

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2008-2009



This Manual Is Designed for The Purpose Of Training College Personnel On Emergency Protocol. The College Does Not Claim That This Manual Is Complete or Totally Comprehensive Of All Situations or Incidents That May Occur In Most Instances. A Level of Discretion and Judgment Must Be Applied In Order to Resolve The Matter.

Perry W. Ward, Ph.D.
President

Prevention

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1.1 ACRONYMS AND ABBREVIATIONS

AIDS.....	Acquired Immunodeficiency Virus
AIT.....	Accident Investigation Team
CGI.....	Combustible Gas Indicators
CHR.....	Chancellor
CEMP.....	Comprehensive Emergency Management Plan
CRZ.....	Contamination Reduction Zone
CFR.....	Code of Federal Regulations
DHHS.....	Department of Health and Human Services
DENR.....	Department of Environment and Natural Resources
EAL.....	Emergency Action Levels
EHS.....	Environmental Health and Safety
EMA.....	Emergency Management Agency
EMG.....	Emergency Management Group
EMT.....	Emergency Response Team
EOC.....	Emergency Operations Center
EPA.....	Environmental Protection Agency
FBI.....	Federal Bureau of Investigation
FEMA.....	Federal Emergency Management Agency
HAZWOPER.....	Hazardous Waste Operations and Emergency Response
HBV.....	Hepatitis B Virus
HIV.....	Human Immunodeficiency Virus
IAP.....	Incident Action Plan
IC.....	Incident Commander
ICT.....	Incident Command Team
ICS.....	Incident Command System
IRT.....	Incident Response Team
ITT.....	Information Technology and Telecommunications
LEPC.....	Local Emergency Planning Commission
MIS.....	Management Information Systems
LSCC.....	Lawson State Community College
NOAA.....	National Oceanic and Atmospheric Administration
OSHA.....	Occupational Safety and Health Administration
PEL.....	Permissible Exposure Limit
PPB.....	Parts –Per – Billion
PPM.....	Parts –Per -Million
RSI.....	Routine Safety Investigation
SARA.....	Super Fund Amendment and Reauthorization Act
SERC.....	State Emergency Response Commission
SIIC.....	Serious Incident Investigation Committee
SII.....	Serious Incident Investigation
SOP.....	Standard Operating Procedure
CPD.....	College Police Department
US.....	United States

Comprehensive Emergency Management Plan

CF/PP.....College Facilities/Physical Plant
PPresident
VP.....Vice President

Lawson State Community College

1.2 INTRODUCTION

Lawson State Community College Comprehensive Emergency Management Plan (CEMP) is designed to address emergencies that may happen at any of its facilities. The focus of the plan is on the prevention, preparation, response, and recovery from any emergency. Lawson State Community College and its business operations are susceptible to emergencies such as natural disasters, severe weather and man-made hazards. The CEMP is designed to assist management and personnel with managing emergencies that affect its employees, customers, visitors, neighbors, contractors, and facilities.

Lawson State Community College is committed to providing a safe environment and services to all of its faculty, staff and students. This plan recognizes that an unplanned interruption of service to any customer is a potential emergency. Lawson State Community College will use all of its resources to quickly and safely mitigate the emergency, while continuing to meet the commitments and obligations to our students.

The CEMP is more than just a response plan. It is designed based on the concept that an organization must do more than simply respond to emergencies. The only effective means to manage emergencies is to prepare for, respond to, and recover from the event. This concept is known as Comprehensive Emergency Management plan and is the basis of this plan.

Because an infinite number of emergencies may be encountered, the CEMP was designed to serve as a template for many possible responses. Procedures have been designed to comply with applicable regulations posed by the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA) where necessary.

The CEMP is the foundation for the Comprehensive Emergency Management Program. The Program consists of plans, procedures, training, drills and exercises, acquiring equipment, equipping facilities, and interfacing with Federal, State, and local agencies in developing and maintaining emergency response capabilities. This plan coincides with each college divisional emergency response plan. The college organizational structure consists of the Chancellor, President, two Vice Presidents, Deans, Associate Deans, Department Chairs, and many Department Directors. (See College Organizational Chart).

The Incident Command Team (ICT) is comprised of President, Vice Pres., Deans, Associate Deans, Directors, Chief of Police, and key technical personnel who have the authority and ability to make decisions on behalf of the college. The ICT delegates decision-making powers to supervisors and response teams who translate strategies and regulatory requirements into actions. The ICT includes persons with responsibilities for direction and control, planning and logistics, operations, service restoration, environmental and safety protections, public information, police, finance, student and employee needs, legal, insurance, and customer service. The ICT convenes and operates from the Emergency Operations Center (EOC).

Lawson State Community College

Within several departments are specially trained personnel who are fully capable of responding to and mitigating a limited variety of emergencies. Emergency conditions include water and sewer line breaks, chemical spills, inclement weather, civil unrest, terrorism etc. Our response team coordinates their activities through the EOC and the appropriate Incident Commander of the community emergency response agency during any significant emergency.

In this way, communications are maintained between the operations personnel and the decision-makers. Designated individual department managers and specially trained personnel assist local emergency responder by providing technical knowledge on request. The department managers maintain contact with the appropriate Incident Command Team (ICT) member.

Campus Emergency Resource Teams

The following are my recommendations for Campus Emergency Resource Teams and Building Coordinators for the Bessemer and Birmingham campuses.

BESSEMER CAMPUS

EMERGENCY RESOURCE TEAM

EMERGENCY DIRECTOR	Dr. Perry W. Ward
EMERGENCY COORDINATOR	Dr. Charles Murray
EMERGENCY COORDINATOR	Dr. Cynthia Anthony
FACILITIES (plant operations)	Mr. Chad Yancy
DIRECTOR OF FINANCIAL SERVICES	Mr. Craig Lawrence
COORDINATOR OF STUDENT RECRUTIMENT	Dr. Cynthia Anthony

Lawson State Community College

PUBLIC RELATIONS

Ms. Geri Albright

DEAN OF STUDENTS

Dr. Cynthia Anthony

SAFETY & SECURITY

Sgt. Robert Tate

BUILDING COORDINATORS

Shipping & Receiving

Mr. Chad Yancy

Ext. 3497

Millsap Building

Sgt. Robert Tate

Ext. 3508

Building “A”

Ms. Lori Chisem

Ext. 3409

Building “B”

Mr. Roy Ledford

Ext. 3477

Building “C”

Mr. Tom Berryman

Ext. 3483

Building “D”

Mr. Leevell Dansby

Ext. 3482

Ethel Hall Building

Ms. Kamille Smith

Ext. 3432

Jessie Lanier Building

Ms. Kamille Smith

Ext. 3452

Emergency Operation Center

Mr. Robert Tate

Ext 3508

Lawson State Community College

BIRMINGHAM CAMPUSES

EMERGENCY RESOURCE TEAM

EMERGENCY DIRECTOR	Dr. Perry Ward
EMERGENCY COORDINATOR	Dr. Bruce Crawford
MAINTENANCE SUPERVISOR	Mr. Richard Gibbs
VP ADMINISTRATION & STUDENT SERVICES	Mrs. Sharon Crews
CHIEF OF POLICE	Mr. Walter Williams, Jr.
DIRECTOR OF PUBLIC RELATIONS	Ms. Geri Albright
DEAN OF STUDENT LIFE	Mrs. Charlsie Cook
VP ACADEMIC AFFAIRS	Dr. Bruce Crawford

BUILDING COORDINATORS

WEST CAMPUS

Building "A"	Mrs. Sharon S. Crews	Ext. 6307
Building "B"	Mrs. Sadie Harris	Ext. 6387
Building "C"	Dr. Karl Pruitt	Ext. 6348

Lawson State Community College

Building “D”	Mrs. Sandra Henderson	Ext. 6333
Gym & Fine Arts Bldg	Ms. Eleanor Pitts	Ext. 6309
Kennedy Student Center	Mr. Walter Williams Jr.	Ext. 6317
Ward Technology Building	Mrs. Vernona Williams	Ext. 6472

EAST CAMPUS

Shop Bldg. #1	Mr. Steve Taylor	Ext. 6345
Shop Bldg. #2	Mr. Ralph Bryd	Ext. 2125
Gaston Bldg.	Mr. Donald Sledge	Ext. 6442
One Stop Center	Mr. Lorenza Thomas	Ext. 6467
Howard Bldg.	Mrs. Gwendolyn Hunter	Ext. 6458
Small Business Center	Mrs. Tomeka Minnifield	Ext. 6384
Horn Bldg.	Mr. Alga Gaston	Ext. 6321
Ethel Hall Bldg	Dr. Shelia Marable	Ext. 6437
HMO Bldg.	Mrs. Gwendolyn Collins	Ext. 2008
Residence Hall	Sonya Williams	Ext. 6496

Lawson State Community College

Incident Command Team
 President,
 Vice President, Chief of Police
 Incident Command Support Team
 Communication & Personnel Team
 Planning Section Team

Incident Command Team
 Directors of Facilities
 Dean of Students
 Dean of Academic Affairs
 EHS Director

Incident Support Team
 President
 Dean of Student Affairs
 Dean of Business
 Dean of Facilities

Communication and Personnel Team
 Human Resources Director
 Director of Information Technology and Telecommunications
 Dean of Student Affairs
 Network Communications

Planning Section Team
 President
 Vice President
 Director of Facilities and Planning

Operations Section Team
 Chief/Director of Police/Public Safety
 Director of EHS
 Director of Physical Plant
 Operations Engineer
 Health Services
 Executive Dean of Housing & Resident Life
 Assistant/Associate Director of Athletics

Logistic Section Team
 Vice President of Business and Finance/Business Services
 Vice President of Budget/Planning
 Purchasing Manager

Incident Response Commander

Plumbing
 Grounds
 HVAC, Electrical

Chemistry
 Biology
 Env. & Scil, OSH

Civil
 Electrical
 Mechanical

Health Services
 School of Nursing

Police
 EHS

1.3 Policy

The CEMP was implemented for faculty and staff to comply with the Lawson State Community College policy of providing a safe work environment for all students, employees, contractors, visitors, and neighbors. This extends to the design, and implementation of a program, which will save lives and reduce property damage during an emergency.

It is also the College's policy to operate in an environmentally responsible manner consistent with environmental knowledge, policies and regulations that best serve the needs of students, employees and the community. Operations of College facilities are designed so as not to adversely affect the environment of surrounding areas during emergency situations or normal operating periods.

Lawson State Community College attempts to prevent all emergencies from occurring. However, should an event occur, the immediate goal is to keep the emergency and its effects within our boundaries and not allow it to present a threat to the health and safety of students, faculty, staff or the general community. In those instances where the emergency directly affects or impacts the general public or the college community (such as a sewer line break, gas line break or a chemical spill), all efforts are made to contain the incident and not to put those affected at risk.

Preserving life is the prime consideration of the college. All procedures will be carried out in a manner to minimize risk to employees and emergency response personnel. Rescue and medical activities have priority over all other actions.

Lawson State Community College has developed and will maintain a Comprehensive Emergency Management Plan, regardless of whose response resources are to be used. The CEMP shall be reviewed and updated annually and training provided on a regular basis. The CEMP is designed to the specific needs of the college and will outline the strategy and tactics expected and implemented for each identified situation.

1.4 Legal Authority

This plan complies with the intent and requirements of applicable federal regulations pertaining with emergency situation, including:

- 29 CFR 1910.38(a), Employee Emergency Plans
- 1910.37, Means of Egress, General
- 29 CFR 1910.165, Employee Alarm Systems
- 19 CFR 1910.1200, Hazard Communication
- 29 CFR 1910.146, Permit Required Confined Spaces
- 29 CFR 1910.146 (n), Emergency Planning and Response
- 29 CFR 1910.120, Hazardous Materials
- 40 CFR 264, Resource Conservation and Recovery Act
- SARA Title III, Emergency Planning and Community Right-To-Know Act of 1986
- CFR 302.6. Comprehensive Environmental Response, Compensation, and Liability Act
- Section 112 (r) of the Clean Air Act Amendment, Risk Management Program
- Presidential Bio-Hazard Preparedness Act
- Homeland Defense Legislation

1.5 ASSUMPTION AND COMMUNITY BACKGROUND

Lawson State Community College is located in the Western Section of Birmingham, Alabama near the downtown area of the city. Lawson State Community College is a comprehensive, multi-campus college, which seeks to provide educational opportunities, promote economic growth and enhance the quality of life for people in its service area. The College is dedicated to providing affordable and accessible learning opportunities in order to prepare students for employment or career advancement, enable students to transfer to senior colleges and universities, and provide customized training needs for business and industry. This is a metropolitan area that consists mainly of several educational institutions and business interest.

Lawson State Community College will experience emergencies. Community response agencies such as fire fighting, law enforcement, emergency medical services and other emergency response organizations will be promptly notified of an Lawson State Community College emergency situation. They will be available to respond and provide necessary services. Training, drills and exercises will be conducted at recommended intervals. Equipment and facilities recommended by the CEMP will be procured and maintained in a state of readiness. Lawson State Community College faculty and staff recognize and understand their emergency roles and will employ their knowledge and training when an emergency occurs.

1.6 BUSINESS INTERRUPTION & POTENTIAL EMERGENCIES

An emergency is any unplanned event that directly or indirectly threatens the health, safety, or welfare of students, employees or citizens in the communities surrounding the college facilities and work sites.

A key feature of this plan is the delineation of events that can cause a business interruption and the assignment of activities and responsibilities for mitigating those events. Lawson State Community College is committed to providing the highest quality services to all of its customers and will take action steps to ensure the continuation of those services despite any occurrence of events beyond which they have no control.

Possible emergencies and causes of business interruption include:

- Voice Communication Outage
- Data/Computer Outage
- Natural disasters
- Civil Disorders
- Internal loss of utilities -water, sewage and electricity
- Community loss of water or sewer service
- Work stoppages
- Chemical release
- Flood
- Fire
- Explosion
- Building collapse
- Bomb threat
- Adverse publicity
- Work Place violence
- Illegal entry to the facility
- Evacuation of the facility
- Hostage
- Water line break
- Sewer line break
- Water source contamination
- Water system contamination

Comprehensive Emergency Management Plan

- Gas Line Break
- Explosions of any kind
- Electrical or Mechanical power failure
- Any act of Terrorism

Lawson State Community College will work closely with the city, county and any of the other area Colleges and Universities in resolving any emergency. This coordination includes Lawson State Community College assisting other city/county departments in meeting their commitments if they should experience an emergency that negatively impacts their operations. Our primary function for operational situations is to those outside emergencies that threaten or directly affect our students, faculty, staff or visitors to our campus.

1.7 CONCEPT OF EMERGENCY OPERATIONS

The basic concept of the CEMP is to provide an approach for managing emergencies. The four elements of this approach are prevention, preparedness, response, and recovery. The CEMP is a tool for translating concepts into action.

Mitigation includes all those actions, which attempt to reduce or eliminate the likelihood of an emergency from occurring. Examples are: inspections, audits, following operating procedures, preventive maintenance, elimination of potential emergencies and quality assurance.

