

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. _____
For Meeting of 09.28.09


ITEM TITLE: Consideration of a resolution updating and renewing a Multi-Jurisdictional Hazard Mitigation Plan.

CONTACT PERSON: Gary Walters, Police Chief
Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Hazard Mitigation is any action taken in advance to eliminate or reduce the long-term risk to human life, property, and the environment posed by natural, technical, and civil emergencies.

In 2001 the initial Windsor Heights Multi-Hazard Plan was created. Polk County Emergency Management Office has created an update to this plan for approval by all participating communities. The updates to the plan are noted in the attachment.

<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

STAFF RECOMMENDATION: Approve the resolution adopting the plan on a roll call vote.

COUNCIL ACTION:

RESOLUTION OF ADOPTION
Windsor Heights, Polk County, Iowa Multi-Jurisdictional Hazard Mitigation Plan

WHEREAS **Windsor Heights** is vulnerable to damages from natural hazard events which pose a threat to public health and safety and could result in property loss and economic hardship;

WHEREAS a Multi-Jurisdictional Hazard Mitigation Plan (the Plan) has been developed through the work of the Polk County Emergency Management Commission, the Polk Emergency Management Agency, the **Windsor Heights** Steering Committee, and interested parties within **Windsor Heights**;

WHEREAS the Plan recommends hazard mitigation actions that will protect people and property affected by natural hazards that face **Windsor Heights**, that will reduce future public, private, community and personal costs of disaster response and recovery; and that will reinforce **Windsor Heights**'s leadership in emergency preparedness efforts;

WHEREAS the Disaster Mitigation Act of 2000 (P.L. 106-390) (DMA 2000) and associated Federal regulations published under 44 CFR Part 201 require **Windsor Heights** to formally adopt a Hazard Mitigation Plan subject to the approval of the Federal Emergency Management Agency to be eligible for federal funds for hazard mitigation projects and activities;

WHEREAS public meetings were held to receive comment on the Plan as required by DMA 2000;

NOW THEREFORE BE IT RESOLVED by the City Council of **Windsor Heights** that:

1. The Plan is hereby adopted as an official plan of **Windsor Heights**.
2. The **Windsor Heights** officials identified in the Mitigation Action Plan (Section 5) are hereby directed to implement the recommended actions assigned to them. These officials will report quarterly on their activities, accomplishments, and progress to the city council, and the appropriate municipal representative on the Polk County Emergency Management Commission.
3. The [insert jurisdiction] local Steering Committee will provide annual progress reports on the status of implementation of the Plan to the [insert name of governing body]. This report shall be submitted to the [insert name of governing body] by [insert date] of each year.
4. The **Windsor Heights** local Steering Committee, in coordination with the Polk County Emergency Management Commission, will undertake periodic updates of the Plan as indicated in the Plan Maintenance Program (Section 6), but no less frequently than every five years.

NOW THEREFORE, BE IT RESOLVED by City Council that **Windsor Heights** adopts the **Polk County, Iowa Multi-Jurisdictional Hazard Mitigation Plan**, dated September 28th, 2009 as this jurisdiction's Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

ADOPTED this September 28th, 2009 at the meeting of the City Council.

Jerry Sullivan, Mayor

ESF COORDINATOR:

Polk County Emergency Management Agency

PRIMARY AGENCIES:

Polk County Local Emergency Planning Committee (LEPC)
Des Moines Fire Department Special Operations/Hazmat

SUPPORT AGENCIES:

Depending on the nature, surge and scope of the incident, all agencies and jurisdictions support ESF #10 and are responsible for providing appropriate support as required.

I. PURPOSE

This annex is designed to fulfill the requirements of the Federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

- A. To assess the potential hazards of a Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) incident.
- B. Reduce the vulnerability of Polk County residents in the event of a CBRNE incident.
- C. Establish capabilities for protecting citizens from the effects of a CBRNE incident.
- D. Respond effectively to the actual occurrence of a CBRNE incident.
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this annex is contained in:

- A. Public law 99.499 Emergency Planning and Community Right-to-Know Act of 1986 - EPCRA.
- B. Chapter 30.1-30.12 Iowa Code 1989, as amended.
- C. Iowa Administrative Rules Chapter 607 101.1(17a)-103.7(30).
- D. Local resolutions.
- E. Mutual aid agreements.

