-4764
Earthtec Ltd. (Roseville)	916-969 5252
ECI Environmental (Richmond)	510-235-1393
Fugro West Inc (Roseville)	916-782-2110
High Tech Enterprises (Stockton)	1-800-221-9595
KR Environmental (Antelope)	916-725-4299
Network Environmental Systems (Folsom)	1-800-637-2384

VACUUM TRUCKS

Evergreen Environmental Services (Newark) oil only	1-800-972-5284
Clearwater Environment Management, Inc. (Fremont)	1-800-499-3676
Phillips Services (Benicia)	1-800-800-7472
Ponder (Benicia)	707-748-7775
Ramos Environmental (West Sacramento)	916-371-5747
Delta Oil field Services (Woodland)	530-662-2841

HOSPITALS

Kaiser Hospital	976 Sereno Drive, Vallejo	(707) 651-1000
North Bay Medical Center	1200 B. Gale Wilson Blvd. Fairfield	(707) 429-3600
Sutter Solano Hospital	300 Hospital Drive, Vallejo	(707) 446-5705
Vaca Valley Hospital	1000 Nut Tree Road, Vacaville	(707) 446-5705
Kaiser Hospital	1 Quality Drive, Vacaville	(707) 624-4000

Burn Centers

U.C. Davis Medical Center	2315 Stockton Blvd. Sacramento	(916) 734-3636
The Bothin Burn Center	900 Hyde St., San Francisco	(415) 353-6255
Brookside Hospital	2000 Vale Rd, San Pablo	(510) 970-5700
Santa Clara Valley Medical	751 S. Bascom Ave., San Jose	(408) 885-6666
Alta Bates Hospital	3001 Colby St. Berkeley	(510) 204-1573

APPENDIX I

Responsibility Matrix

RESPONSIBILITY MATRIX AND FLOW CHART

Local Agencies	Notification/Activation	Direction& Coordination	Communications	Alerts and warning System	Incident Assessment	Mutual Aid	Recovery	Emergency information
Emergency Services Coordinator	√	√	√			√	√	√
Fire Service	√	√	√	√	√	√	√	√
Law Enforcement	√	√	√	√	√	√	√	√
County Health Officer	√	√	√	√	√	√	√	√
Ag Commissioner	√				√		√	√
Air Pollution Control Officer	√				√		√	
Dept. Public works					√		√	
Supervisory Council							√	√
Administering Agencies	√	√	√	√	√	√	√	√
Coroner						√		
State Agencies								
Cal OES	√	√	√	√		√	√	√
CHP	√	√	√	√	√	√		√
SWRCB		√			√	√	√	√
CA DFG		√		√	√	√	√	
Dept. Conservation		√			√		√	

DOT		√			√		√	
DHS					√	√	√	√
Dept. Food and Agriculture					√	√	√	
DIR					√	√	√	
Dept. water resources					√	√	√	
ARB					√	√		
Dept. Forestry							√	
Dept. Parks And rec							√	
CA National Guard			√			√	√	
PUC					√	√		
AG					√		√	
GSA				√		√	√	
DSS		√				√	√	
Emergency medical Services						√		
Federal Agencies								
FEMA		√					√	√
USCG	√	√		√	√			
EPA					√			
Other					√			
Non-Government								
Private sector	√	√	√		√		√	√
Co ops					√			
Contractors					√			
Red cross						√	√	
Hospitals			√		√			

APPENDIX J

Hazardous Materials Response Equipment

APPENDIX J
HAZARDOUS MATERIALS RESPONSE EQUIPMENT

Solano County Environmental Health Division (CUPA)

Field Testing and Analysis

- Chemical Classified Kit
- Clor-D-Tect Sample Kits
- Drager Hazmat Kit
- Drager CMS Kit
- Drager CDS Kit
- Mercury Test Kit
- Nexteq Air Sampling Kit
- Petroleum HC Test Kit
- WMD Water Test Kit
- WMD Test Strips/Colorimetric Kit/Biological Testing