Preparedness includes all those activities, which ensure a high degree of readiness for a swift and effective response. Preparedness activities include training on the use and implementation of the CEMP through classroom instruction, drills, and exercises; maintaining response equipment and facilities; and, communicating hazard information to employees and local emergency responders. All personnel who are expected to use the CEMP are appropriately trained.

Response includes the measures taken by personnel at the emergency site and at the Emergency Operations Center. The Incident Command Team (ICT) coordinates controlling actions in an organized fashion while delegating operations authority to the appropriate city, county or college department. Response actions reduce risks to students, employees, the community, property and the environment.

Recovery includes the short and long-term activities, which return services, facilities, and systems to normal operations. The ICT coordinates the recovery and ensures operations and personnel are accommodated. The Chancellor/President or their designee determines when the recovery is complete.

The CEMP provides the basic concepts and emergency operation responsibilities and activities for the entire College. But because of the numerous distinct operating areas of the college this CEMP will be supplemented with specific divisional and departmental emergency response plans and/or checklists that reflect the unique emergency response responsibilities and capabilities of each area, as appropriate.

1.8 EMERGENCY MANAGEMENT ORGANIZATION

Roles and Responsibilities

Responsibility for the Lawson State Community College emergency response will be vested in the College President who may choose to delegate the operation of the Emergency Operations Center (EOC) to any of his/her Cabinet or management members. He or she shall have the necessary authority to direct resources to mitigate the incident. He or she will address the management issues of the emergency while each department responds to the immediate incident.

Emergency Management Group (EMG)

The Lawson State Community College Emergency Management Group consists of: the Chancellor, President, Vice-President and Cabinet. This group provides overall leadership and guidance to the college community during an emergency or disaster. They may meet as a separate entity from the Incident Command Team or the Emergency Operations Center to assess the greater effect of the emergency or disaster on the College or they may choose to meet with or in conjunction with either. They may make decisions or directives to the INCIDENT COMMANDER or head of the EOC that impact the outcome of the event. They are to receive constant and updated status reports from the EOC and/or the INCIDENT COMMANDER at regular intervals or at their request for information. During any emergency or disaster activity, any member of the above group, may take command or control of the incident or center in order to direct the outcome of the event. If this occurs, it should be entered in the log of events by the INCIDENT COMMANDER or EOC Manager of the change in leadership and for any decisions made after the change.

The members of the EMG provides college-wide direction and control in responding to the emergency and are responsible for contacts with offsite support organizations, regulatory agencies, City, County and the news media. They may choose to accomplish this through the Emergency Operations Center's Incident Commander or direct, based on the situation.

During any Major Emergency, members of the EMG may decide to assemble in the Emergency Operations Center to assess the situation, while ensuring that appropriate emergency response procedures are implemented. However, they will be free to re-locate in any location where they believe it to be of the most value. This approach will allow them to be present at the scene of the incident, participate in the decision making process in the EOC, participate in press briefings, meet with Board of Trustees Members, community officials or attend to specific emergency response activities. The EMG will normally consist of Senior Staff members (Chancellor, President, Vice-President, Cabinet and Chief of Security) and their duties and responsibilities may include:

- Processing information to determine the actual and potential impact of the incident on the College's facilities, its personnel, students, the environment, and/or services, customers, and the public.
- Taking decisive actions to reduce risks, minimize losses, and maintain services.

- Making management decisions that affect all areas based upon incident specific information provided by the affected emergency response agency.
- Communicating with the appropriate local, state, and federal agencies, employees, communities and applying resources to effectively respond to and recover from the emergency.

Incident Command Team (ICT)

The Incident Command Team is generally organized to include specific management representations from various College departments. These members function as a unified management team under the leadership of the Incident Commander and coordinate the resources of the College. Upon declaration of an emergency, the ICT assembles at the EOC to plan, organize, and lead Lawson State Community College's response and recovery. Figure #1 identifies the organization and staffing of the Incident Command Team (ICT). When not in the EOC, they will be in constant communications with the Incident Commander, most likely by radio or cellular telephone. Responsibilities include:

- Ensuring that all appropriate emergency response activities are initiated.
- Meeting with the news media when their presence will make a significant difference.
- Providing all necessary Lawson State Community College resources needed to mitigate the emergency.
- Being physically present at those locations that require their assistance.
- Informing City/County and State officials and requesting their assistance, as necessary.
- Reviewing and approving the release of information to the news media or the general public.
- Providing technical knowledge and data to the Incident Commander on matters where they have expertise.
- Assisting the Incident Commander with the coordination of resources to address resolution of the emergency condition.
- Managing component parts of the Comprehensive Emergency Management Plan, while assessing departmental plans aimed at resolving the emergency.

Incident commander (IC)

The INCIDENT COMMANDER is responsible for ensuring the delivery of any, and all, Lawson State Community College resources to mitigate the emergency. His/her responsibilities include:

- Implementing all or portions of the CEMP.
- Leading the ICT and delegating duties where necessary.
- Providing Command and control over Lawson State Community College-wide response to an incident.

- Ensuring that adequate resources, staffing, and reserve staffing are available to support an emergency.
- Evaluating the demand for resources and committing them where most needed based on necessity, risk reduction, and priority determinations for the restoration of production and/or services to customers.
- Approving formal or informal agreements with any governmental, community or industrial group.
- Coordinating actions with and support from Jefferson County and/or the City of Birmingham, City of Bessemer and other Universities and Colleges.
- Coordinating emergency management activities with local, state, federal and private organizations.
- Reviewing and approving the release of information to the news media or the general public, in the absence of the Chancellor, President or Vice President.
- Ensuring the preparation and submission of post-emergency reports to governing agencies and management as required.

Vice Presidents, Deans and Directors of Schools, Colleges and Departments

Each Affected Vice President, Dean or Department Manager provides technical advice to the Incident Commander about the process or processes under way in the area of the incident. Specific duties include:

- Posting evacuation signs and conducting emergency response awareness training, prior to any emergency.
- Maintaining and training faculty and staff personnel emergency response procedures.
- Determining the exact location and extent of damage to the affected area.
- Determining structural integrity of facilities and systems and the ability to continue essential services.
- Obtaining additional emergency supplies and labor during an emergency.
- Arranging technical advice for and assistance to the College, County or Community Incident Commander.
- Providing technical advice and contacting specific individuals for unique details of the incident site.
- Providing assistance in determining the recovery after the initial incident is under control: potential loss of revenue, effect on customers, effect on employees; and an estimate of how long the affected area will be out of production.

Environmental Health and Safety, Director (EHS)

The Safety Director is responsible for ensuring that all response and recovery activities are conducted in a safe manner and comply with all applicable federal and state safety and health regulations. Specific duties include:

- Notifying government agencies as required by law or regulation.
- Serving as the point-of-contact to local responders and government agencies regarding safety and environmental issues.
- Assisting in determining the environmental impact of the emergency.
- Coordinating environmental monitoring activities.
- Conducting post-emergency investigations regarding environmental issues.
- Ensuring the safety of Lawson State Community Colleges emergency response personnel.
- Conducting post-emergency investigations regarding safety issues.
- Identifying and implementing corrective actions, revisions to procedures and/or training, and improving preventive activities.
- Preparing and submitting follow-up reports as necessary to meet the local, state, and/or federal requirements.
- Assisting in maintaining the CEMP, emergency management facilities and organization.
- Providing risk and insurance evaluations and strategies to the INCIDENT COMMANDER.

Vice President for Business and Finance (Comptroller)/Business Services & Finance and Budget

The Vice President for Business and Finance is responsible for Lawson State Community College fiscal responsibilities relating to payroll, property insurance, equipment, and supplies to ensure that they are properly funded. Specific duties include:

- The securing of off-site vendor agreements through each department for procurement of goods and services necessary to deliver sustained services to our customers.
- Identifying critical records and arranging for their duplication and storage offsite.
- Providing purchase orders for the immediate acquisition of supplies and equipment needed to respond to the emergency.
- Maintaining records of expenses related to the emergency.
- Coordinating with procurement in determining costs recovery from the emergency.
- Obtaining and dispensing petty cash to employees for emergency purposes and sustenance as necessary.
- Filing the necessary reports for Federal and State disaster relief compensation.

Human Resources Director

The Human Resource Director coordinates with the Office of State Personnel, Post Secondary, on issues directly relating to employee concerns relating to the disaster and the effects on the broad community. He or she provides advice and assistance on staffing needs and addresses employee needs during and after an emergency. He or she also serves as the central point for receiving information about evacuees and missing personnel. Specific duties include:

- Assisting in recalling employees.
- Receiving status reports on evacuation and accounting for all employees from the Evacuation Coordinator. (See Emergency Evacuation Plans)
- Notifying families of injured/deceased employees.
- Supervising the Evacuation Coordinators and reporting evacuation status to the Chancellor, President, Vice Presidents
- Incident Commander and the EHS Safety Director.
- Implementing Employee Assistance Programs (EAP) following an emergency.
- Providing medical records to the hospital.
- Working directly and in conjunction with the Director of Student Services in identification of injured staff, faculty and students.

Director for Public Relations

The Director for Public Affairs is responsible for anticipating and handling inquiries from the news media. The Chancellor, President and Vice President are also able to handle the public information duties if necessary. Specific duties include:

- Attending all disaster-briefing sessions.
- Identifying and training several of the College management personnel to serve as departmental spokespersons.
- Keeping a copy of statements released to the media, time issued and individual to which it was given.
- Maintaining up-to-date list of media contacts and phone numbers (see attached) to EOC.
- Act as Official College spokesperson for release of information, responding to media request for information and issuing releases as necessary.
- Obtaining correct and pertinent information from other members of the Emergency Management Group.
- Receive data on student occupancy in residence halls or in shelters, damage reports, casualties, etc., as it is confirmed.

- Act in concert with the County emergency headquarters in matters regarding release of Lawson State Community College. The Chancellor, President and Cabinet must approve all news releases.
- Conducting press briefings.
- Work with telecommunication representative to develop and install messages for automated information system. Messages will change as situation develops.
- Preparing press releases and obtaining approval from the President or Cabinet members.
- Establishing an Emergency Employee Hotline. Activated by personnel at the request of the Incident Commander or Chancellor designee.

Legal Counsel

The Legal Counsel is responsible for determining the legal implications of both emergency and the emergency response. Responsibilities include:

- Determining the College's legal liability for the emergency.
- Determining legal liability for actions taken in response to the emergency.
- Assisting in the development of press releases.
- Develop and review contracts with environmental clean up and debris removal firms and work to insure they are in place.
- Coordinating activities with the City, County and other agencies.
- Assist in developing and maintaining mutual aid agreements with local entities.

Director of Facilities and Planning

The Director of Facilities and Planning is responsible for providing support to the INCIDENT COMMANDER or designee in all aspects of the recovery process. Responsibilities include:

- Supporting the INCIDENT COMMANDER in advising on damage assessment and restoration service.
- Assisting with contracting arrangements for repairs.
- Running modeling programs to determine method of restoring service in facility affected emergencies.
- Development of an assessment team for the evaluation of damage to buildings, facilities and infrastructure.
- Providing local emergency building code liaison, technical advisory support for utilities restoration.

Director of Facilities and MIS

The Director of Facilities and MIS (Management Information Systems) is responsible for security of the Administration Building, protection of vital database records, communications systems set up and support, and computer operations for the Emergency Operations Center. Specific duties include:

- Installing specific software applications as indicated by the nature of the emergency.
- Providing technical support/mapping operations as necessary.
- Ensuring that backup systems and support agencies are in place to maintain data and facilitate communications during emergencies. This includes the development of liaisons for and contacts to be used in an emergency and during recovery.
- Setting up computer stations and printers in the EOC.

Director of Telecommunications /Switch Board and Help Desk Services

The Director of Telecommunications and Help Desk Services is responsible for any event stimulated by external forces that could negatively impact all or part of the College. The College's Telecommunications Department will provide direct communications to the Emergency Operations Center and provide disaster backup telecommunications. Specific duties include:

- Review current emergency plan.
- Meet with Telecommunications personnel and review requirements for activity.
- Inspect all Telecommunications sites.
- Back-up computer tapes on telephone system.
- Inventory emergency supplies.
- Fuel Telecommunications vehicles.
- Pre-set-up testing.
- Report to Emergency Operations Center for duration of the emergency.
- Plan and direct communications and available internal warning systems, including two-way radio systems through

Emergency Shelter Management

The Emergency Shelter Management responsibilities are to identify the actions necessary to activate shelter facilities for students, staff and faculty in the event of emergencies that displace individuals. Specific duties include:

- Pre-Emergency planning and coordination with other state, county and city agencies on shelter availability.
- Maintain one-week supply of food stuff for 200 people (this function should be coordinated with the Auxiliary Services Director).
- Maintain inventory of the shelter supplies to include toiletries and limited bedding.
- Maintain list of Student Support Staff as shelter workers, and their telephone contact numbers.
- Instruct all shelter personnel, to secure personal property and prepare to stay at shelter.
- Provide assistance to Food Services.
- Notify Housing to deliver blankets.
- Begin a manager's log of all shelter events and actions.
- Keep record of all materials borrowed or loaned to other persons or departments (cots, blankets, trashcans, etc.)
- Post interior directional signs for Restrooms, Food Service, Staff Rooms, and Health Services.
- Provide EOC Coordinator with regular updates of shelter operations and a roster of occupancy.
- Provide updates of shelter occupants as to emergency status.
- Assign housekeeping and other staff to regular inspection of the building to maintain sanitary and safe conditions.
- Prepare a schedule for meals (in conjunction with Food Service), information sessions, lights out and other activities.
- Estimate shelter stay-time and report to EOC Coordinator.
- Check out shelter for structural and electrical hazards.

Director of Financial Services

The Director of Financial Services responsibilities include:

- Coordinate the food distribution to the students on campus and the EOC as needed.

- Instruct the Food Service Director of his/her duties in this mission.
- Notify Physical Plant for maintenance needs.
- Be available to assist in all duties as assigned in the food service area . Organize appropriate staffing for EOC.
- Coordinate food distribution with members of the Shelter management team

Director of Student Health and Wellness

The Student Health and Wellness Directors are responsible for providing and coordinating medical care for all student medical related concerns relating to the emergency. Specific responsibilities include:

- Establish emergency medical training for all staff.
- Check emergency supplies.
- Develop and post emergency instructions and forward telephone to EOC.
- Shuttle medical personnel to Emergency Shelter.
- Develop grades registration procedure in conjunction with the Director of Human Resources.
- Develop tracking of students - employees
- Refer students to local emergency room for urgent care.
- Close Student Health Center.
- Develop procedures for joint collaboration with the Dean of Nursing to facilitate emergency staffing needs.
- Serves as liaison to American Red Cross, County Social Services and FEMA – representatives.

Dean of Students

The Dean of Students is responsible for providing detailed reports of student related issues and concerns regarding the emergency to the Incident Commander and responding to students with the action plan developed or designed to address their concerns. Specific responsibilities include:

- Notify Dean of Housing and Residence Life Staff that a “watch or warning” has been issued and mandatory meetings with residents need to occur.
- Prepare roster of all resident students.
- Communicate with Dean of Housing and Residence Life.