III. SITUATIONS

- A. The potential for hazardous material release is based on the Polk County Hazard Analysis. With responders being both volunteers and paid personnel, training and equipment varies across the county. Funding of necessary planning and training is limited and, in most cases, will be for the lower level of protective measures at the time. The county is served by the Des Moines Fire

Department Special Operations Unit's Hazardous Materials (Hazmat) Team under terms of an agreement between Polk County and the City of Des Moines. The county is also served by the Des Moines Police Department's Bomb Team for explosive materials or potentially explosive materials.

- B. In the event of a CBRNE release, action will be taken by the fire department of that jurisdiction. However, in all cases, outside help will be needed if it is a major hazardous materials incident.
- C. An event could require protective measures including evacuation, which may be the only response appropriate due to equipment and training. Therefore, a notification and warning capability is established (ESF #2: Communications) to evacuate the population potentially impacted. Re-entry into the area will be only after qualified personnel are available to make recommendations.
- D. County emergency response agencies, when responding to an incident, may not be aware of the presence of hazardous materials until they arrive on-scene.
- E. Initial report of an incident rarely reflects the full extent of the situation. The worst situation must be assumed and an objective on-the-scene evaluation and assessment must be made as soon as possible.
- F. It may not be immediately possible to identify the materials involved in the incident.
- G. Emergency response personnel should always assume the substance(s) are dangerous, even in small quantities and take protective action.
- H. Hazardous Analysis Summary
 - 1. Fixed Site information is contained in a computer database that is maintained by the Iowa Department of Natural Resources.
 - a) A series of maps shows each 302 facility in Polk County. 302 facilities are those that have an Extremely Hazardous Substance (EHS) at or above the threshold planning quantity (TPQ). (RE: 40 Code of Federal Regulations, Part 355)
 - b) Each 302 facility will have a map showing the area that would be vulnerable to a release.
 - c) On this map, facilities that would contribute to additional risk will be shown.(IDENTIFICATION OF FACILITIES THAT MAY CONTRIBUTE TO ADDITIONAL RISKS DUE TO THEIR PROXIMITY TO FACILITIES WITH EHS IS REQUIRED BY EPCRA.)
 - d) On this map, facilities that are subject to risk due to their proximity, such as schools, day care centers, hospitals, nursing homes and other places where special planning considerations are needed, will be shown. (IDENTIFICATION OF FACILITIES THAT ARE SUBJECT TO ADDITIONAL RISKS DUE TO THEIR PROXIMITY TO FACILITIES WITH EHS IS REQUIRED BY EPCRA.)

- e) For each fixed facility, indicate evacuation distances for the worst case scenario, considering recommended evacuation distances for the extremely hazardous substance that is at each facility.
 - f) Numerous facilities use chemicals which pose a threat to their own private property and employees. These threats are to be controlled by the facilities concerned and are not addressed in this Emergency Support Function. Most facilities in Polk County have routinely provided Material Safety Data Sheets (MSDS) and Tier 2 forms to the supporting fire departments which are responsible for training of the fire fighters who would encounter these materials.
 - g) Detection of a release may be through automated technologies or by human senses.
 - h) Attachment 1 lists the fixed site facilities which have extremely hazardous substances. (IDENTIFICATION OF EHS FACILITIES IS REQUIRED BY EPCRA.)
 - I) Facility coordinators and their emergency telephone numbers for facilities which have EHS are identified in the CAMEO program. (IDENTIFICATION OF FACILITY COORDINATORS IS REQUIRED BY EPCRA.)
2. Transportation Routes (IDENTIFICATION OF TRANSPORTATION ROUTES IS REQUIRED BY EPCRA.)
- a) The transportation of CBRNE materials within Polk County poses a threat to communities that are located near streets highways, and/or railroad tracks. Such materials cannot be identified precisely in advance. Thousands of materials may be transported, most commonly on:

Highway 141 from I-80/35 North to Polk County Boundary
 Interstates 80, 35, 80/35, 235
 Highway 65 and 65/69
 Highway 69
 Highway 28
 Highway 5
 Highway 163
 Highway 46 North to Highway 163 and South to Highway 5
 86th Street, Clive

Also, CBRNE substances may be transported on the Iowa Interstate, Norfolk and Southern, Burlington Northern and Union Pacific Railroads. Additionally, CBRNE may be transported on barges on the Des Moines River. There are 6 pipelines that run through Polk County. They are:

Comment [a1]: Dependent upon DNR's HERE system to do this. At this time it is unknown how this works.