Sampling Equipment

- Bailers
- Coliwasas (PVC/Glass)
- Drum Thieves
- Pipettes
- Sample Containers
- Scopps
- Soil Augur Kit
- Trowels

Qualitative Analysis Non-Electronic

- HNU PID
- Industrial Safety 4 gas+ PID
- Radiation Meter 7 Dosimeter
- Telescope with Tripod
- Thermometer Gun

Chemical Protective Clothing

- First Aid Kit
- Full Face Air Purifying Respirator
- Leather Gloves
- Nitrile Inner Disposable Gloves
- Protective Gloves-Neoprene, Nitrile, Silver Shield
- QC Tyvek Suits
- QC Tyvek Boots
- Safety Vests
- Saranex Suits
- Tyvek Suits

Tools/Others

- Absorbent
- Binoculars
- Booms
- Mercury Spill Kit
- Miscellaneous (barrier tape, evidence tape, duct tape, bungee cords, flashlight)

- Non-Sparkling Tools
- Pads
- Regular Tools
- Safety Cones
- Shovels

Reference Materials

Solano County maintains a technical information resource listing. This resource includes print and electronic media information references. Technical references are updated on a regular basis in order to provide accurate, up-to-date, and statutorily accurate information.

- American Associate of Railroads Emergency Handling of Hazardous Materials
- California Environmental Regulations and Law
- CHRIS Manual
- Clan Lab Safety
- Clan Lab Operations
- Condensed Chemical Dictionary
- Emergency Response Binder
- Farm Chemical Handbook
- Handbook of Toxic Materials
- Hazardous Chemical Desk Reference
- Hazardous Materials Field Guide
- MERCK Index
- NIOSH Pocket Guide
- North American Emergency Guide Book
- Solano County Hazardous Materials Area Plan

Testing and Maintenance

Solano County Environmental Health Division (CUPA) ensures the equipment including expired chemicals in their kits are replaced as recommended, the HNU photo-ionizing detector, combustible gas indicators, radiological survey meters, and the dosimeters are serviced and calibrated annually, when necessary or after replacement of sensors. The replacement of protective suits and gloves, and replacement of cartridges for respirators are ordered on an annual or on an as-needed basis.

Vehicle

The Solano County Environmental Health Division (CUPA) has a vehicle that is sued for on-duty response. It has limited supplies and equipment for hazardous materials response.

Solano County Interagency Hazardous Materials Team

Emergency Response Vehicle

- A 38-foot Farber Hazardous Materials Vehicle, a 24-foot trailer, and a Ford F-250 pickup truck
    - Generator
    - 7.5 kw Onan
    - 2- 150' electrical reels
    - Adjustable exterior lighting
        - Refrigerator
    - 2 cu ft RV typed
        - Cascade Air System
    - 400 cu ft @ 4000 psi storage
    - 2- 200' entry lines
    - 2- 50' dress out lines
    - 6- 10' dress out lines
    - 2- 25' decon line
    - 6' refill hose
    - 10 piece manifold set
    - Work stations

Field Testing and Analysis

- pH paper
- Starch-iodide paper (for oxidizer)
- Peroxide Test Strip
- WMD Chemical Card (nerve agent, blistering agent, blood agent)

Qualitative Analysis Non-Electronic

- Industrial Test Kit for known (Commonly known as HazCat Kit)
- HazCat Kit for unknown (5 steps)

Qualitative Analysis Electronic

- Infra-Red Spectroscopy
- Colorimetric Analysis
- Colorimetric Kit (Multi-Sensing)
- Colorimetric Kit (EWMD Specifc)

Air Monitoring Equipment

- Confined Space OSHA Standard 4 Gas Monitoring Kit
- Multi Gas Monitor
- Aromatic Hydrocarbon Monitor

Specialty Gas Monitors

- Ammonia
- Halogen Gas
- Calibration Kit

Sampling Equipment

- Substance Capture
- Coliwasa Tubes
- Sample Jars
- Pipette Transfers (Multiple sizes and graduated)
- Test Tubes
- Telescopic Environmental Dipper
- Spatulas (All sizes)