- Communicate with College Police as each residence hall is evacuated.
- Respond to incoming questions from parents/family, etc.
- Supervise Student Affairs personnel in shelter.
- Direct the activities of the Counseling Services and coordinate their interaction with Health Services Director
- Maintain contacts with the Dean of Student Affairs.

Dean of Housing and Residence Life

The Dean of Housing and Residence Life is responsible for all student shelter and quality of life issues during an emergency. Specific responsibilities include:

- Serve as Shelter Manager for College staff, students, faculty and liaison for County and City Shelter request and provide details to staff members on the nature of an emergency.
- Review outline for meeting with residents.
- Assign maintenance tasks as needed in conjunction with the physical plant manager.
- Facilities Coordinator- Be available to assist in all duties as assigned in the housing facilities; Organize appropriate staffing for EOC.
- As each hall is evacuated, notifies either the Dean of Students and /or the College Police. The Residence Director is to stay at their respective hall until College Police arrives. Together they verify building/area is empty and pick up travel sheets.
- Each Residence Director should assist security in clearing students from halls.
- Report to Emergency Shelter Manager in the student hall and assist with checking in.
- Monitor students' behavior in shelters.
- Bring radios and portable phones for use in meeting communication needs of the shelter.

Vice President and Chief of Police & Public Safety

The Vice President and Chief of Police and Public Safety responsibilities include:

- Notifying College Senior Management of emergency.
- Assisting Director of Physical Plant with emergency preparations.
- Attend City/County briefing on emergency if necessary.
- Attend EOC briefing.

- Inspect campus for hazards after the emergency has ended.
- Prepare annual training session for emergency preparedness.
- Implement College Police Emergency Response Plan.

Director for Facilities and/or Physical Plant Director

The Director of facilities is responsible for ensuring the delivery of any and all Lawson State Community College resources to mitigate the emergency. Their responsibilities include:

- Implementing all or portions of the CEMP.
- Heading the EOC and delegating duties if necessary.
- Providing command and control over college-wide response to an incident through the Physical Plant Director and Staff.
- Ensuring that adequate resources, staffing and resource staffing are available.
- Evaluating the demand for resources and committing them where most needed based on necessity, risk reduction and priority determinations for the restoration of production and/or service to the college and its customers.
- Approving formal or informal agreements with any governmental, community or industrial group.
- Coordinating actions with and support from Jefferson County and /or the City of Birmingham and the City of Bessemer

1.9 Disaster Operations and Recovery Plan

I. OVERVIEW

Lawson State Community College recognizes that any interruption of its services to any of its customers would constitute an unacceptable level of responsibility to the mission of the college.

A. Purpose

The Purpose of this Disaster Operations and Recovery Plan (Plan) is to establish a guideline for the College in the preparation of, and response to, a disaster. This Plan provides general guidance and related information to assist in the overall management, response, and application of Laws on State Community College and other potentially available resources to a regional or local disaster with the objective of maintaining and/or restoring high quality and reliable services.

B. Guiding Principles

Lawson State Community College will manage disaster operations the following guiding principles:

- If requested, Lawson State Community College will assist the City of Birmingham, the City of Bessemer and/or Jefferson County to the best of its ability with emergency operations that are intended to stop or reduce the loss of life.
- The safety of Lawson State Community College customers and employees will always be of paramount importance.
- Preserving and providing educational services to its customers is Lawson State Community College highest priority.
- Lawson State Community College will take all reasonable measures to return to normal operations as soon as practical.
- Lawson State Community College will use a system of Emergency Management Command and Control that is compatible with that of Jefferson County Emergency Management.

C. Disaster Type and Risk

Due to the location and the nature of its operations, Lawson State Community College has the potential to be impacted by a variety of major emergencies such as hurricanes, tornadoes, severe storms, winter storms, and fires. Though the relative threat of major disasters is considered low, the potential impact on the college and the essential services it provides by a major disaster is considered high.

II. IMPLEMENTATION OF EMERGENCY OPERATIONS

A. Notification and Authority

Major emergencies or disasters may be forecasted (hurricanes, winter storms, etc.) but often can occur with little or no warning (act of terrorism, tornadoes, and fires).

1. Prior Notice

If advanced notice is possible, the Chancellor designee or President Designee will, in consultation with Lawson State Community College staff and local officials, establish an operations plan; Emergency Operations Center (EOC). The Chancellor or their designee will keep the Board of Trustees informed as to the situation.

2. No Prior Notice

- a) Normal Business Hours: If notice is not possible and an incident occurs during normal business hours, the on-duty supervisor most directly affected by the event should notify the College Police dispatcher (929-6317) and their Department Head. The President and Chief of Police will notify the Chancellor or his designee and make a decision whether to activate the College Emergency Siren. The President or designee will then establish an operational plan (may be formal or informal) and will determine when and to what extent to activate the EOC. The President or designee will keep the Board of Trustees and/or Governors informed as to the situation.
- b) Non-Business Hours: If advance notice is not possible and an incident occurs during non-business hours, the on-duty College Police Officer in-charge or the departmental supervisor most directly affected by the situation will determine the appropriate initial response (i.e., call 911; activate incident response team or the Emergency Siren) and will then notify his/her immediate supervisor, Department Head and then the President. The President or designee will establish an operating plan (may be formal or informal) and will determine when and to what extent to activate the EOC. The President or designee will keep the Board of Trustees and informed as to the situation.
- c.) The college has established the Police Chief's office as the designated point of contact for the dissemination of all emergency information to the campus community. The Incident Commander, in conjunction with the President will provide updated critical information via this media to assist those affected by the event.

B. Incident Command

The Lawson State Community College command will generally consist of, the following components.

- Incident Commander
- Incident Command Staff
- Public Information Officer
- Liaison Officer
- Safety Officer
- General Staff of Incident Command
- Planning Section Chief
- Operations Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief (AVC for Business Services)

The **Incident Command Staff** will be lead by the Incident Commander who has the full responsibility of managing the incident; and will generally consist of the following persons:

- Director of Facilities
- Dean of Students
- Vice President and Dean
- Chief of Police
- Dean of Student Affairs and Dean of Student Life

Members of the **Incident Support Team** will generally consist of, but not be limited to, the following persons, or their designees:

- Local EOC Liaison
- Dean of Business and
- Director of Facilities
- Vice President of Business and Finance(Comptroller)Business Services
And Budget

The Incident Command Team organizational structure is shown on pg .08. The President /or designees on a case-by-case basis depending on the magnitude and duration of the situation would determine the exact structure and staff assignments for the Incident Command.

The **Communication and Personnel Team** has the full responsibility of communicating any and all information consists of the following people:

- Human Resources Director
- Director of Information Technology and Telecommunications
- Director of Public Relations
- Dean of Students
- Network Communications
- Director of College Events Center
- Special Assistant to Dean of Student Affairs

The **Planning Section Team** will consist of the following people:

- President, Vice President, and Director of Facilities
- Director of Facilities, Chief of Police, and Planning

The **Operations Section Team** will consist of the following people:

- Chief/Director of Police/Public Safety
- Director of EHS
- Director of Physical Plant
- Operations Engineer
- Director of Health Center
- Assistant/Associate Director of Athletics
- Executive Director of Residential Life & Housing

The **Logistics Section Team** will consist of, but not limited to the following people:

- Vice President of Business and Finance/Business Services
- Director of Budget and Planning
- Purchasing Manager

Figure #1 Incident Command Chart

A. EOC EQUIPMENT

1. Two (2) telephones—direct lines or cellular
2. Two (2) telephones from switchboard—forwarded to EOC
3. Computer:
4. Disk/CD of each departmental Emergency Response Plan
 - a.) Key reports
5. Facsimile Machine
6. Cellular Telephone
7. Scanner
8. Radios (3 hours UPS)
 - a.) Physical Plant
 - b.) Police
 - c.) Variable Frequency for Jefferson County and/or City of Birmingham Emergency Management, EOCs.
9. One Radio capable of battery operations
10. TV for keeping current with local news. ensure antennae are available for small portable TV's (3)
11. AM/FM radio
12. VCR & Monitor
13. Slide Projector w/stand
14. Overhead projector w/stand
15. Screen, Audio Visual, LCD Projector
16. One Stand Audio Visual
17. Dry Erase Board -Large (4x8)
18. Butcher Chart Stand
19. Pencil Sharpener

B. EOC ADMINISTRATIVE SUPPLIES

1. Dry erase markers -2 multi packs
2. Magic markers – red, green, blue, black, and purple

Comprehensive Emergency Management Plan

3. Pens -black, red, blue, and green
4. Butcher pads -2 packs of 4 (8 pads)
5. Writing pads -10 yellow or white
6. Pencils -1 box

1.10 EMERGENCY ACTION LEVELS

INSERT INITIAL EMERGENCY ACTION FLOW CHART

Emergency Action Levels (EAL) will be developed as part of the preparedness and emergency response processes. EAL are tools, which provide Lawson State Community College with pre-planned and action criteria to classify emergencies. Classifying emergencies according to the associated hazards, business interruption, and/or potential impacts ensures that resources are appropriated commensurate with the magnitude of the emergency. Determining an EAL for an emergency allows the Incident Command team to quickly begin the response and prepare for the recovery of a major emergency, organizational emergency, and emergency. Examples of Emergency Action Levels are as follows:

- I. Fire
2. Bomb (threat or detonation)
3. Gas leak
4. Criminal Activity
5. Severe Weather (Hurricanes, Electrical Storms or Tornadoes)
6. Floods
7. Acts of Terrorism

Each event requires reciprocal responses according to existing departmental plans and procedures. These events are individually and collectively discussed in separate documents and programs within the organization and are referenced merely for examples.

SEQUENCE OF EVENTS OF EMERGENCY ACTION

EVENTS -48 HOURS Notice in advance of the event

1. Start preparations of vehicles, equipment
2. Physical Plant starts preparation. (See Physical Plant emergency response manual)
3. Plan initial EOC shifts (recommend -3 people)
4. Each department updates recall lists
 - A. Essential personnel
 - B. Non-essential personnel
5. Pre-coordination with EOC(s)
 - A. City of Birmingham
 - B. Jefferson County

- C. Local Colleges/Universities
- D. City of Bessemer

6. Coordinate with mutual aid organizations

- A. Fuel
- B. Food
- C. Chemicals
- D. Transportation
- E. Other

(24 HOURS BEFORE EVENT)

- 1. Continue storm emergency preparation
- 2. Update staff's information & internal coordination
- 3. Continue coordination with other EOC

(12 HOURS BEFORE EVENT)

1. Start set-up of EOC

- A. Radios
- B. Telephone
- C. Computer
- D. TV's
- E. Scanner

2. Ask for liaisons to report from or to Mutual Aid Agency(s) as appropriate

Establish EOC shifts

- A. Engineering
- B. Other as needed

(8 HOURS OR LESS FROM THE START OF THE EVENT)

- 1. Commence EOC minimum staff
- 2. Start Log

3. Final initiation of emergency procedures for facilities

(4 HOURS BEFORE THE EVENT)

1. Full EOC (Radio Operators Staff Number 4 people)
2. Set-up Employees Information Board
3. Keep EOC Log

2.0 Response Procedure

TABLE OF CONTENTS

2.1	Notification/Warning
2.2	Emergency Evacuation Plan
2.3	Medical Treatment
2.4	Emergency Public Information
2.5	Government Notification and Relations

2.1 NOTIFICATION/WARNING

***NOTE: All students, faculty and staff are advised to tune in to Local Radio and TV. Stations for updated information regarding all campus emergencies.**

Objectives

Objectives of this procedure are to ensure that each employee is made aware of an impending emergency situation and knows how to quickly summon help and notifies emergency response agencies.

Responsibilities

- Individual employees are responsible for summoning help when they discover an emergency.
- Community Emergency Response Agencies are responsible for responding to the request for assistance and for mitigating the emergency.

Procedure

The College has installed an emergency siren on campus to provide a warning service to our students, faculty, staff and visitors in times of emergencies. The Standard Operating Procedures for using this device is detailed in the office of the Chief of Police and Director of Facilities and Planning.

For the discovery of an emergency at any Lawson State Community College facility: (Use the College Emergency Evacuation Plan Section 2.2)

Important: Do **not** remain in the area of the emergency.

For Field Crews such as Police, Parking or members of the Skilled Trades group reporting an emergency:

1. Radio or telephone the Physical Plant or Police Dispatch and state you have an emergency (if the situation dictates and a cell phone is available, call 911 first).
2. Give the following information to the appropriate person taking your call:
 - A. Your identity
 - B. Your location
 - C. Nature of the problem (injury, fire, spill, crime, etc.)
 - D. Size of the problem
 - E. Number and type of injuries
3. The Campus Police or the Physical Plant Operator will notify 911 (if this has not been done prior to their notification) and the appropriate supervisor.

Recording Information:

1. Record the information
2. Dispatch appropriate Lawson State Community College assistance/support to the scene.
3. Notify the appropriate Department Manager or Director.

2.2 Lawson State Community College, Emergency Evacuation Plan

- I. This evacuation plan will provide general guidance for evacuation of Lawson State Community College faculty, staff, students and visitors during an emergency situation. It is important for everyone working in or visiting the facility to evacuate the building as soon as possible when told to do so or upon hearing a fire alarm.
- II. Each area as shown on the evacuation plan will have a designated coordinator to assist in the emergency evacuation of the building. The responsibility of the coordinator is:
 - To insure that Lawson State Community College faculty, staff, students and visitors depart the building through designated exits for evacuation.
- III. The designated **Emergency Evacuation Coordinator** will have the responsibilities of:
 - Coordinating all emergency evacuations.
 - Verifying safe evacuation of all visitors and Lawson State Community College personnel.
 - Coordinating with and informing emergency response agencies of status of personnel and any other information about the emergency.
 - Keeping all supervisors advised of emergency status.

In the absence of the Emergency Evacuation Coordinator (EEC) the Building Representative or their designated alternate EEC will assume the duties.

IV. Alternate Emergency Evacuation Coordinators (AEEC)

- The EEC will designate an alternate where needed.
- Will be familiar with the responsibilities of primary EEC.
- Will assume primary EEC duties when the primary EEC is not in the building when an emergency evacuation call has been given.

V. Types of Emergencies

- **Fire** – Fire alarm will sound or areas will be notified verbally.
- **Bomb** – Will be notified by telephone or person to person in each department.