Comment [a2]: Is this being done anymore?

BP North America, Inc.	MidAmerican Energy
Kinder Morgan Energy	Northern Natural Gas
Koch Pipeline	Williams Pipeline

Although some types of CBRNE may be found on any road (see transportation routes map), railroad (see railroad map) or pipeline, the NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK lists many of the potentially dangerous materials likely to be encountered and general emergency actions to be taken. Some specific hazards can be identified and procedures developed for their control.

- b) The most potentially hazardous points in the routes are:
1. the two points at which I-35/80 and I-235 intersect each other.
 2. Highway 46
 3. I-235 over Union Pacific Freight Yard
 4. railroad crossings in downtown business area.

IV. **ASSUMPTIONS AND PLANNING FACTORS**

- A. Regardless of type, size, or complexity of the incident, ESF #10 will be implemented through the use of NIMS/ICS, a consistent and uniform incident management system.
- B. Emergency response personnel will be trained in hazardous materials control and vehicles will be equipped with emergency response reference materials, guidebooks and specialized equipment.
- C. The amount of lead time available to determine the scope and magnitude of the incident will impact on the protective actions recommended.
- D. Locally, available resources are limited and will require augmentation from mutual aid agreements, state and federal resources.
- E. Private agencies involved in the use, storage and transport of CBRNE substances will cooperate with local governments in preparing for and conducting operation in response to hazardous materials incidents.
- F. Local government has the primary responsibility for the protection and well-being of the citizens. Consequently, local governments, through the designated response agencies, will:
1. Respond to CBRNE incidents of all types and sizes.
 2. Make initial assessments as to the severity or magnitude of the situation.

3. Take appropriate measures to prevent or minimize injuries and property/environmental damage.

G. Protective actions for citizens in the risk area are in-place sheltering or evacuation.

V. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. A list of the appointed LEPC members is listed in Attachment 1.
2. Depending on the seriousness of the CBRNE incident, governmental agencies in Polk County may have an emergency function in addition to their normal duties. Each agency has the responsibility to develop and maintain its own Standard Operation Guidelines (SOGs).

B. Organizations

Most emergency tasks and assignments are covered in various functional annexes of this Comprehensive Emergency Plan as well as other established policies and procedures under which the governmental units will operate. Because of the unique EPCRA requirements that hazardous materials incidents pose, modification of day-to-day operations, and changes of the normal chain of command may be necessary.

C. Task Assignment

1. Local Emergency Planning Committee (LEPC)
 - a. The LEPC is appointed by the Iowa Emergency Response Commission (IERC), and it is charged with the development and review of the local hazardous materials plan (ESF# 10: Hazardous Materials). The LEPC conducts hazards identification and analysis along with assessing the local response capabilities. It develops a plan appropriate for Polk County. The LEPC outlines methods and schedules of exercises and coordinates the exercise of the plan for ensure its comprehensiveness.
 - b. The LEPC holds scheduled meetings to establish short and long range goals mandated by EPCRA Section 303(a).
 - c. Provides support and focus on hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis utilized.

- d. Appoints a Community Emergency Coordinator who is charged with responsibility for implementing the plan.
 - e. Shall annually submit the plan to the Polk County Emergency Management Commission for review ,comment, and adoption.
 2. Community Emergency Coordinator (CEC)
 - a. The CEC shall be responsible for implementation of this Emergency Support Function.
 - b. The CEC is the administrative coordinator of the Polk County hazardous materials response effort. The CEC for Polk County is the Polk County Emergency Management Coordinator. This individual works with the Iowa Homeland Security and Emergency Management Division, the Iowa Department of Public Health and Iowa Department of Natural Resources to maintain hazardous materials preparedness programs in the jurisdiction. This includes integrating hazardous materials information into the County-Wide Comprehensive Emergency Plan.
 3. Polk County Emergency Management Commission

The Polk County Emergency Management Commission shall review the comprehensive emergency response plan. Revisions shall be with the concurrence of the LEPC. The Commission is also responsible for adopting ESF# 10 as part of the countywide Comprehensive Emergency Plan.
 4. City/County Attorneys
 - a. Provide enforcement of regulations and initiate legal action and cost recovery against parties responsible for release of hazardous materials in violation of regulations.
 5. Board of Supervisors

See Basic Plan
 6. City Manager/Mayor

See Basic Plan
 7. County Emergency Management Agency

- a. The County Emergency Management Coordinator, under the direction of the Emergency Management Commission, is responsible for ensuring that an appropriate Multi-Hazard Comprehensive Emergency Plan is developed and implemented which will provide the unique skills and capabilities required for emergency operations within the various departments of local government.