- Funnels (All Sizes)

Containerization
- Labels
- Evidence Seals
- Radiation Detection/Monitoring Meters (beta and gamma)
- Survey Meters (alpha)
- Survey Meters (alpha/beta combo)
- Radio Nuclide Detector
- Dosimeters

Chemical Protective Clothing
- Vapor Protective Ensemble
- Level A Suits
- Level B Suits
- Test Kit for Suits
- Silver Nitrile Gloves
- Under Gloves
- Ultra Cold Protective Gloves
- Butyl Outer Gloves
- Chemical Resistive Boots
- Hard Hats
- Safety Googles
- Fire Resistive Jump Suits
- Self Contained Breathing Apparatus (SCBA)

Tech Reference
- Internet Access
- Air Modeling
- Plume Modeling
- Electronic Weather Station
- Real Time Data Download
- Fixed Computer
- Hot Zone Laptop
- Printer
- Fax Machine
- Duplication Machine

Special Capabilities
- Ultrasonic Sound Sensing
- Digital Video Camera
- Infrared Temperature Sensing
- Hot Zone Remote Camera

Intervention
- Acid Neutralization
- Absorbent Non-Polar Solvent Pads, Rolls, Pillows, Booms
- Absorbent Polar Solvent Pads, Rolls, Pillows, Booms
- Chlorine Kits A, B, and C
- Pipe Repair Devices/Patches
- Mechanical Pipe Clamps
- Liquid Taker Patch
- Liquid Drum Patch

- Stopper Plugs
- Various Caps
- Dowels

Decontamination

- Plastic Tarps
- Carryalls
- Plastic Sheeting
- Catch Basin
- Gross Decon Showers
- Portable Pools
- Water Heater
- Various Brushes
- Sponges
- Towels
- Blankets
- Cadaver Bags
- Modesty Clothing
- Traffic Cones
- Detergent
- Chemical Tapes
- Clothing Removal Tools
- Buckets
- Garbage Bags

Communication

- Intrinsically Safe Portable Radios (VHF)
- Intrinsically Safe Stationary Radios (VHF)
- Megaphone

Tools/Others

- Refrigerator
- Spotting Scope
- Ice Cooler
- Drum Up Ender
- First Aid Kit
- Medical Monitoring
- Zone Marking Kits
- Pliers
- Shovels
- Brooms
- Hammers
- Screwdrivers
- Wrenches
- Chisels
- Pry Bar
- Putty Knives
- Shears
- Wheelbarrow
- Tape Measure
- Stop Watch
- Strap and Ratchets
- Grounding Cables

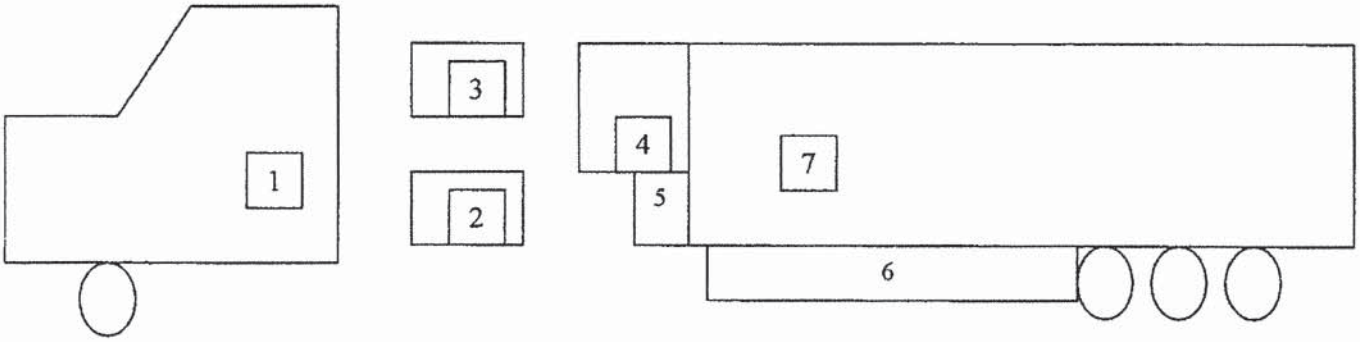
- Grounding Rods
- Bung Wrenches
- ICS Vests
- Kneepads