- **Gas** – For hazardous gas leaks in the building, notification will be by telephone or by person-to-person notification.
- **Criminal Activity** – Life threatening. Any condition outside of the building in which pose a hazard to personnel in the building or to the physical structure of the building will result in an emergency evacuation.
- **Terrorist Activity**- Life threatening or any condition that poses a threat to person or property by inference or deed.
- **Floods**- Impending floods may result in emergency evacuation. Departmental notification will be used to notify all individuals occupying the affected area via the EEC of this type of emergency.
- **Electrical Storm**- These types of storms may cause fires due to direct lightning strikes on or near buildings, setting combustible materials on fire. Fires resulting from this type of storm will often render electrical appliances and devices inoperable. Therefore, the alarm system may be rendered inoperable. Anyone noting a fire during such storm should warn all persons by verbal alarm - FIRE! If the storm is severe, all persons should evacuate to the lowest level possible in their facility.
- **Tornadoes**- Stay away from all windows and doors. Stay close to walls and other supports in the area. Sit down to reduce your profile until the emergency is over. All notifications should be taken seriously and completed as quickly as possible.

VI. Department Heads/Supervisors

- Ensure that all personnel are familiar with evacuation plan and routes.
- Designate primary and alternate Evacuation Coordinators.
- Submit changes to Evacuation Coordinator as they occur.
- Act as Evacuation Coordinator when both primary and alternate are away from building or away from his/her normal work area in the event of an emergency.
- Seek an accurate head count of all personnel who evacuate the building before authorizing their release.

VII. All Faculty, Staff, Students and Visitors

- Upon hearing an alarm, or advised verbally, evacuate building using the route specified on the emergency/fire evacuation plan.

- If you are not in your normal work area, evacuate using the route specified on the evacuation plan located on each floor throughout the facility. Once you are out of the facility, notify your EEC.
- Do not re-enter the building until instructed by the EHS department, EEC or Departmental Supervisor.
- All individuals are to remain in assigned areas until given notification to re-enter the facility or given other instructions by EEC or Departmental Supervisor.
- Seek an accurate head count of all personnel who evacuate the facility before authorizing their release.

EMERGENCY EVACUATION ROUTES ARE SHOWN ON THE EVACUATION MAP LOCATED IN THE HALLWAYS ON EACH FLOOR.

VIII. Other Emergency Instructions

- If the building is filled with smoke, crawl to the nearest exit. Once you are out of the building go to the designated area for your department.
- **DO NOT USE THE ELEVATOR DURING FIRE UNLESS SPECIFIED AS EMERGENCY ELEVATOR.**
- Do not interfere with activities of the emergency response personnel. (Ex. police, fire and emergency rescue services)
- Do not volunteer any assistance to the emergency response personnel unless requested by your EEC or Departmental Head.
- After exiting, move away from building as soon as possible. Do not walk close to building.
- Keys must be accessible to the mechanical rooms, telephone rooms and electrical rooms for emergency personnel.
- If housekeeping is not available, contact the physical plant or EHS department for master keys.

Emergency Numbers

Physical Plant – 1-205-929-6344

Campus Police – 1-205-929-6317

Environmental Health and Safety – 1-205-929-6317 or 1-205-929-2008

Building Inspector- 1-205-929-6354

Comprehensive Emergency Management Plan

Cell phone Numbers

Director of Facilities- 1-205-965-5809

Environmental Safety Officer/Chief of Police- 1-205-965-5811

2.3 MEDICAL TREATMENT

Purpose

This procedure describes measures to be taken for the immediate treatment of all injured persons.

Objective

Objective of this procedure is to ensure the timely and appropriate medical treatment for injured persons.

Procedure

Major or Serious Injury or Illnesses

For injuries or illnesses requiring immediate medical attention (e.g. unconsciousness, bleeding, shock, chest pain, difficulty breathing, burns, chemical exposure, a severe blow to the head, obvious broken bones), employees should: first call 911 to help, render appropriate Basic First Aid, CPR, and defibrillator procedures according to the level of skill and certification. Upon arrival, EMS provider determines the appropriate course of action.

1. The supervisor or employee aware of the injury will notify the department head of the injured employee or their manager.
2. The Department Director or Human Resources Director will ensure that a College representative is sent to the hospital to provide support to the employee and his/her family.
3. The Department Director or Human Resources Director will notify the employee's next-of-kin by phone and inform them of this situation.
4. If the next-of-kin requests transportation, the Department Director or Human Resources Director sends an employee to transport the family.
5. Maintain an accurate log of the victim's name and the location they were transported if they have to be transported to an emergency hospital or facility.

For minor injuries, an employee should:

1. Notify their employee's supervisor. The supervisor will notify the Human Resources, Staff Benefit Office and the EHS Office.
2. The Benefit or the EHS office and/or the immediate supervisor shall call the College Health Center for instruction if necessary.
3. Transport the injured employee to the College Health Center for treatment, or to the medical facility designated by the College.

4. If the College Health Center is closed, transport the injured employee to Prime Care Family & Occupational Medicine or to the nearest medical facility.
5. If the injured employee desires, the Supervisor informs the employee's next-of-kin by phone.

2.4 EMERGENCY PUBLIC INFORMATION

Purpose

The purpose of these procedures is to outline various measures the College staff should generally follow to keep customers, the community and other officials informed about emergencies and non-routine situations that may affect them.

Objectives

The College has a responsibility to notify the public in a timely manner, directly and through the media, about its activities so that customers, government officials and the general public remain properly and appropriately informed.

The College staff will exercise diligence in notifying the public of emergencies and non-routine situations that may directly affect the College and the general public. The College will provide information that is timely correct and complete to promote an atmosphere of openness, trust, and confidence within the community.

Each emergency or situation will present its unique notification requirement, ranging from whom to contact first to when notification should occur. The College's guiding principle is to promote public confidence by providing information that is accurate, timely and appropriate to the emergency or situation at hand.

The Public Relations Office will consult with the State as soon as practical in developing the notice content and format. However, the initial notices to broadcast and media will be done as soon as possible and may be prepared without initially contacting the State when time is of essence.

2.5 SPECIAL & FATALITY NOTIFICATION

Purpose

The purpose of this procedure is to ensure that families or next-of-kin of injured or deceased employees and/or students are promptly notified and helped throughout the difficult period following notification.

Objectives

Objectives of this procedure are to promptly notify families and next-of-kin of injured or deceased employees and provide caring support for all those impacted by the situation.

Procedure

In the event of a work-related fatality or serious injury, this procedure is followed:

1. The victim employee's Supervisor notifies the Human Resources Director, and the EHS office.
2. The Human Resources Director or his/her designee, after conferring with the Department Director, immediately notifies the family in person or via phone if the in-person notification cannot be accomplished immediately. Next-of-kin information can be obtained from the employee's personnel file.
3. The Human Resources Director notifies Alabama OSHA within eight hours of an employee fatality or hospitalization of three or more employees. The Human Resources Director will act as the liaison during the ensuing investigation.
4. The Human Resources Director establishes a location where the family and friends of the injured or deceased employee can gather, if necessary. Possible locations could include a church, motel, or restaurant where a private room can be secured. The family is provided with assistance and support and the media is kept away. Refreshments and telephones should be available. A college representative will be present.
5. The Employee Assistance Program representative will be notified by the Human Resources Director to provide support to family members.
6. The Human Resources Director explains benefits and compensation policies to the family or next-of-kin.
7. The Public Relations Office will address the media as outlined in the college's public relations emergency procedure.

8. The Human Resources Director will notify the Legal and Insurance representative within 24 hours.

9. The Human Resources Director will offer and arrange counseling services for employees.

3.0 Hazard Specific Response

TABLE OF CONTENTS

- 3.1 Fire or Explosion
- 3.2 Hazardous Material (Chemical Accidents)
 - Tornado
 - Winter Weather/Freeze
 - Hurricane
 - Computer Disaster Plan
 - Bomb Threat
 - Hostage
 - Contamination – Water Supply

3.1 FIRES OR EXPLOSION

Purpose

This procedure describes the actions to be taken to initiate evacuation, suppress small fires and support the Fire Department.

Objectives

Objectives of this procedure are to:

- Employees quickly warn others of the fires.
- Notification is made to the appropriate Fire Department, dial 911.
- Fires are extinguished before escalating into major fires.

Responsibilities

The employee is responsible for warning nearby personnel, initiating the evacuation, calling the fire department (dial 911), and attempting to extinguish small fires with portable fire extinguishers if it can be done safely.

The Department Director/Manager is responsible for accounting for all employees, completing shutdowns, and providing technical information to the appropriate Fire Department Incident Commander.

The Environmental Health and Safety office is responsible for regular inspections through Laws on State Community College, providing site maps, and communicating chemical hazards and other information to the appropriate Fire Department.

Procedure

1. Upon discovering a fire, the employee calls to nearby co-workers for help. If the employee is alone, he/she announces a message over the radio or verbally to warn others of the fire.
2. The employee activates the alarm system.
3. The employee dials 911 from the nearest phone to report the fire. If the employee is not near a phone, they use their radio or any other appropriate means of communications to contact the College Police dispatch or the Physical Plant Operator to report the Fire. The caller should report the following information:
 - Caller's name
 - Address of the building or facility

- Location of the fire
 - Size of the fire
 - Any injuries
 - Return telephone number
4. If the employee(s) has been trained to use a portable fire extinguisher and can do so safely, the employee(s) in the area of a small fire may attempt to extinguish the fire using portable fire extinguishers.
 5. Personnel shall follow their building or facility evacuation procedure.
 6. The employee should notify the manager or supervisor as soon as possible if they can do so safely.
 7. The Manager/Supervisor notifies the College Police dispatch or the EHS office of the fire.
 8. The Manager/Supervisor will report the status of the evacuation and the fire to Birmingham Fire Department and/or Bessemer Fire Department Officials upon arrival.
 9. The Manager/Supervisor remains with the Birmingham Fire Department and/or the Bessemer Fire Department Incident Commander to provide technical information regarding the facility or building.
 10. The Manager/Supervisor provides information to the Police and EHS office by radio or phone until the situation is mitigated.

3.2 HAZARDOUS MATERIALS (CHEMICAL ACCIDENTS)

Objective

This procedure describes specific actions and responsibilities that should be taken for the containment and control of a hazardous material spill and/or leak.

Responsibilities

- The following individuals/groups have responsibilities for notifying his/her supervisor, Lawson State Community College Incident Response Team, and 911 if appropriate.
- The Incident Response Team (IRT)/Police Department will respond to the spill, identify exposure concerns for employees and responders, and if the spill is small enough to be managed by the employee working in that area.
- The IRT is responsible for the health and safety of all personnel involved with the mitigation of the incident. The IRT will make the necessary notification to the appropriate regulatory agencies and will investigate the spill.
- The IRT is responsible for the mitigation, control, recovery, and disposal of all spills on Lawson State Community College property. They are Lawson State Community College's spill response unit for Mutual-Aid responses.
- The Incident Commander is responsible for the overall success of the IRT. In the event of a significant spill, the Incident Commander will notify the President.
- Only employees who have received the proper education and training and have demonstrated proficiency shall participate in spill mitigation in the hazardous area.

Concept of Operation

Spill response is broken into two distinctive response categories: Small Spills and Significant Spills.

A Small Spill is one that does not immediately threaten the health and safety of personnel or the environment. This level of spill requires contact solely with the EHS office.

A Significant Spill could impact the health and safety of Lawson State Community College students, employees and/or the public or be of the quantity or toxicity such that environmental impact could occur. The Lawson State Community College, IRT and others will mitigate significant spills and toxic releases outside agencies. (HAZMAT teams).

Procedure

General Employee

Small Spill Response

1. Upon discovery of small spill that can normally be mitigated by one or two people, notify other people in the area to stay out.
2. Attempt to stop the flow of product and contain the product, then notify Department Director/Manager, Police and the EHS office, and provide the following information:
 - A. Product spilled/released
 - B. Time spill/release started
 - C. Approximate quantity spilled/released
 - D. Exact location of the spill/release
 - E. Action taken so far
3. Follow the procedures for spill response using the appropriate spill kit.

Significant Spill & Toxic Release

1. Upon discovery of spill, notify the people in the area to stay out and call 911.
2. Do not attempt any kind of rescue. Contact the IRT.
3. Evacuate the area as deemed necessary.
4. Notify the Department Director/Manager, Police and the EHS office of the spill. Provide the following information:
 - A. Location of the spill/release
 - B. Approximate quantity spilled/released
 - C. Name and quantity of chemicals involved and their immediate hazards
 - D. Need for medical assistance
 - E. Telephone number where you can be reached
 - F. Time spill/release started
 - G. Action taken by the mitigation team
 - H. If spill/release has stopped
5. If safe to do so, wait for the Lawson State Community College, IRT or outside HAZMAT Team in the area. If imminent danger exists, evacuate and report to your Evacuation Assembly Area, making sure to check for any other personnel in the area.

6. Once the Lawson State Community College, IR T or the outside HAZMAT Team arrives, inform them of the exact location, chemicals involved, extent of spill, injured personnel, and actions taken so far, the appropriate MSDS and the known potential for fire or other hazard.

Incident Commander

1. The Incident Commander, with the advice from the Environmental Safety Officer, and other staff assess the release in consideration of various EPA regulations and report the release to the following agencies:
 - a. The Birmingham Fire Department's HAZMAT Team / Bessemer Fire Department HAZMAT team
 - b. Jefferson County Environmental Protection Department, Environmental Spills Division (M-F, 911, holidays and off hours)
 - c. Jefferson County Health Department, Environmental Spills Division, Wells & Septic Tanks if applicable
 - d. OSHA to provide emergency response information for accidental hazardous materials spills
 - e. The National Emergency Response Center, if applicable
2. Provide the necessary information to the SERC, LEPC and other appropriate State and Federal regulatory agencies. Incident Commander and/or EHS Director will file a written report including all required information regarding the incident with the appropriate regulatory agencies.
3. It may also be necessary to activate the EOC and provide information to Lawson State Community College employees, the surrounding community and other officials.
4. Following the emergency phase, the EHS Environmental Safety Officer and/or the Incident Commander of the event will ensure that, in the affected area, recovered waste and other exposed material is treated, stored or disposed of properly and that all equipment is cleaned and fit for its intended use.

3.3 TORNADO

Objectives

This procedure is designed to ensure the proper recognition and response to tornadoes.

Responsibilities

The Director for Facilities or designee is responsible for initiating actions to prepare Lawson State Community College for the affects of a tornado or for a high windstorm.

The Lawson State Community College Police Department or the Physical Plant Operator is responsible for monitoring radio broadcast warning and notifying Lawson State Community College personnel accordingly.

All employees are responsible for carrying out the necessary activities to reduce the amount of possible damage and to protect themselves and their coworkers.

Procedure

1. The Lawson State Community College Police Department Dispatcher, Physical Plant Operator or the EHS office will monitor the National Oceanic and Atmospheric Administration (NOAA) radio at all times.
2. If a “Tornado Watch” is issued by the National Weather Service, all personnel will be alert for broadcast warnings, and reports on threatening conditions.
3. If a “Tornado Warning” is issued by the National Weather Service (meaning a tornado, has been sighted in the area) or if a funnel cloud is seen by Lawson State Community College personnel, the following steps will be taken:
 - A. The Lawson State Community College Police Dispatcher and/or the Physical Plant Operator will notify Lawson State Community College personnel by radio or telephone.
 - B. The Lawson State Community College Police Dispatcher and/or the Physical Plant Operator will notify personnel in the most immediate path of danger and then notify all facilities that do not maintain a NOAA monitor.