Emergency response agencies such as law enforcement, fire fighting and medical/rescue should be considered as primary responders to a hazardous materials incident.
 - b. With the Incident Commander, briefs local and state officials as to the situation in regard to the Extremely Hazardous Substance/Comprehensive Emergency Plan.
 - c. Maintains and updates contracts, agreements and resource lists to support the Extremely Hazardous Substance/ Comprehensive Emergency Plan.
 - d. Coordinates technical assistance for hazardous material risk assessments.
 - e. Maintains plans and training programs in support of the Extremely Hazardous Substance/ Comprehensive Emergency Plan and updates them on a regular basis.
8. Fire Departments

(METHODS AND PROCEDURES TO BE FOLLOWED BY FIRE SERVICE PERSONNEL IN RESPONDING TO A RELEASE OF EXTREMELY HAZARDOUS SUBSTANCE IS REQUIRED BY EPCRA.)

- a. Assumes the role of Incident Commander (IC) on the Scene or participates in Unified Command. Implements the Incident Command System (ICS). (ICS IS REQUIRED BY EPCRA.)
- b. Determines the severity of the incident and directs response operations regarding:
 - (1) State of incident.
 - (2) Harmful nature of materials involved.
 - (3) Type, conditions and behavior of shipping container.
 - (4) Conditions (location, time and weather).
 - (5) Spread of hazardous substances after releases.
 - (6) Potential losses versus control measures available.
- c. The first unit responding shall:

- (1) Serve as On-Scene Commander upon first response.
 - (2) Perform initial on-scene assessment.
 - (3) Establish a Command Post, if required.
 - (4) Take tactical and operational actions regarding fire suppression and other immediate public safety requirements.
- d. Establishes staging areas upwind at highest elevation. Coordinates with on-site authorities and the EOC (if established). Decides which public protection actions are appropriate based on the initial phase of the incident; clearly specifies objectives and tactics, (i.e., sheltering-in-place or evacuation). The IC may make decisions based on predicted release, speed, direction and concentration of plume(s).
- (1) Rescue of the injured and commencement of evacuation from the exposure area or issues orders to stay indoors.
 - (2) Coordinates as well as implements the necessary resources in order to neutralize or contain hazardous materials or waste with or without a fire.
 - (3) Manages immediate containment requirements, if necessary.
- e. Coordinates the activities of all support agencies at the Incident Command Post; briefs the medical, law enforcement and other authorities on the hazard evaluation and environmental assessment.
- f. Provides staff support to the EOC. Requests necessary support by type (technical assistance, manpower and equipment, etc.)
- g. Provides assistance in search and rescue operations. Maintains records of all persons in the exclusion area. Provides for decontamination of personnel and equipment.
9. Law Enforcement

(METHODS AND PROCEDURES TO BE FOLLOWED BY LAW ENFORCEMENT PERSONNEL IN RESPONDING TO A RELEASE OF E.H.S. IS REQUIRED BY EPCRA.)

Assumes the role of Incident Commander (IC) on the scene for incidents involving certain materials or participates in Unified Command. Implements the Incident Command System (ICS). (ICS IS REQUIRED BY EPCRA.)

With their responsibilities and special jurisdictional authority, all law enforcement agencies will have an important response role in most hazardous substances incidents/accidents. The Sheriff and Police Chief are responsible for insuring that their personnel are thoroughly familiar with emergency response procedures as set forth in these plans.

- a. Establishes incident boundaries, access control points in accordance with Command Post guidelines.
- b. Provides for warning support and assists in implementing evacuation orders or sheltering areas or pick-up points.
- c. Supports the EOC, Command Post, and IC with communications (ESF# 2: Communications).
- d. The law enforcement communications operators will follow the extremely hazardous substances Comprehensive Emergency Plan
- e. Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies in surrounding jurisdictions for the coordination of traffic control. Written agreements are in place between law enforcement agencies in Polk County to ensure effective traffic coordination (ESF# 1: Transportation). (COORDINATION WITH CONTIGUOUS PLANNING DISTRICTS FOR TRAFFIC CONTROL IS A REQUIREMENT OF EPRCA.)