Reference Materials

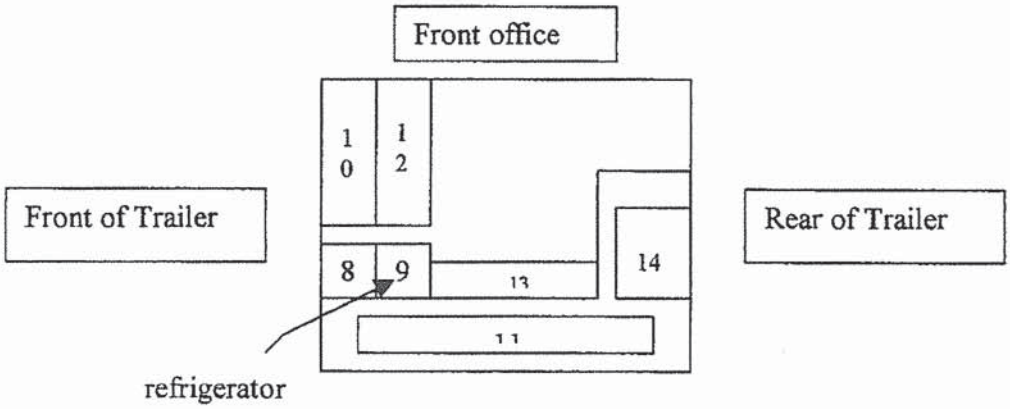
Solano County Interagency Hazardous Materials Team maintains a technical information resource listing. This resource includes print and electronic media information references. Technical references are updated on a regular basis in order to provide accurate, up-to-date, and statutorily accurate information.

- Chemical Hazards in the Work Place, 2nd Edition
- Condensed Chemical Dictionary, 11th Edition
- Emergency Care for Hazardous Material Exposure, 1988
- Agricultural Chemical Books
    - Insecticides, 1988
    - Herbicides, 1989
    - Fumigants, 1988/89
    - Fungicides, 1988
- Gardener's Chemical Synonyms and Trade Names, 9th Edition
- Crop Protection Chemical Reference, 2nd Edition
- Handbook of Reactive Chemical Hazards, 3rd Edition
- SAX Cancer Causing Chemicals, 1981
- SAX Dangerous Properties of Industrial Materials, Volume 1, 2, and 3
- CHRIS Manual
- First Aid Manual, 2nd Edition
- Hazardous Material Dictionary, 1988
- Chemical Protective Clothing Compatibility-Binder 1990
- Guideline for Selection of Chemical Protective Clothing, Binder 3rd
- Emergency Handling of Hazardous Materials in Surface Transport
- Emergency Action Guides- Binder A to I (1984/89) and Binder L to Z (1984/89)
- Radiological First Response, 1986
- Firefighters Handbook of Hazardous Materials
- HazCat Manual
- NIOSH Pocket Guide
- Drager Tube Handbook
- Phonebook