3.4 **WINTER/FREEZE

The objective of this procedure is to ensure the timely enactment of activities to reduce the impact of a severe winter storm on Lawson State Community College operations. Severe winter storms bring heavy snow, ice, strong winds, and freezing rain. Winter storms can prevent employees and customers from reaching facilities, leading to a temporary shutdown until roads are cleared. Heavy snow and ice can also cause structural damage and power outages.

Responsibilities

The Physical Plant Director is responsible for initiating actions to prepare Lawson State Community College for the effects of a severe winter storm and then to direct the response action. He/she will determine when specific protection and response actions will take place based upon advisories from the weather service, county and state emergency management agencies, and actual conditions in the Birmingham, Jefferson County area.

The Department Director/Managers are responsible for determining critical areas/processes, specifying procedures for protecting equipment and personnel, and instituting protective actions in a timely fashion.

Procedure

1. **All personnel are responsible for listening to Local Radio and television stations for weather information.**
2. The National Weather Service has established the following four storm classifications:
 - Winter Storm Watch – Severe winter weather is possible.
 - Winter Storm Warning – Severe winter weather is expected.
 - Blizzard Warning – Severe winter conditions may make driving difficult or dangerous.
 - Traveler’s Advisory – Severe winter conditions may make driving difficult or dangerous
3. Upon declaration of any of the four weather advisories, the President or designee will determine if non-essential employees and students should be sent home.
4. If it is impossible for employees, customers or contractors to leave one or more facilities because of the weather conditions, shelter will be provided in the facility to the best extent possible.
5. If employees are at home when the storm begins, they will call supervisor for instructions.
 - Advance Preparations for Service Winter Weather
 - Reviewing emergency plans and procedures with staff.
 - Ensure the inventory of chemicals and emergency supplies are adequate for **at least** seven days.
 - Top off fuel in all vehicles, generators, and other essential equipment.

- Preposition emergency equipment such as portable generators to areas or facilities that may need assistance and will be difficult to access during or after a winter storm.
- Protect essential equipment from potential damage.
- Have drinking water system storage at or near full before, during, and after a winter storm.
- Establish necessary staffing levels at essential facilities before and during the winter emergency.
- Ensure all personnel are properly protecting themselves to work in adverse weather.

3.5 HURRICANE

Objectives

This procedure outlines basic actions to be taken by the Lawson State Community College in preparation for and response to a hurricane in the Jefferson County area. The procedure assumes that the National Weather Service will provide sufficient early warning, from 24 to 48 hours, to allow the implementation of this procedure.

Responsibilities

The Physical Plant Director, Department Director/Managers and the EHS Office are responsible for initiating actions to prepare the various facilities for the effects of a Hurricane and then to direct the response actions. They will determine when specific protective and response actions will take place based upon advisories from the weather service, county and state emergency management agencies, and actual conditions in the Jefferson County area. They are responsible for determining critical areas, specifying procedures for protecting equipment and personnel, and instituting protective actions in a timely fashion.

Background

The term "hurricane" describes a severe tropical cyclone and sustained winds of 74 miles per hour or greater. Hurricane season begins on June 1 and runs through November 30; however, hurricanes have occurred in every month of the year. Hurricanes are categorized by intensity on a scale of 1 to 5 on the Staffir/Simpson Hurricane scale.

CATEGORY 1: Winds of 74 to 95 miles per hour. No real wind damage to permanent structures.

CATEGORY 2: Winds of 96 to 110 miles per hour. Some damage to roofing materials of buildings; some window and door damage. No major wind damage to buildings.

CATEGORY 3: Winds of 111 to 130 miles per hour. Some damage to roofing materials of buildings; some window and door damage. Some structural damage to small buildings.

CATEGORY 4: Winds of 131 to 155 miles per hour. Extensive damage to roofing materials, windows, and doors. Complete failure of roofs on many small residences.

CATEGORY 5: Winds in excess of 155 miles per hour. Complete roof failure on many residences and industrial buildings. Some complete building failures. with small utility buildings blown over or away. Severe and extensive window and door damage.

Typical precautionary information as issued by the weather service:

Gale Warning: Gale warnings are issued for areas whenever winds of more than 34 miles per hour, but of less than hurricane force, are expected to occur. When a gale warning is issued as a hurricane

approaches, the gale warning may be changed to a hurricane warning if the hurricane continues moving toward the coast. Gale warnings may be issued for other areas on either side of the expected hurricane path, areas close enough to experience gale winds, but not close enough to feel the full effects of the hurricane.

Hurricane Watch. If the hurricane continues to approach and constitutes a threat to coastal and inland regions, a hurricane watch is announced for the vulnerable area. A Watch means that a hurricane may threaten specific areas within 36 hours. Everyone in the area covered by the Watch should listen for further advisories and be prepared to act quickly if warnings are issued.

Hurricane Warning. The hurricane warning identifies coastal areas where winds of 74 miles per hour or higher are expected to occur within the next 24 hours. A warning may also include coastal areas where dangerously high water or exceptionally high winds are predicted. When a warning is issued, all precautions should be taken immediately.

Tornado Watch. Tornadoes are possible in the area. Remain alert for approaching storms. Determine the watch area by listening to NOAA Weather Radio or local radio/television outlets.

Tornado Warning. A tornado has been sighted or indicated by weather radar. When a warning is issued, all precautions should be taken immediately.

Severe Thunderstorm Watch. Tells when and where severe thunder storms are likely to occur. Watch the sky and stay tuned to know when warnings are issued.

Severe Thunderstorm Warnings. Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property of those in the path of the storm,

The Alabama Emergency Management Agency, the Federal Emergency Management Agency, National Oceanic and Atmospheric Administration, and the National Hurricane Center have established criteria and guidelines for the issuance of statements requiring specific actions based upon the size, location, and projected path of a hurricane. This procedure reflects those guidelines and Lawson State Community College will work closely with other local agencies in implementing the correct preparatory and emergency response actions.

Procedure

1. Lawson State Community College will annually review its Hurricane preparedness and response procedures.
2. When the National Hurricane Center officially upgrades a Tropical Storm to a Hurricane, the Hurricane indicates a potential track along the northeast coast of Florida. All Directors, Managers and Supervisors, EHS Office and the Physical Plant Director shall review the Hurricane Procedure. Key items to be addressed include: status of emergency equipment (generators, batteries, etc.); review personnel requirements to bring all systems to a safe shutdown within 24 hours if applicable; identify hazardous materials that could be moved offsite within a 24 hour

period; identify equipment and materials, which would need to be tied down or sheltered; and identify necessary and/or key operating personnel.

3. The EHS Office, Police and Physical Plant Dispatchers will track the hurricane by posting a copy of the hurricane tracking chart in the EOC and plotting the updated hurricane locations as provided by the National Hurricane Center.
4. Upon declaration of a Hurricane Watch for the East Coast of either Birmingham, Jefferson County area, (storm will strike land within 36 hours) the following actions will be initiated, if not already completed:
 - All supervisory personnel will review their procedures and meet to determine what actions will be implemented at each time marker.
 - Ensure the inventory of chemicals, fuel, and emergency systems are adequate for at least seven days.
 - Building and grounds will be surveyed to make sure all loose objects, trash cans, boards, etc. that could be blown around by the high winds are stored away or roped/chained down.
 - Remove or tie down all materials that might be removed by wind, such as oil drums, light towers, and small portable buildings.
 - Inspection of roof drainage and debris clearance should begin.
 - The EOC will be made ready for operations.
 - Ensure all communication systems are operational.
 - Check Hurricane supplies for each area and prepare to distribute; Purchase all foodstuffs required and place in storage areas.
 - Report to Director of Facilities the progress of activities and when all readiness functions are completed.
5. When the National Hurricane Center issues a Hurricane Warning (storm will strike and within 24 hours) for Birmingham, Jefferson County, the following actions will take place:
 - Activate EOC: The purpose of the EOC is to coordinate all information about the storm and the required plan preparation. All decisions as to shut downs, evacuations, and similar actions will be communicated from the EOC. The EOC is also the place to call for help and to report any and all facility and environmental problems during the storm. EOC will direct the preparedness procedures
 - Have drinking water storage system at or near full.
 - Notify all employees.
 - Initiate safe shutdown procedures for non-essential equipment (if applicable) requiring more than 24 hours.

- Deliveries of materials that will not increase preparations for the hurricane will be suspended and the supplier told not to send any more supplies until further notice.
 - The Director of Facilities or the Physical Plant Director and management personnel will make a determination as to which personnel, if any, will remain at the various facilities during the storm. Personnel not required to remain will be sent home to make appropriate preparations for their families.
 - Roof drainage/debris clearance will be inspected and corrected as necessary.
 - The storage of loose materials will be completed.
 - Generators and pumps will be strategically stationed.
 - Remove portable equipment from areas subject to flooding.
 - Company vehicles will be filled with gas and parked in safe, dispersed locations.
 - Secure all information and computer systems. Provide backup of Lawson State Community College local area network for off site storage.
6. When the hurricane forecast indicates the storm is 12 hours or less from landfall, all preparatory actions should be completed.
 7. Storm impact. All on-duty personnel must be in a safe location as directed by the EOC.
 8. After the storm, the EOC will indicate where it is safe for personnel to begin damage assessment and recovery procedures.

3.6 COMPUTER DISASTER PLAN

All Departments and Operating Divisions of Lawson State Community College refer to the college Computer Disaster Plan for directions relating to computer related emergencies or disasters.

3.7 BOMB THREAT

Objectives

The objectives of this procedure are to ensure employee/student know how to respond to a bomb threat. Ensure that offsite response agencies are notified and that no employees are injured.

This procedure outlines activities to be followed upon receipt of a bomb threat. The first priority is employee and student safety.

Responsibilities

The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying their supervisor and the Lawson State Community College Police Department.

Any Lawson State Community College Police Office that arrives first on the scene is responsible for determining if specific areas, or the entire facility, should be evacuated.

Procedure

Receipt of Threat

1. The individual receiving the bomb threat will:
 - a. Record as much information as possible
 - b. Advise the caller that the building is occupied by people and the detonation of a bomb could result in death or serious injury to many innocent people
 - c. Call 929-6317 or 911.
2. The call will be reported to the manager in charge by the receptionist or the employee receiving the call.
3. The manager/supervisor will confer with the individual who received the call and may order an evacuation.
4. If the threat is perceived as real, paggers and radio will not be used for communication as their transmission frequencies may set off the bomb.
5. Investigation and response to a bomb threat or explosion will be directed by local public safety agencies.

3.8 Hostage

Objectives

Ensure that the police department is quickly notified. Ensure the information is communicated to the police department during the incident. Ensure released hostages and affected employees are debriefed and counseled.

Responsibilities

- The College Police Chief or a designated member of their staff is responsible for serving as a liaison to the City Police Department
- The Director of Facilities and Planning is responsible for ensuring the police department has accurate building plans or drawings.
- The Human Resource Director is responsible for arranging counseling for the hostage(s) and affected employees and students.

Procedure

1. The employee who recognizes or is notified of a hostage situation will call the University Police and provide the following information:
 - Caller's name Location and telephone number
 - Number of persons being held hostage
 - Number of hostage takers
 - Location of the hostages
 - Condition of the hostages
 - Demands of the hostage takers
 - Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing type and color), if possible.
 - Description of the hostage taker's vehicle.
2. The Police dispatcher will make any additional calls as necessary.
3. Employees directly affected by the hostage situation should take their queue from the hostage takers. If the opportunity arises whereby escape can be accomplished without creating greater harm to themselves or others, then use your own discretion.
4. Employees who have escaped or are not affected should remain away from the location and out of direct sight of the hostage takers.

5. The Birmingham Police Department and/or Bessemer Police Department will establish a Unified Command Post. The EHS, Human Resources and Director of Facilities and Planning will report to the Unified Command Post to provide information about the facility.
6. The Director of Facilities and Planning will ensure that the Police have accurate drawings or blueprints of the building.
7. If service to customers is affected, the Public Relation Office will provide public notice.
8. The Public Relation Officer will also prepare statements for the families of the hostages.
9. In coordination with the Police Department, the College/designee/or supervisor of the area affected will consider the following actions:
 - Evacuating the entire facility to assembly areas or an offsite location.
 - Conducting a media briefing offsite if the Police Department's spokesperson cannot conduct one.
 - Providing a location for the families of the hostages to congregate for counseling.
10. The Human Resources Director will provide or arrange counseling for employees and their families, if needed.

3.9 Contamination of Water Supply

Objectives

This procedure outlines actions to be taken in response to a contamination of the raw water supply. The campus shall be immediately notified of any situations which may render the water supply unsafe for consumption.

Responsibilities

- The Environmental and Safety Officer is responsible for confirming the presence of contamination in the water supply.
- The EHS Director is responsible for taking actions to inform the President and other College officials of the situation.
- The Physical Plant Director is responsible for taking actions to prevent contamination of the water distribution system through a proactive back flow prevention program.

Procedure

Contamination of the water supply can come from a wide variety of sources.

4.0 **RECOVERY PROCEDURES**

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4.1 Incident Investigation

4.2 Damage Assessment, Clean-up and Initial Restoration

4.3 Personnel Assistance

4.1 INCIDENT INVESTIGATION

Objectives

The objectives of this procedure are to ensure that the root cause(s) of all incidents or emergencies is identified and that all activities necessary to correct and prevent the occurrence in the future are implemented promptly.

Concept of Operations

All safety-related incidents involving injury or property damage (including near misses where injury or damage almost occurred) would be investigated without exception. Before any investigation is undertaken, Lawson State Community College must verify that investigations by outside agencies (Police, Fire Marshal, OSHA, etc.) are either not applicable or have already taken place.

Responsibilities

Incident Investigations are to be conducted by an Incident Investigation Team composed of persons assigned by the President for serious incidents or the EHS Director for less serious incidents. The persons may include Lawson State Community College employees with the necessary knowledge and skills and may also include persons from outside agencies.

Procedure

Determining the Proper Level of Investigation

1. All job related injuries, property damage accidents, and near misses will be investigated by the Incident Investigation Team. The level and intensity of investigations will be determined by the severity of the incident. All incidents will initially receive a safety investigation.
2. The investigation will be conducted for all injuries and property damage incidents. The completed report will be forwarded to the Human Resources Director and the EHS Director.
3. In the event of a fatality, Lawson State Community College will begin an investigation within 24 hours to:
 - Determine most probable cause(s) and take prompt action to prevent recurrence.
 - Determine any third party liability.
 - Thoroughly document all situations, conditions, actions involved in the incident.
 - Communicate lessons learned to other college operations.
 - Follow up on recommendations of accident investigation.

- Review and develop third-party evidence, if applicable.
- Determine the type and amounts of information that will be provided to employees, customers and the general public.