10. Public Works and Utilities

(METHODS AND PROCEDURES TO BE FOLLOWED BY PUBLIC WORKS AND UTILITIES IN RESPONDING TO A RELEASE OF AN E.H.S. IS REQUIRED BY EPCRA.)

- a. The public work department shall assist in necessary road closures, detours and establishment of control zones. Ensure coordination with DOT on state road closures.
- b. Provide technical assistance and resources to support hazardous materials containment activities.
- c. Water and sewer departments shall be responsible for providing remedial actions when a hazardous material may affect water sources and distribution system. They may also assist in product analysis.

- d. Coordinates and establishes procedures for disposal of hazardous materials.
 - e. Coordinates for the posting of contaminated areas. Assists fire departments with decontamination efforts.
 - f. Coordinates with utilities and other services essential for basic human needs.
 - g. Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another county, city or state. Written agreements are in place between each organization responsible for containment actions to ensure an effective response. (COORDINATION WITH CONTIGUOUS PLANNING DISTRICTS FOR CONTAINMENT ACTIONS IS A REQUIREMENT OF EPCRA.)
11. Polk County Public Health Department
- (METHODS AND PROCEDURES TO BE FOLLOWED BY HEALTH AND MEDICAL PERSONNEL IN RESPONDING TO A RELEASE OF E.H.S. IS REQUIRED BY EPCRA.)
- a. Provides analysis of the situation and recommends proper epidemiological and toxicological solutions to deal with public health issues concerning CBRNE materials.
 - b. Manages the distribution and use of health resources (personnel, materials, and facilities).
 - c. See ESF# 8: Public Health and Medical Services
12. Medical Coordinator
- a. Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials emergency. Ensure that mutual aid plans for both the Emergency Medical Service (EMS) and hospitals are implemented.
 - b. Provides emergency medical assistance to employees of the facility, emergency workers, and the affected public.
 - c. The hazard analysis of Polk County identifies vulnerable zones surrounding facilities which have extremely hazardous substances. Site-Specific Procedures on file in the office of the Polk County Emergency Management Agency, identifies ambulance services and hospitals providing emergency care and transportation for each vulnerable zone.

- d. Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. Written agreements are in place between each organization to ensure an effective response. (COORDINATION OF HEALTH AND MEDICAL RESOURCES WITH CONTIGUOUS PLANNING DISTRICTS IS A REQUIREMENT OF EPCRA.)
 - e. See ESF# 8: Public Health and Medical Services
 - f. Emergency Medical Services
 - (1) Provide emergency medical care and transportation.
 - (2) May provide medical assistance in the decontamination area in regard to fire personnel.
 - (3) See ESF# 8: Public Health and Medical Services
13. Public Information Office
- See ESF# 15: Public Information
14. Material Resources Management
- a. Has access to a list of resources maintained by the Polk County Emergency Management Agency, including facilities and equipment in the community and at each facility in the community subject to EPCRA, maintained by the CEC.
 - b. Response resources - the availability, position titles and location of private industry contact individuals, a listing of trained personnel, and equipment available in the area are maintained by the Polk County Emergency Management Agency and LEPC. (IDENTIFICATION OF EMERGENCY EQUIPMENT AND FACILITIES IN THE COMMUNITY AND AT EHS FACILITIES IS A REQUIREMENT OF EPCRA.)
 - c. See ESF# 7: Resource Support
15. Fixed Facility Site: Hazardous Material Tasks (METHODS AND PROCEDURES TO BE FOLLOWED BY FACILITY OWNERS AND OPERATORS TO RESPOND TO A RELEASE OF AN EXTREMELY HAZARDOUS SUBSTANCE IS REQUIRED BY EPCRA.)