NAPA
HAZ MAT 27 EQUIPMENT INVENTORY

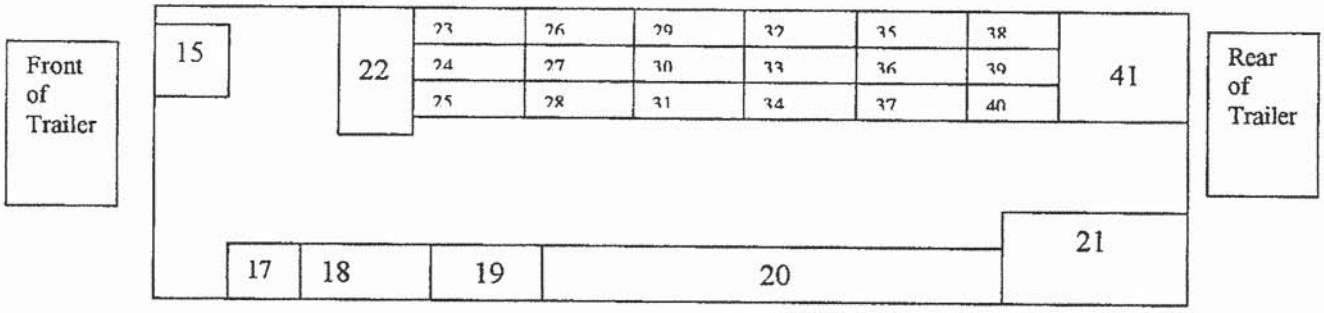


1. ERG, maps, rehab clothing, weather kit stands
2. Fire extinguisher, chocks, oil, stinger fittings, triangle reflectors
3. Stinger fittings, rope, extension cord, bungee cords
4. Gap seal, plug and dike, step ladders, plastic 55 gallon over-pack, plastic 30 gallon over-pack, cardboard 30 gallon over-pack, plastic 20 gallon over-pack, plastic 40 gallon over-pack, saw horses, wheel barrel, cones, table and chairs
5. Grates
6. Hard suctions
7. Generator, keys, shoreline / generator power



8. Labeler, digital camera, rehab drinks, polaroid cameras
9. Drager tubes, batteries, reagents, film, power bars
10. Library, Dosimeters, thermal detectors, refrigerant detectors, SO2 detectors, ammonia detectors, carbon monoxide detectors, chemical agent detector, HNU, 4 gas detectors, regulator
11. Fax machine, logbook
12. Detector chargers, extension tubing
13. Haz. Mat. business plans, suit test kits, calibration gas, radiation detectors, calibration kits, rehab drinks, lab top with Aloha and CAMEO, files and records

14. Cell phones, ICS board



15. Tools, flagging, stinger drill, epoxy, clamps, putty, pipe wrenches
16. SCBA's and bottles, nitrogen tank, grounding cables
17. Liquid pump, communication SCBA masks, mask spare parts, mask cleaner, bone mics, APR's, APR cartridges, spare headsets
18. Weather station, tape, plugs, chalk, sealers, clamps, aqua sealer, resin, teflon tape, test tubes, grounding clamps, zip ties, caps, flashlights, valves, fittings, spray paint, pneumatic hydraulic plugs, air plugs, wedges, duct tape, wood wedges, thermal blocking paste, strap tie downs, bike helmets, bike pump, knee pads, lead wool, dust pan, gaskets, clam shells, tubing, H.T. assessors
19. Easy up, drum thief, colwasas
20. Level A suits, flash suits, level B suits, stinger carpet
21. Decon shelter, heater, water heater and pump, blower
22. H.T. clamshells, battery charger, flood lights, fire extinguisher
23. Neoprene gloves, extra gloves
24. PVA, cotton gloves, solvex gloves
25. Hot, cryogenic, silvershield gloves
26. ICS vests, clipboards, binoculars, megaphone, spotting scope
27. Kleen guards, thermal t-shirts
28. Boots
29. Saranex level B suits
30. Full coverage saranex, emergency blankets
31. Haz Max, over boots, extra boots
32. PVC, neoprene level B suits
33. Level B splash 700 suits, trell-chem covers, suit hangers
34. Neoprene boots, PVC
35. Rehab, medical kits, scale
36.Cool vests, ammonia suits, cryogenic suits
37. Flash suits, personal flotation devices
38. Plastic tarp, flagging, garbage bags, catch basin
39. Haz Cat kit, Haz Cat charts
40. Heinz Cat kit, WMD kit
41. Decon, Biscayne, flu, brushes, buckets, decon spray bottles, mats, garden hoses, soap nozzles
42. A kit, B kit, decon pools, extension cord, large air plug, large bags, stinger clamps, regulator, air pump system, vetter system, pedal pump, tire gauge, decon solutions, sodium bicarbonate, sodium carbonate, Haz Cat supplies, propane torches