Initial Data Collection

1. Survey the Scene: Once the emergency has been safely mitigated, the Investigation Team will survey the scene and determine:
 - What happened?
 - What led to the accident?
 - What property was damaged?
 - What systems or operations were affected?
 - When did the actions or steps happen?
2. Identify Witnesses: The Investigation Team will identify witnesses to the incident. Each witness will be asked not to discuss the accident with anyone until after he /she has been interviewed by the Investigation Team; however, each witness will be asked to immediately prepare a written account of the experience.
3. Secure the Scene: The incident scene will be secured by personnel under the directions of the Investigation Team to preserve evidence. Any items (such as damaged equipment, spill samples) which might help to explain what happened should be left untouched.
4. Collect and Preserve Evidence: Based upon the nature of the incident and the requirements of outside investigating agencies, the Investigation Team will photograph and/or video tape the area. This includes the point of initiation and the entire affected area. The Investigation Team will collect evidence that contributed to the cause of the accident and is subject to change (e.g., dust, atmospheric vapors) and document where the evidence was found. They will record (e.g., photograph and take notes) the relative locations of people, parts and materials (note the positions of valves, switches, emissions control and any other control devices in the area). The Investigation Team will collect any written documents that may aid the investigation such as waybills, orders, written instructions, containers, container labels, operator logs or training records.
5. Interview Witnesses: The Investigation Team will record statements from the operators, persons near the accident, witnesses, persons contacted about the incident and emergency response personnel. Questions should be related to the events leading up to the accident, including times of day, weather, mood, what happened, why the accident happened and any suggested corrective actions that should be taken to prevent reoccurrence.

Incident Analysis

1. Cause and affect analysis will be utilized by the Investigation Team to evaluate a serious incident. This technique requires that all Investigation Team members review that evidence and then meet as a group to determine the root causes of the incident. The facts derived from a review of the evidence will be evaluated in relationship to four categories from which problems generally arise:

Methods: The manner in which work is performed; the manner in which the procedure is followed, or where a procedure does not exist; the degree of uniformity of application; quality of the procedure (a judgment of whether they are good or bad); and adequacy of procedures or maintenance.

Materials: What the items involved are constructed or made of, contain (or could potentially contain), come in contact with; or can be replaced with; how these items are used in relation to the issue being investigated; and whether the items are solids, liquids or gases.

Machines: The design, uses, size, capacities, shape, configuration, or components of tools, equipment, and machinery in relation to the issue being investigated.

Manpower: Too many persons; too few persons; ability; agility; physical/medical/mental factors; execution of existing procedures; adequacy of training & documentation; communications; and any other reasons that can be traced directly to people and their actions.

2. **Ranking Root Causes :** Each team member will suggest a possible cause or related issue for each category. All suggestions will be recorded. After all the suggestions for each category are listed, then the group will rank each suggestions as to what they collectively think are the most likely contributing factors.
3. **Determining Corrective Actions:** Once a rank listing of factors are identified, the members of the Investigation Team will determine what corrective actions should be recommended to ensure that adequate hazard controls are implemented to prevent recurrence. Members will determine at what organizational level these corrective actions could be implemented.
4. **Evaluating Emergency Response:** The Investigation Team will also evaluate the effectiveness of the response to the emergency. This review should verify that response personnel followed proper procedures, were properly trained, and equipment was available and adequate for the situation.

Reporting Results

1. The Investigation Team will then develop a detailed report of their findings and suggested corrective actions. It will also include a report on the adequacy of emergency response systems, and lessons learned (good practices needing improvement).
2. The report will clearly state the status of corrective actions which were already implemented at the time the report was written, what actions are currently planned (along with an implementation schedule); and actions which are recommended but require higher management approval
3. The report will be submitted to the President and Vice President from the Investigation Team.

5.0 Preparedness Procedures

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5.1	Introduction
5.2	Training
5.3	Drills and Exercise
5.4	Facilities, Supplies and Equipment

5.1 INTRODUCTION

Introduction

Preparedness includes all activities necessary to ensure a high degree of readiness so that response to an incident, or business interruption, is swift and effective. This section outlines three procedures necessary to ensure the desired levels of preparedness:

1. Training
2. Drills and Exercise
3. Facilities, Supplies and Equipment

Objectives

The objectives of preparedness operations are to ensure that all personnel are adequately trained to perform their emergency duties. Ensure a constant state of readiness through the conduct of drills and simulation exercises. Maintain an adequate stockpile of emergency equipment and supplies.

Responsibilities for the Director of Facilities and the EHS Director

- Responsible for developing and implementing emergency response training.
- Responsible for coordinating the development of and assisting in conducting facility specific and Lawson State Community College-wide drills and exercises.
- In coordination with facility managers, responsible for maintaining emergency equipment in a ready state and for determining the adequacy of equipment.
- Provide authorization for conducting training, drills and exercises.
- Responsible for maintaining the EOC.

Department Directors/Managers

- Responsible for ensuring those personnel receive the required emergency response training in a timely manner.
- Responsible for developing and conducting individual drills for their areas.
- Provide authorization for conducting training, drills and exercises.
- Participate in drills and exercises.

5.2 TRAINING

Objectives

Ensure that Lawson State Community College employees are trained to perform their duties as outlined in this plan. Ensure a high degree of competency in all emergency response activities through testing and/or practical demonstration of skills. Ensure that all employees not having a direct role in the emergency response understand how to recognize hazards, initiate warning, and evacuate.

Responsibilities

- The EHS Director responsible for overall administration of training. He/she is also responsible for coordination with each department to implement required safety and emergency response training.
- Department Director/Managers are responsible for ensuring personnel receive the required training manner.

Procedure

Overview of Emergency Training

Training curriculum and course content is based upon the task requirements and special boards/circumstances associated with potential emergency situations. The EHS Director maintains a Training Plan, which details the training requirements for all employees on the annual training calendar.

Training is the joint responsibility of all Department Directors/Managers. Training on emergency management responsibilities and functions is conducted for all new employees and job transferees and reviewed annually with all employees. A record of all training received by an employee is maintained by the EHS Director and is logged into a computer based Training Record system maintained by the Human Resources Department.

All contractor personnel are provided with basic emergency management orientation prior to undertaking any work. Affected contractors are provided with necessary Process Safety Management information. Contractors are responsible for training their people with initial contractor training provided by the EHS office.

Basic emergency training requirements for various individuals include the following:

All employees Directly Involved in Emergency Response

- Preventive maintenance, inspection and monitoring, and housekeeping procedure

- Fire safety to include use of fire extinguishers
- Key partners for automatic cut-off systems
- Hazard Communications (Right-to-Know)
- Hazardous materials safe handling (including MSDSs, etc.)
- HAZMAT awareness level training
- Reporting emergencies (communications and alarm systems)
- Procedures for using, inspecting, repairing, and replacing emergency monitoring equipment
- Response to fires and spills – consistent with facility EEP
- Evacuation procedures – consistent with facility EEP
- Manual emergency shutdown procedures
- Personal protective equipment
- First Aid/CPR (optional OSH)
- CEMP overview including EMG and EOC activation/operations

Department Directors/Managers

Same as above plus:

- Plan provisions
- Risk assessment/loss control
- Emergency Operations Center usage
- Interacting with the media during emergencies
- Interacting with government agencies during emergencies
- Coordinating with customers

Those employees not on the Incident Response Team who handle chemicals on a routine basis are provided with additional training on the proper and emergency handling of a spill and/or release of the specific chemicals.

Where practical emergency response training and operational training is incorporated into existing safety and training programs include testing of student proficiency where the level of expertise requires demonstrable skills. All training and testing is documented for each employee by the EHS Director.

1. Joint training sessions between Lawson State Community college and community College and community emergency response organizations (both government and private) are conducted routinely. This should include:
 - Jefferson County Emergency Management

- City of Birmingham / City of Bessemer Fire, Police & Public Works
- Local Hospitals

2. This training includes site orientation tours for off-site personnel. Training content is reviewed annually and modified as necessary to ensure that the training adequately reflects changes in hazards, conditions, equipment, and employees.

Training Level	Description For	Whom	Initial Length (Hours)	Refresher Length (hours)	Refresher Frequency (Hours)
General Employee	Instruct employees in those parts of the CEMP that the employee must know in the event of an emergency. Evacuation procedures are stated and reviewed. Other training includes: Hazard Communication Personnel Protective Equipment Fire System/Fire Prevention Fire Extinguisher, Spill Prevention and Control Confined Space First Aid/CPR Preventive Maintenance, Inspection, Monitoring, & Housekeeping HAZMAT Recognition Hazard Identification, Reporting Emergencies, EAP & Evacuation procedures (facility specific) Use, Inspection Repair, Replacement of Emergency Equipment, Emergency Shut-Down Procedures (where applicable), Key Parameters for Automatic Cut-off (where applicable)	All Employees	8 4		Annual

Training Level	Description For	Whom	Initial Length (Hours)	Refresher Length (hours)	Refresher Frequency (Hours)
Hazardous Materials Awareness	Awareness Level Training as required by OSHA HAZWOPER standard (29 CFR 1910.120 (q).	All Employees	1 1		Annual
Emergency Management (Mgt.)	Provide personnel with a thorough understanding of Management responsibilities and EOC use.	All Employees	2 1		Annual
Contractor Briefing	Brief onsite contractor of the evacuation, notification, and personnel emergency actions they are expected to perform.	All Contract Personnel	1 1		As Needed

Training Program Documentation

Lawson State Community College procedures for compiling and maintaining documentation of emergency response activities shall include:

1. Requiring each employee to sign-in at all Lawson State Community College sponsored emergency response training sessions, meetings, or activities to verify their attendance.
2. The sign-in sheet shall include the following
 - Date
 - Description of the course subject or activity and title
 - Time and duration of the class or activity
 - Instructor’s name
 - Employee number
 - Department
 - Course location
 - Score or indication of passing

3. Information from the sign-in sheets shall be used to input the required data on the individual's manual training record.
4. The sign-in sheets shall be retained consistent with the Lawson State Community College's training records retention procedure.
5. Training Manuals, Instructor's Notes, Course Descriptions, etc. shall be maintained for a period of five (5) years from the date of their last use to verify the content of the materials taught.
6. Test results may either be written examinations or documented skill competencies, which are observed and "signed off" by a qualified instructor. Each member of the Incident Response Team must successfully pass the test portion of any written HAZWOPER Training. Verbal test will not be given.

5.3 DRILLS AND EXERCISES

Objectives

The objective of the Lawson State Community College emergency response drill and exercise program is to test the adequacy of plans and procedures. Test the effectiveness of emergency response training. Test the adequacy (quantity and quality) of existing emergency facilities, supplies and equipment and increase coordination between all Lawson State Community College and off-site emergency response agencies.

Responsibilities

- The EHS Director is responsible for coordinating the development of and assisting in conducting facility-wide drills exercises
- Department Directors/Managers are responsible for developing and conducting individual drills for their areas of responsibility.

Procedures

1. The following types of drills and exercises are used periodically:
 - Tabletop exercises – involve presenting a simulated emergency situation to key emergency personnel in an informal setting. The exercise elicits constructive discussion as the participants examine and resolve problems based on the CEMP and emergency procedures
 - Functional drills – are practical drills designed to test the capability of personnel to perform a specific function (i.e. communications, first aid and rescue).
 - Walk through drills – are training drills designed to instruct personnel in the use of procedures, equipment, and facilities while not requiring rapid response to the drill scenario.
 - Full-scale exercises – are intended to evaluate the overall operational capability of both Lawson State Community College and emergency response organizations and the adequacy of this plan using real-time, simulated conditions.
 - “What if” drills – are verbal discussions of possible emergency situations and are intended to quiz personnel on the use of equipment, proper emergency responses, evacuation routes, shut down procedures and other emergency activities.
1. Preparation for drill or exercise varies depending on the type and scope. Generally, preparation and planning includes:
 - Reviewing and identifying possible CEMP problem areas.

- Establishing exercise objectives.
 - Identifying resources to be used including personnel and equipment.
 - Notifying all involved participants and key supervisors who are not being involved but who should be aware of the drill.
 - Developing exercises scenarios, a major sequence of events list, and expected actions checklists.
 - Developing evaluation forms.
 - Assigning and training controllers and evaluators
 - Determining the time and location for the exercise critique.
3. The scenario used is realistic and based upon current operating conditions. The primary event (fire, spill, natural hazard, etc.) is determined based on the objectives of the exercise.
 4. A sequence of major events is developed to help simulate an actual emergency incident. Expected responses for each major event are determined. Conditions simulate, as closely as possible, actual emergency situations.
 5. Follow-up. The participants, evaluators, and the EHS Director identify problem areas such as deficiencies in the plan, training, personnel or equipment review results of drills and exercises. The EHS Director is to prepare a final report and submit it to the President Human Resources Director and each of the Department Directors/Managers for implementation of corrective actions. This report is to contain a summary of events evaluation of results recommended corrective actions responsibilities and a time schedule for implementing the corrective actions.

5.4 FACILITIES, SUPPLIES AND EQUIPMENT

Objectives

The objectives of this procedure are to develop a list of vendors who can re-supply the College under emergency conditions. This includes raw materials and emergency response supplies.

Responsibilities

- The AVC of Facilities, Physical Plant Director and the EHS Director has overall responsibility for evaluating emergency equipment in a ready state and for determining the safety of all equipment to be used during training or in an actual emergency.
- Department Directors/Managers have the responsibility for maintaining emergency equipment for their area of responsibility.
- The Physical Plant Director and the EHS Director are responsible for maintaining EOC.
- The AVC of Public Relations and Human Resources Director are responsible for maintaining the Media Briefing Center any necessary handout materials or unique news media equipment in the Media Briefing Center.

Procedure

1. An inspection of all emergency equipment (first aid, etc.) is performed on a routine basis, ranging from one to six months by the EHS Director or their designee. Records of inspections and inventory of all emergency equipment are kept on file in the EHS office.

Inspections are to take place on the following schedule:

Monthly – visually inspect portable fire extinguishers, sprinkler systems, valves, fire alarm systems, fire hoses, fire blankets and oil separators. Safety showers and eye wash stations are flow tested and records kept by individual departments.

Quarterly – Sprinklers are flow tested.

Semi-Annually – Dry chemical fire extinguishers are opened and powder conditions checked, annually, all hoses are pressure tested. Halon systems and dry chemical fire extinguishers are inspected for charge and operability.

As needed – CO2 dry chemical fire extinguishers are hydrostatically tested by an outside contractor.

2. Procedures for sanitizing such items as respirators are made by the EHS office. Where fit and sanitation are of concern, equipment is pre-assigned and labeled.
3. Items with limited shelf life, or items such as sterile first-aid supplies, are rotated where possible and replaced as required.

4. All items expended during an emergency or exercise, as well as damage, defective or spoiled items are reported to the Physical Plant or EHS Director. Purchasing Director and AVC of Finance arranges for their immediate cleaning, repair, decontamination or replacement. Contracts are in place with suppliers to repair or replace all emergency equipment.
5. A list of vendors capable of providing the immediate supply of items expended during emergency or sustained operations is maintained by each Department Director/Manager. This information is updated and provided to the AVC of Finance by the appropriate Department Director/Manager.
6. Emergency equipment and supplies for the EOC is maintained in a constant state of readiness by the EHS Director.
7. The AVC of Public Relations and the Human Resources Director maintain equipment and supplies for the Media Briefing Center in a constant state of readiness.