- a. Develops on-site contingency plans. These plans will include specific responsibilities, including notification of emergency response personnel and security of the hazardous zone and containment, when possible.
- b. Provides technical support as requested in development of off-site risk assessments.
- c. Provides planning support for off-site contingency planning. Provides a representative to support the Polk County LEPC.
- d. Provides, as needed, emergency response liaison to the County Emergency Operation Center (EOC).
- e. Provides a liaison to the on-scene Command Post and assists with its emergency response missions.
- f. Provides maintenance support and participates in exercises and drills.
- g. Coordinates on-site emergency plans with the County Emergency Management Coordinator.
- h. Supports the communication and warning systems to warn the public.
- I. Initiates notification to the Department of Natural Resources, Environmental Protection Division, of any release or spill of a hazardous material under the Code of Iowa, by providing information specified on the Hazardous Materials Accident Notification Form.
- j. Initiates written follow-up of a release in accordance with Section 304 of EPCRA.
- k. Minimizes the harmful effect of a release or contains the spill as much as possible.
- l. Restores the environment to the extent practical including the cleanup of the released material.
- m. Takes steps to secure and protect the area and take other remedial actions until response personnel arrive.
- N. Provides information to fire departments and LEPC concerning methods employed to determine the occurrence of a release of a 302 substance.
- o. Answers and returns questionnaire for risk and vulnerability surveys.

16. State Support

In general, state agencies will provide support in an incident involving CBRNE substances in accordance with the provisions outlined in the Iowa Emergency Plan.

- a. Iowa Homeland Security and Emergency Management Division
 - (1) Responsible for the overall emergency coordination of State assistance if a multiple state agency response is required. It is, therefore, a must that immediate notification of all incidents/accidents involving hazardous materials be reported to HLSEM.
 - (2) May establish a forward command post for preparation, response and recovery in an incident.
- b. Iowa Department of Natural Resources, Environmental Protection Division.
 - (1) Responsible for response to a hazardous substance release in the State of Iowa as outlined in State and Federal Law. State law mandates immediate notification to DNR of all incidents involving hazardous materials.
 - (2) Provide technical guidelines on the response and recovery of hazardous materials incident.
 - (3) Maintains the On-line TIER II Manager for receiving and storing hazardous materials information.

17. General Support

- a. U. S. EPA coordinates federal funding, equipment, personnel and expertise during major ground/air toxic incidents and land/water spills.
- b. Regional Response Team (RRT)

If requested by the state, the RRT may be activated; it will coordinate with the state for a timely and effective response with federal and local government agencies. When the RRT is requested, a federal coordinator may assist the state in the integration of local government and the private sector.
- c. FEMA

Established guidance for the development of training, emergency planning and exercise.

VI. CONCEPT OF OPERATIONS

A. General

1. The Polk County Emergency Management Agency, will be responsible for administrative coordination of emergency response to all hazardous material incidents/accidents with support from any/all of the other Emergency Support Functions that are a part of his Comprehensive Emergency Plan. All Direction and Control activities will be in accordance with the Basic Plan and other appropriate annexes.
2. Emergency incidents require activation of the local Extremely Hazardous Substance/Comprehensive Emergency Plan to provide coordination between agencies. This includes agencies within and outside the Polk County area. It is essential that response agencies understand the use of the integrated Incident Command System (ICS).
3. Support agencies will increase the need for coordination during the emergency. If the local capabilities are over-taxed, support may come from other jurisdictions or state or federal agencies. The use of tactical resources should be directed from the Incident Command Post (ICP) and supported by the Emergency Operations Center (EOC), depending on the type and seriousness of the incident.

B. Personal Protective Measures

1. Evacuation
 - a. Limited evacuation which demands urgent and immediate action should be directed and managed by the IC.
 - b. Evacuations of major scope, which include large populations and extensive relocation and support resources, will be managed under authority of the Chief Executive Group and under the coordination of the Polk County Emergency Management Agency Coordinator.
 - c. When conditions dictate, precautionary measures will be taken to evacuate special populations (INCLUSION OF PRECAUTIONARY EVACUATIONS IS REQUIRED BY EPCRA).
 - d. Identification of alternate traffic routes. ESF# 1: Transportation will coordinate evacuation/reception movement procedures and special contingency planning with local law enforcement to provide for evacuation routes within the county

and alternate routes. (IDENTIFICATION OF ALTERNATE TRAFFIC ROUTES IS A REQUIREMENT OF EPCRA.)

- e. Hazardous materials emergencies commonly require mutual aid assistance to ensure coordination of evacuation plans in which the release of an extremely hazardous substance places the public at possible risk to exposure in another county, city or state. Written agreements are in place between each political entity to ensure an effective coordination of evacuation plans. (COORDINATION WITH CONTIGUOUS PLANNING DISTRICTS FOR EVACUATION PLANS IS A REQUIREMENT OF EPCRA.)
2. Sheltering-in-Place

Sheltering-in-Place is recommended when the projected release does not justify evacuation or when there are risks and threats associated with the movement and evacuation of residents. In many circumstances, effective protection can be found in home or other facilities.