LIBRARY

Book Shelf #1

Chemical Hazards in the Work Place, 2nd ed
Condensed Chemical Dictionary, 11th ed
Emergency Care for Hazardous Materials Exposure (1988)
Agricultural Chemical Books (I) INSECTICIDES (1989)
(II) HERBICIDES (1986/87)
(III) FUMIGANTS (1988/89)
(IV) FUNGICIDES (1988)
FIRST AID MANUAL FOR CHEMICAL ACCIDENTS 2ND ED
HAZARDOUS MATERIALS DICTIONARY (1988)
GARDNER'S CHEMICAL SYNONYMS & TRADE NAMES 9TH ED
HANDBOOK OF REACTIVE CHEMICAL HAZARDS 3RD ED
SAX - CANCER CAUSING CHEMICALS (1981)
CHEMICAL PROTECTIVE CLOTHING COMPATABILITY - BINDER (1990)
* GUIDELINES FOR SELECTION OF CHEMICAL PROTECTIVE CLOTHING - BINDER VOL I 3ED
EMERGENCY HANDLING OF HAZARDOUS MATERIALS - IN SURFACE TRANSPORT 19
EMERGENCY ACTION GUIDES - BINDER A-I (1984/1989)
EMERGENCY ACTION GUIDES - BINDER L-Z (1984/1989)
HAZ MAT UNIT INVENTORY & UNIT TESTING RECORDS BINDER
DRUG LAB CHEMICALS HAZMEAD
HAZARDOUS MATERIALS EMERGENCY ACTION DATA - BINDER (1989)
RADIOLOGICAL FIRST RESPONDER - BINDER (1986)

* HAZ CAT USERS MANUAL (need 3 updated) 1994

CAMEO

Bookshelf

NIOSH Pocket Guide to Chemical Hazards (1990)
Dräger Tube handbook 7th ED (1989)
Firefighters Handbook of Hazardous Materials 5th ED.
Agro-Research - Chemical Directory & Response Handbook 5th ED (1990)
Transporting Radioactive Material (DOE) (1989)
HAZCAT Kit MSDS Booklet (1991)
Crop protection Chemicals Reference - 2nd ED
Merck Index 11th ED.
Hazardous chemicals Desk Reference (Lewis) 2nd ED
Pesticide Users Health & Safety Handbook (Watterson) (198
Farm chemicals Handbook (1992)
Scott Safety Gases Catalogue #600
Guidelines for Handling & Storage of Calcium Hypochlorite (1980
Fire Protection Guide to Hazardous Materials 10th ED.
Matheson - Gas Data Book 6th ED (1980)
Firefighter Hazardous Materials Reference Book (1991)
Sax - Dangerous Properties of Industrial Materials 8th ED Vol 1
" " " " " Vol 2
" " " " " Vol 3
Guidelines for the Selection of Chemical Protective Clothing Vol 2
CHRIS Manuals - Binder A-C 1984
D-M "
N-Z "
Hazmead General - Binder A-L 1989
M-Z "

Need 2 updated phone book

VALERO REFINERY - COMPANY SPECIFIC DATA

3400 East Second Street, Benicia, CA OR 610 Industrial Way, Benicia, CA

Thomas Bros. Map: Contra Costa County Page #551 C-2

Hydrant Type: 2½" NST & 4½" NST

Engine #16:

Discharge capacity:	2,000 gpm Foam Pumper, 1,000 g. 3x3 AFFF/ATC Foam Williams Balance Pressure System
Hose:	1,000 ft. 5" hose
Manpower:	(1) operator, (3) Firefighters

Truck #16:

Discharge capacity:	2,000 gpm pump with a 95 ft. aerial
Foam:	700 g. 1x3% AFFF/ATC Foam Hot Shot II Foam System
Hose:	800 ft. 5" hose
Manpower:	(2) Operators (2) Firefighters

Foam Tender:

Discharge capacity:	4,000 g. 3x3% AFFF/ATC Foam Concentrate Tender with 150 gpm pump

"Big Sucker:"

Discharge capacity:	5,000 gpm diesel pump trailer, with drafting capabilities. (4) 5" discharges

"6K Pump"

Discharge capacity:	6,000 gpm diesel pump trailer with drafting capabilities. (6) 5" Discharges

"Six Gun:"

Discharge capacity:	1,000 to 6,000 gpm Hydro-foam Nozzle Trailer, with matching JRC's for foam.

Hose Trailers:

(1) 5" hose trailer with 3,500 ft. of 5" hose with Storz couplings
(2) Portable hydrants with (4) 2½" outlets
(1) 3" hose trailer with 1,600 ft. of 3" hose with 2½" couplings

FIRE FIGHTING FOAM AVAILABILITY

FIRE DISTRICT	CONTACT	TYPE FOAM	QUANTITY
BENICIA	K C Smith	Type B	133 Gallons
DIXON	Greg Lewis	Type A	35 Gallons
VALERO REFINERY	Brian Fien	Type B	22,000 Gallons that is transportable
TRAVIS	Glen Munn	Type A	5000 Gallons*
FAIRFIELD	Bob Stoffel	Type B 15 Gallons per Truck	90 Gallons
VACAVILLE	Frank Drayton	Type A Type B	235 Gallons 195 Gallons
CORDELIA	Allen Kemp	Type A & B Mixed	75 Gallons
SUISUN CITY	Mike O'Brien	Type A 30 gallons Type B 20 gallons	50 Gallons
DOW & 4 REFINERIES	Tony Semenza	Type B	15,000 Gallons

* Travis cannot send all equipment off base at once. Actual amount for initial response would be less than 5000 Gallons.

Foam Types:
Class A: Used for wild land fires.
Class B: Used for hydrocarbons and polar solvents
Class A/B: Used for both wild land fires and liquid based fire
AR AFFF: Used for Ethanol fires (Alcohol Resistant Aqueous Film Forming Foam)

Making assertions that foam always acts a certain way and will always cover a calculated area can be a 'slippery slope'. The following terms and calculations are essential to a better understanding of foam.

Terms

Foam concentrate: That which is supplied by the manufacturer

Foam Solution: That which is produced when foam concentrate is proportioned with water at approved percentage (usually 1%, 3%, or 6%).

Finished Foam: The product produced when foam solution is expanded with air at a certain ration (per NFPA 11, low expansion: up to 20:1, medium expansion: 20-200:1, high expansion: 200-1000:1.

When calculating foam requirements, foam solution is the term used to determine minimum rates of application. Example: NFPA 11 calls for a minimum of .1gpm of foam solution to be applied to every square of square foot of liquid surface area for 15 minutes.

Achieving full coverage of the surface area even at an unfired spill can be easy (still wind conditions and cool temperatures) or very difficult (high temperatures and high winds). It is also

a function of the delivery device used: air aspirating devices produce higher quality foam blankets that last longer than blankets applied through non-air aspirating (water fog) devices. The energy consumed to produce rich foam blanket, regardless of the type of concentrate used, results in lower reach of the foam stream. Depending on the device used, and the impact the foam makes when it arrives at fuel surface (fuel take-up), foam blanket qualify and life expectancy might be lessened when trying to reach the most remote area of the area needing coverage.

When the response includes fire extinguishment, all of the above factors are magnified exponentially. It is generally accepted that high quality AR-AFFF's are both the most effective on hydrocarbons and polar solvent spills and fires. They are also the least affected by all of the concerns mentioned above.

While there is no accepted minimum depth of foam blanket, most accept four inches is satisfactory in most cases. Air monitoring is advised throughout the staffing of an incident to ensure satisfactory vapor suppression is maintained.