6.0 Safety

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6.1 Overview

Overview

Spill response safety cannot be covered by a set of rules for all situations. That is why hazard /risk analysis is so important in the decision-making process, from the safety aspect, in dealing with emergency situations. Always remember that Murphy's Law forever prevails. However, planning and preparing for the worst does not mean reacting to every release of hazardous material as if you were dealing with a world threatening disaster. Use common sense, sound judgment, and safe practices.

6.2 INTRODUCTION

Spill response safety cannot be converted by a set of safety rules for all conceivable situations that could lead to an unsafe condition. No one can anticipate all conceivable situation and, even if they could, most spills result from a combination of errors or accidents. The possible combinations of errors make the number of conceivable situations astronomical.

At a spill, Murphy Law will prevail. Spills happen at the most inopportune time, at the worst possible place, and if more then one thing can go wrong, the worst possible thing will go wrong. Many times the full extent of the problem is not discovered until cleanup operations are underway. When doing hazardous chemical spill cleanup, always be prepared for the worst. If you plan for the worst, you can protect yourself from the worst.

Planning and preparation for the worst does not mean reacting to every release of hazardous material as if it was the end of the world. The key to safe spill response is using safety procedures based on the hazards present and the risks of each hazard. Overreaction can be as risky as underestimating the hazard and risk.

A common definition of safety is "freedom from danger or harm." In reality nothing is completely safe. It just is not possible for something to be completely free from danger or harm. We can always make something safer. For spill response, safety must be based on an understanding of hazard and risk.

6.3 HAZARD

Hazard is defined as any substance, situation, or condition that is capable of harming human health, property, or the environment. A hazard is potential for harm. A hazard can cause serious harm or only slight harm or irritation. Hazards such as those from hazardous chemicals are capable of causing harm, but the term hazard does not measure how serious a potential harm might be or how likely it is to occur. With proper precautions the potential for a hazard to do harm is greatly reduced.

6.4 RISK

Risk is defined as “measure of the probability and severity of hazard to harm human health , property or the environment.” Risk is a measure of how likely harm is to occur and an indication of how serious the harm will be if it does occur. The severity of a direct hit on you by a meteorite is quite great, downright fatal, but the probability of a meteorite hitting you is very low, thus the risk is very low. The severity of a common cold to the average person is quite low; the probability of catching one is quite high. The risk of harm from a common cold is quite low.

Risk is very difficult to evaluate, but we all have our own feelings about how risky the presence of certain hazards might be. Different people will evaluate the risk of a particular hazard differently. This must be accepted and anticipated. When evaluating the risk involving a spill cleanup, all members of the clean-up team should share their evaluation of the risk. It is essential that risks from all hazards present is evaluated and that the person in charge of the clean up selects a safe mode or operation.

6.5 SAFETY

Safety may be defined as “a judgment of the acceptability of risk.” That is, once we have estimated how risky something is , we judge for ourselves whether we will voluntarily accept the risk and complete the task at hand. If the risk is high we will call it unsafe and seek an alternative to the task. If the risk is low, we call it safe and go ahead and complete the tasks.

Sometimes people are unwilling to accept a situation or task because they mistakenly think it is much riskier than it actually is. Other times, some individuals may be willing to accept a situation or task because they mistakenly think it is much riskier than it actually is.

In spill response, we must evaluate all hazards present. It is very easy to overprotect ourselves. In using too much protection we may, in fact, increase our risk due to protective equipment we have chosen. Spill response teams must evaluate risk from each task required in a cleanup operation. If the risk is moderate or high, alternatives with lower risks must be found. Risk management is the key to safe spill response operations.

6.6 RISK MANAGEMENT

Since the magnitude of risk involves both the probability and severity of the associated hazard, risk management can be based on reducing the severity, the probability, or both. A spill team should manage risk based on “three lines of defense.

1. Prevent the accident release of a hazardous substance.
2. Prevent exposure, if release does occur.
3. Prevent injury, if exposure does occur.

6.7 BLOODBORNE DISEASE

There was once a time when you could come to the rescue of a coworker without much thought given to your own safety. Today, however, diseases like hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) which causes AIDS (Acquired Immunodeficiency Syndrome) should cause you to give thought prior to acting. Hepatitis B virus (HIV) is a virus that causes liver disease. HBV can be very damaging and can lead to death if not treated properly. HBV is an even greater human threat than AIDS because it is currently a more common bloodborne pathogen. Unlike AIDS, HBV can often be cured. All kinds of people have HBV and HIV and you cannot always tell, by looking, who they are. These diseases affect all ages, sexes, martial status, and socio-economic backgrounds. Since these diseases can be transmitted through blood and other fluids, health experts say the only safe thing to do is to **Universal Precautions**. This means treating all blood or body fluids as potentially infectious.

6.8 WOKKPLACE TRANSMISSION

In the workplace, bloodborne pathogens are transmitted through:

- Sexual contact with an infected partner.
- Sharing infected needles.
- Accidentally cutting yourself with an object contaminated with infected blood or body fluids.
- Getting infected blood or body fluids on your skin, especially if you have cuts, abrasions, or open sores.

- Getting infected blood or body fluids in the mucous membranes of your eyes, nose, and or mouth.

ALWAYS REMEMBER:

If you are not trained in first aid, make minimal contact with the injured person. Report any unprotected contact incident with your supervisor.

6.9 CLEANUP PROCEDURES

Whenever you clean up blood or body fluids on the job:

- Wear gloves to protect your hands.
- Put on a leak-proof apron so that blood and body fluids will not get on your work clothes.
- Restrict access to the area.
- Use disposable towels to soak up most of the blood.
- Put all contaminated towels and waste in a sealed color-coded or labeled leak-proof container. Dispose of it as regulated waste.
- Clean with an appropriate disinfecting solution. A ratio of ten parts water to one part bleach is recommended

6.10 COMMON SENSE RULES

Be sure to wash your hands and remove any protective clothing before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

Keep your hands away from your face while cleaning.

Always use non-abrasive soap and water to wash.

Know what to do **BEFORE** an emergency occurs.

Don't clean up blood or body fluids unless you have been trained to do so.

It is imported to remember that even dried blood is capable of pathogen transmission.

7.0 SITE CONTROL

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7.1	Introduction
7.2	Pre – Incident Planning
7.3	Gathering Information
7.4	Site Control Zones
7.5	The Command Post

7.1 INTRODUCTION

Initially, site control is established to control a geographic area with the goal of preventing unauthorized entry into the contaminated area. Effective site control prevents untrained and unprotected individuals from harm and minimizes the spread of contaminants. If the first-arriving responder fails to use all available information to exercise adequate protective actions, then lives, property, and incident control may be lost or compromised.

Site control is accomplished by establishing physical barriers or posting guards around the area to alert others and prevent unauthorized entry. As the incident progresses, ongoing site control prevents unauthorized access to all areas in which responders are performing containment and control operations. Effective site control prevents bystanders and sightseers from interfering with ongoing hazardous materials operations.

Before moving to establish site control, responders must obtain as much information possible regarding the nature of the call. If responders respond without being fully informed, they may become victims themselves. It is imperative that responders collect as much information as possible before they try to establish the exclusion zone hot line.

7.2 PRE – INCIDENT PLANNING

The collection of information regarding a potential hazardous materials release should begin during pre-incident planning. Pre-incident planning is the collection of information regarding potential release and their likely impact on student, the environment and the faculty/staff. The availability of pre-incident planning information, in addition to that which is received when an emergency is actually reported, can make a significant difference in the outcome of the incident.

7.3 GATHERING INFORMATION

When a spill is reported, responders must be trained to obtain as much information as possible regarding the incident. He/she should ask questions that will help determine whether a hazardous material may be involved and, if so, what the material is. It may be helpful to have a prepared list of questions to ask the caller. This list of questions will help determine the nature of the incident.

If possible, the following information should be gathered:

- Identity of the hazardous materials involved (spelled out if possible)
- Approximate quantity of the material
- Type of container
- Condition of the container

- Number and proximity of persons threatened
- Brief description of the events leading to the incident.
- Summary of the control actions taken or underway
- Type of assistance needed
-
- Primary and alternate access points
-
- Prevailing weather conditions at the scene
-
- Name and location of the caller reporting the incident
-
- Arrangement for re-contacting the reporting incident

Using the emergency response plan and the information gathered from witnesses, the initial responders formulate a plan for approaching the spill to delineate boundaries and establish site control. The emergency response team always must be prepared to change the response whenever additional information warrants such a change.

7.4 SITE CONTROL ZONES

Control zones are necessary to provide the rigid scene control required at a hazardous-materials incident. The zones prevent unauthorized persons from interfering with emergency responders, help to regulate the movement of personnel within the established zones, and minimize the spread of contaminants. Control zones are not static. The zones can be expanded or contracted as necessary. Generally, three control zones are established at a hazardous materials incident.

These zones are frequently called:

- The Exclusion Zone,
- The Contamination reduction Zone (CRZ), and
- The Support Zone

THE EXCLUSION ZONE

The exclusion zone is established as a geographic area surrounding the incident. This zone always includes the area that has actually been contaminated by the released material. The exclusion zone must extend far enough to prevent faculty, staff, and students from suffering ill effects from the released material.

Some organizations refer to the exclusion zone by one of the following descriptions:

- Restricted Zone
- Hot Zone
- Red Zone
- Work Zone

Only authorized personnel may work in the exclusion zone because of the potential exposure to gases, vapors, mists, dusts, or liquids. Persons authorized to work within the exclusion zone include hazardous-materials technicians, hazardous-materials specialists, and skilled support personnel. All personnel entering the exclusion zone must use the buddy system. Any time the entry team is working in the exclusion zone, a backup team must be standing by in the support zone. Regulations required back-up personnel to stand by in the support zone with equipment ready to provide assistance or rescue.

Establishing the Exclusion Zone

The exclusion zone must be established immediately upon arrival of the first trained responder. It is the responsibility of the first responding hazardous-materials technician to take command of the incident to ensure the safety of students, faculty, staff, and the public and to facilitate rapid control of the incident.

Standard Operating Procedures

Every organization that expects employees to respond to a hazardous materials emergency must develop an emergency response plan. Hazardous materials technicians are required to operate under the expectations laid out within the emergency response plan. Copies of the plan must be made available to all hazardous materials technicians and should be reviewed periodically. Standard operating procedures (SOP) are contained within the emergency response plan. SOPs must address all phases of an emergency response and should provide guidance in establishing site control. The task of establishing the exclusion zone is most easily accomplished when standardized operating procedures (SOP) are used to assess risk and determine the best course of action.

Standard Operating Procedures must address:

- The identity of hazardous materials within the facility
- Safe distance and places of refuge
- Methods to warn employees at risk
- Methods to account for employees in the event of an evacuation

- Methods to warn people (the Public) at risk

The Initial Isolation Zone

The initial isolation zone defines an area surrounding the incident in which persons may be exposed to dangerous concentrations of materials. Direct persons to move, in a crosswind direction, away from the spill to the distance specified.

The Protective Action Zone

The protective action zone defines an area downwind from the incident in which persons may become incapacitated and unable to take protection and/or incur serious or irreversible health effects. The protective action distances provides specific guidance for small and large spills occurring day or night.

Factors that may change the Protective Action Distance

If a material becomes involved in a fire, the explosion hazard may become the primary factor in determining the isolation distance. The following conditions may necessitate the protective action distance to be increased beyond the distance recommended by the Emergency Response Guidebook:

1. Multiple tank cars, cargo tanks, portable tanks, large cylinders or fixed bulk tanks are involved in the incident.
2. Toxic vapors are channeled into valleys or between tall buildings, causing the airborne plume to remain concentrated due to less mixing of the plume with the atmosphere.
3. Daytime spills in regions with known atmospheric inversions.
4. Spills over cold or snow-covered ground accompanied by a slow steady wind.

When these conditions are present, airborne contaminants mix and disperse slowly and toxic concentrations may travel great distances downwind.

Initial Responder Responsibilities

The initial responder's responsibilities also include the following procedures:

- Take command

- Secure the area and prevent anyone from entering
- Survey the incident from a safe distance to confirm the identity of the materials involved
- Determine the appropriate actions to be taken as recommended by the emergency response plan or the emergency response guidebook
- Notify supervisors
- Notify off-duty responder
- Notify mutual aid agencies
- Activate prescribed departmental procedures (i.e., remote shut-down procedures)

While establishing the exclusion zone, no action should be taken that will place the responders others in a position of danger or in contact with the material

The initial on-scene Incident Commander (IC) should obtain the MSDS for the chemical as soon as possible. The MSDS must list the name, address and telephone number of the chemical manufacturer or importer. If necessary, the IC can contact the chemical manufacturer for additional response information.

To identify the boundaries of the exclusion zone, the hazardous materials technician must analyze the incident to determine the extent of the problem. Once the problem is identified he or she must predict possible outcomes. The first-arriving responder accomplishes these tasks by performing the following functions:

- Survey the condition of containers
- Identify the nature and extent the release
- Gather and share information with all involved parties
- Predicting the incident's future course
- Estimating likely harm to responders, the public, and the environment

Physical Properties of the Material and Site Control

Outdoors, site control is a factor of the physical properties of the hazardous material, weather and geography. All unprotected personnel must remain up-wind, up-stream and up-hill from the spill. The Safety Officer must continuously monitor weather conditions to assure that support personnel do not become exposed to contaminants if conditions change suddenly.

Solids and powders usually do not flow unless there is some medium to move them. A stationary spill of solid material may require no more than cordoning-off of the immediate area a sufficient buffer to set up decontamination and support zones. Solids and powders may be soluble, insoluble or water reactive. Rainy conditions may cause solids and powders to run off, off-gas toxic vapors or explode and burn. Windy conditions may cause solids and powders to become airborne and affect nearby populations. Weather conditions must be evaluated carefully when establishing the boundaries of the exclusion zone

Liquids and solids-in –water will flow and establishing site control can be difficult when materials flow into sewers and waterways. A large spill may contaminate a rapidly expanding geographic area. Anyone performing sited control must anticipate areas that may be affected by flowing materials. If possible, resources should be used to stop the flow with defensive actions, block drains, sewers and waterway ahead of the flowing material.

Spills that involve airborne contaminants require those performing site control to evaluate the situation to determine if adjacent populations might be affected. Large geographic areas may be affected if air borne contaminants are released. The person in command, in association with local emergency management agency representatives, must then determine if those affected populations must be evacuated or sheltered in place.

The decision whether to shelter in-place or evacuate can be made only after assessing all relevant factors and determining which action will provide the public with the greatest degree of protection. If the incident involves a short-term airborne release, in place sheltering may be he preferred option. If the incident appears to be a long-term event, evacuation may be the preferred action.

In Place Sheltering

The Incident Commander must determine, from information available and after conferring with local health and emergency management agency (EMA) officials, on the type of protection necessary for the general public. In-place sheltering may be the only viable alternative if an entire area is cloaked in a toxic vapor cloud. Some of the variables that must be taken into account are the type and quantity of the material involved, current and forecasted weather conditions, location of the incident, and movement of any toxic vapor plume from the site of the incident.