If sheltering-in-place actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures.

The IC must decide which actions and recommendations will be implemented.

Typical protective actions for in-place shelter include:

- a. Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.
- b. Set ventilation systems to 100% recirculation. If not possible, turn off system.
- c. Turn off all heating systems or air conditioners. Some newer heating systems take fresh air from outside the structure to combust fuel. These types of heating systems must be turned off.
- d. Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents.
- e. Close fireplace dampers.
- f. Close as many internal doors as possible.

- g. If explosion is possible, close drapes, curtains and shades over windows. Stay away from windows.
- h. If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.

VII. ADMINISTRATION AND LOGISTICS

- A. Tasked agencies will use their available equipment and unless prior agreements are made for support by other sources.
- B. Local agencies, local officials, fire services personnel, law enforcement, and volunteer organizations may make requests for assistance, training and educational information to HLSEM through the Polk County Emergency Management Agency.
- C. Tasked local and state agencies will keep appropriate records in accordance with state law and agency policy and forward copies to DNR as requested or required by law.
- D. Notification

(PROCEDURES FOR NOTIFICATION OF PERSONS DESIGNATED IN THE EMERGENCY PLAN THAT A RELEASE HAS OCCURRED IS AN EPCRA REQUIREMENT.)

- 1. The jurisdiction's law enforcement communications center may receive the initial notification of a release of an extremely hazardous substance via telephone from the fixed facility, from a citizen using the telephone, a law enforcement officer, or first-on-the-scene first responder through radio transmissions. The Communications Center will refer to their SOGs for coordinating and cooperating with the Incident Commander at the scene (Provisions for notification to the public that a release has occurred is a requirement of EPCRA.)
- 2. If the incident is a transportation HAZMAT incident, the communication dispatcher, receiving the call, may acquire as much of the information as possible and enter the "Hazardous Materials Incident Report form" [\[see attachment 3\]](#).
- 3. If the incident involves a fixed facility, the "Hazardous Materials Incident Report" will be filled out as complete as possible [\(see attachment 2\)](#).
- 4. Each hazardous materials fixed facility is responsible for reporting conditions that fall within parameters of the response levels.

5. The dispatcher will initiate the established initial call list kept in the Communications Center.
6. See ESF# 2: Communications
7. Hazardous materials emergencies commonly require mutual aid assistance to ensure coordination of warning procedures with cities or counties affected by a facility's extremely hazardous substance release when located in another county. (COORDINATION WITH CONTIGUOUS PLANNING DISTRICTS FOR WARNING PROCEDURES IS A REQUIREMENT OF EPCRA.) To insure proper warning for residents of this county that could be affected by the release of an extremely hazardous substance in another adjoining county, warning procedures are coordinated with the law enforcement center(s) and emergency management coordinators of Story, Marshall, Jasper, Marion, Warren, Madison, Dallas and Boone counties by way of a mutual aid agreement.

VIII. ANNEX DEVELOPMENT, TESTING, AND MAINTENANCE

(INCLUSION OF METHODS AND SCHEDULES FOR EXERCISING THE EMERGENCY PLAN IS A REQUIREMENT OF EPCRA.)

- A. The Polk County LEPC shall be responsible for exercise planning, with assistance and coordination from the County Emergency Management Agency. At a minimum, the following exercises will be conducted:
 1. One tabletop exercise per year.
 2. One functional exercise per year.
 3. One full-scale exercise every two years.
- B. The Polk County LEPC is responsible for ensuring scheduling, designing, conducting and evaluating of all exercises.
- C. Recommended changes to the plan should be forwarded to the Polk County Emergency Management Agency.
- D. As revisions are made, revised and dated, changed pages will be provided to all individuals and agencies involved with the execution or support of the plan. It is the responsibility of the copy holder to keep individual copies current.

IX. TRAINING

IDENTIFICATION OF THE PROGRAMS AND SCHEDULES FOR TRAINING OF LOCAL EMERGENCY RESPONSE AND MEDICAL PERSONNEL IS A REQUIREMENT OF EPCRA.

-
- A. Emergency response personnel shall receive training pursuant to CFR 1910.120.

Training requirements for each emergency service is mandated by the State of Iowa.

- B. Each emergency response agency shall maintain training records on emergency personnel.
- C. Each emergency response agency will ensure that refresher training is attended as required.