Because of these variables, a general evacuation of citizens may not be necessary or prudent. It

may be advisable to keep citizens inside with doors and windows closed and air circulation equipment, such as furnaces and air conditioners, shut off both in private homes and institutional settings.

Notice to the public should be initiated as soon as possible. Using plans developed by the local emergency management agency, the notice can be broadcast on the Emergency Broadcast System and should be augmented by the use of the Emergency Management sirens and public address systems.

Evacuation

When evacuating the need for evacuation, the Incident Commander and local EMA officials must consider the time of day and method of public notification, the time required to evacuate the affected area, and the resources needed to accomplish the evacuation. Another factor that must be considered is the potential for exposure to the product of both the evacuees and the personnel responsible for evacuating the area. If the chance for dangerous contamination exists, the IC should consider other options.

Evacuations can be accomplished using the emergency broadcast system and public address systems on emergency vehicles. To confirm that the public has been successfully evacuated, door notification may also be necessary. Law enforcement officers, who will then have the duty of sealing off the affected area, should conduct any general evacuation.

Releases Inside Buildings

One of the most important responsibilities of the first arriving responders is to close off all access to the release area. This task must be undertaken at the earliest possible moment. Personnel should be assigned to control all entry points; this is important indoors as well as outdoors.

Releases inside a building may require the entire building to be evacuated and become the exclusion zone. Other buildings may be of such construction that a spill in one part of the building can be isolated to that particular area. Always evacuate the entire building unless the emergency response plan indicates that a building may be divided into zones.

Indoors, many areas have multiple entry points. Isolation and control of the hazardous area may require many response personnel. Whenever possible, the IC should assign personnel to monitor every access point to prevent unauthorized entry. When access points cannot be physically guarded, doors should be locked and notice should be posted of the hazards contained within. Whatever the method, control must be established and maintained over all routes of access throughout the incident..

Using Monitoring Equipment to Establish Boundaries

Fixed or portable monitoring instruments may be used to establish the boundaries of contamination. The boundary of the exclusion should be set at a point where air monitoring instrumentation indicates that atmospheric contaminant levels are below the permissible exposure limit (PEL) for the chemical. Fixed monitoring equipment is often positioned around the perimeter of a facility to monitor the escape of industrial chemicals. These are fine instruments, capable of measuring contaminants on a single-digit parts-per-million (ppm) scale. Fixed instrumentation can provide valuable information about airborne containment levels without risk because of their ability to control room

Portable air-monitoring instruments may also be used to establish the boundaries of airborne contamination. Toxic gas sensors measure specific gases or vapors on a ppm or parts-per-billion (ppb) scale. These portable instruments can also provide valuable information about levels of airborne contaminants.

Caution!

Combustible Gas Indicators (CGIs) should not be used to establish site boundaries. These instruments measure on %LEL scale rather than on a ppm scale. The lowest range of detection of CGI is from 100 to 1000 ppm. Many flammables are toxic below these levels. A DGI should not be used to establish site boundaries but may be carried to prevent responders from entering into a dangerously flammable atmosphere.

Colorimetric detector tubes can be used to determine the presence of airborne contamination. These tools. Can provide information about the presence of airborne contaminants on a ppm scale. However, caution is wanted in the use of colorimetric tubes during emergency response.

For accurate results, the directions that come with the tubes must be followed exactly. Corrections must be made for temperature, humidity and barometric pressure. The presence of other gases in the atmosphere may inhibit or enhance the chemical reaction in the tube. Because of these limitations, the use of colorimetric tubes during an emergency response is often limited to detection of the presence of airborne contaminants.

Establish A Single Exclusion Access Point

During an emergency response, a single access point into the exclusion zone should be established. Generally, the single access point is established next to the decontamination corridor. By limiting entry and exit to single location, the ability to control the site is significantly enhanced.

The Exclusion Zone Log

An exclusion zone site-access log must be maintained to ensure the safety of responders working in the exclusion zone. Generally, the Site Safety Officer or his/her designee maintains the exclusion zone site access log. The site-access log lists the names of personnel entering the exclusion zone and how long they have been in PPE. The Site Safety Officer must also monitor the entrant's time on air, if an SCBA is being used.

Contamination Reduction Zone (CRZ)

The contamination reduction zone (CRZ) is an area abutting the exclusion zone and extending to the support zone. The primary purpose of establishing the is to control access into and out of the exclusion zone. The decontamination corridor is established within the boundaries of the CRZ. The decontamination corridor is always the primary route of egress for personnel who have entered into the exclusion zone. The decontamination corridor is used to remove contaminants from personnel and equipment moving from the exclusion zone to the support zone.

Other terms for the contamination reduction zone include the following names:

- Warm Zone
- Limited Access Zone
- Yellow Zone

Emergency response personnel are not required to wear protective equipment to set-up the decontamination line because the decontamination corridor is always established in an uncontaminated area. Once the decontamination line is set up, only adequately protected decontamination workers and entrants are allowed in the CRZ.

Before entry begins, the entry team, the backup team and decontamination personnel must be briefed on emergency procedures. If an emergency arises and the entry team cannot exit through the decontamination corridor as planned, they must move to a "safe haven" and wait for an alternative route of egress to be established.

The Safe haven is a location within the exclusion zone where entrants can wait for decontamination corridor to be reestablished in case of an emergency. The alternative route of egress is a secondary decontamination line may be maintained as a backup.

A portable decontamination setup may be an asset in his situation. If stationary safety showers are used for decontamination, primary and secondary showers must be designated. If a single safety shower is used, a portable decontamination line may be maintained as a backup.

Alternative Means of Communications

The emergency response plan should establish a secondary means of communication for warning entrants to evacuate if the primary communication system fails. This method of alternative communication should be established as a standard operating procedure within the emergency response plan. Secondary means of communications may include air-horns, sirens, whistles and public-address systems.

Ensuring that Contaminants Are Not Spread.

During the incident, the decontamination corridor should be closely examined and monitored for the spread of contaminants. Colorimetric detector tubes, Photolization Detectors, toxic gas sensors and pH paper are examples of monitoring equipment that may be used to assess contaminant levels. By closely monitoring contaminant levels, the officials in charge can ensure the quality of the decontamination process.

Support Zone

The support zone is located directly outside of the contamination reduction zone. Responders establish this zone to allow support operations to be performed without interference by sightseers or bystanders. Support operations should be conducted in a location that is uphill and upwind of the incident.

The only persons allowed into the support zone are not required to wear personal protective clothing because the support zones is established in an area that is free of contaminants. However, the Site Safety Officer may require periodic air monitoring to assess the spread of contaminants. The site Safety Officer may also require personnel in he support zone to wear chemical dosimetry devices (i.e., chemical dosimetry badges or passive detector tubes) to ensure that unprotected support personnel are not exposed to hazardous chemicals above occupational exposure limits.

Many support operations are located within the support zone including:

- The command post
- Safety
- Logistical support,
- Staging,
- Dress out,

- Medical support, and
- Security
-

Other names for the support zone include the following terms:

- Cold Zone
- Green Zones

7.5 The Command Post

Establishing a stationary command post to which information flows and from which orders are issued is vital to an efficient operation. The incident commander must be accessible, either directly or through the chain of command. A stationary command post ensures that the incident commander is always readily accessible. The command post can be established at a predetermined location in a facility, a conveniently located building, or a radio-equipped vehicle located in the support zone.

Ideally, the command post should be located where the incident commander can observe the scene, although such a location is not absolutely necessary or possible. The location of the command post should be relayed to all responding personnel. Command posts should be readily identifiable. Common methods of identifying the command posts include pennants, signs, and flags.

Safety

The Site Safety Officer is the person responsible for overall incident safety. The safety officer operates exclusively within the support zone. Unlike the incident commander, the safety officer does not necessarily remain stationary within the support zone but moves about, overseeing all aspects of safety. The safety officer must remain highly visible and accessible.

Logistics

During a hazardous materials emergency response, “logistics” is the term that describes the acquisition of personnel and equipment necessary to mitigate the situation. The Logistics Officer is the person responsible for acquisition of these assets. Once personnel and equipment arrive at the scene, they are moved to the staging area until needed.

Staging

Personnel and equipment awaiting assignment are held in the staging area within the support zone. This keeps additional responders and their equipment out of the way until needed. It minimizes confusion at the scene. The staging area should be located at an isolated spot in the support zone where occupants do not interfere with ongoing operations.

Dress Out

All personnel that enter the exclusion zone or the CRZ don their personal protective equipment within the support zone. Support personnel assist entry and backup team members with the dress-out procedure. Once team members are ready, the entry team enters the exclusion while the backup team remains in the support zone.

Medical Support

During an emergency response, advanced first aid support personnel, as a minimum, must stand by with medical equipment and transportation capability. The medical support team operates exclusively within the support zone. Initially, the medical support team is used to assess the entry team's vital signs. Vital signs are taken to establish a baseline profile for team members that are required to wear personal protective equipment. Medical support personnel remain available throughout the incident in case of medical emergency.

If workers or responders are contaminated, they are brought through the decontamination process and only then into the triage/treatment area. The medical support team provides medical assessment (triage) and stabilization (treatment) in the support zone after the victim has been decontaminated.

To provide protection for the medical support team, victims requiring immediate care are grossly decontaminated and wrapped before treatment is provided. Victims requiring other medical treatment are thoroughly decontaminated and only then receive treatment.

Security

Security personnel must be strategically deployed to ensure site security. Security personnel must control the perimeter and operated an access control point into the support zone. Security officers operating the access control point must prevent unauthorized entry and maintain a log of all person entering into the support zone. By maintaining a log of all personnel entering the support zone, the Site Safety Officer can assure personnel accountability in case of an emergency evacuation.

8.0 INCIDENT COMMAND

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8.1 INTRODUCTION

There are a number of sound reasons for using an Incident Command System when dealing with hazardous material emergencies. Above all, an Incident Command System provides a clear structure for the diverse activities necessary to successfully control a hazardous materials incident.

Ensuring That Someone Is Always in Charge

A key element of any Incident command model is that single person is in charge at Each incident. This person is responsible for overall command of the emergency response and for establishing operational goals and objectives at the scene.

By having one person in charge, two major pitfalls are avoided. One of these is having no one in charge. A second major problem prevented by an Incident Command System is that of too many people taking charge. When more than one person acts as the Incident Commander, conflicting orders and directives may be issued and the actions of emergency response forces are likely to be poorly coordinated.

Ensuring the Safety of Operating Forces

Emergency response personnel are confronted by a number of safety hazards during an emergency. An Incident Command System helps ensure that actions taken at an incident are effectively controlled and that the safety of forces operating at an emergency is not comprised.

8.2 ICS CONCEPTS AND PRINCIPLES

The adaptable ICS structure is composed of major components to ensure quick and effective resource commitment and to minimize disruption to the Norman operating policies and procedures of responding organizations. Remember that ICS concepts and industry and by response agencies at all governmental levels. ICS training is required to ensure that all who may become involved in an incident are familiar with ICS principles.

An ICS structure should include:

- Common terminology
- A modular organization
- Integrated communication
- Unity of command
- A unified command structure
- Consolidated IAPs (Incident Action Plans)
- A manageable span of control
- Designated incident facilities
- Comprehensive resource management

Common Terminology

Common Terminology is essential in any emergency management system, especially when diverse or other than first-response agencies are involved in the response. When agencies have slightly different meanings for terms, confusion and inefficiency can result. In ICS, major organizational functions, facilities and units are pre-designated and given titles. ICS terminology is standard and consistent among all of the agencies involved.

To prevent confusion when multiple incidents occur at the same time within the same jurisdiction, or when the same radio frequency must be used for multiple incidents. The Incident Commander will specifically name his or her incident. For example, an incident that occurs at 14th and Vine might be called "Vine Street Command." One that occurs at 14th and Kirkwood might be called "Kirkwood Command." Other guidelines for establishing common terminology include:

- Response personnel should use common names for all personnel and equipment resources, as well as for all facilities in and around the incident area.
- Radio transmissions should use clear text (that is, plain English without ten” codes or agency specific codes).

Unified Command

A unified command allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies. Unified command does not mean losing or giving up agency authority, responsibility, or accountability. The concept of unified command means that all involved agencies contribute to the command process by:

- Determining overall objectives.
- Planning jointly for operational activities while conducting integrated operations.
- Maximizing the use of all assigned resources

Under unified command, the following always applies:

- The incident functions under a single, coordinated IAP.
- One Operations section Chief has responsibility for implementing the IAP
- One ICP (Incident command Post) is established.

Consolidated IAPs

These describes response goals, operational objectives, and support activities. The decision to have a written IAP is made by the Incident commander. ICS requires written IPA is made by the Incident Commander. ICS requires written plans whenever.

- Resources from multiple agencies are used.
- Several jurisdictions are involved.
- The incident is complex.

IAPs should never cover all objectives and support activities that are needed during the entire operational period. A written plan is preferable to an oral plan because it clearly demonstrates responsibility, helps protect the community from liability suits, and provides documentation when requesting state and federal assistance. IAPs that include the goals and measurable objectives to be achieved are always prepared around a time frame called an operational period.

Span of Control

A manageable span of control is defined as the number of individuals one supervisor can manage effectively. In ICS, the span of control for any supervisor falls within a range of three to seven resources, with five being optimum. If those numbers increase or decrease, the Incident Commander should reexamine the organizational structure.

Designated Incident Facilities

Designated Incident facilities include:

- ❖ An ICP at which the Incident Commander, the Command Staff, and the General Staff oversee all incident operations.
- ❖ Staging Areas at which resources are kept while awaiting incident assignment.

Other incident facilities may be designated for incidents that are geographically dispersed, require large numbers of resources, or require specialized resources.

Comprehensive Resource Management

Comprehensive resource management accomplishes the following:

- ❖ Maximize resource use
- ❖ Consolidates control of single resources
- ❖ Reduces the communications load
- ❖ Provides accountability, reduces freelancing
- ❖ Ensures personnel safety

All resources are assigned to a status condition.

- ❖ Assigned resources are performing active functions.
- ❖ Available resources are ready for assignment.
- ❖ Out –of-service resources are not ready for assigned or available status.

Any changes in resource location and status must be reported promptly to the Resource unit by the person making the change. Personnel accountability is provided throughout all of ICS. All personnel must check -in as soon as they arrive at an incident. Resource units, assignment lists and unit logs are always for personnel to be accounted for. When personnel are no longer required for the response, they must check out so that they can be removed from the resource lists.

The ICS principles can and should be used for all types of incidents, both small and large. Because ICS can be used at virtually any type of incident of any size, it is important that all responders use the ICS approach.

8.3 THE COMMAND FUNCTION

Regardless of size of complexity, the command Function is established in every emergency response situation involving hazardous materials and is filled by the individual who is the Incident Commander. When warranted, the Incident commander can receive assistance in carrying out the Command function by placing someone in charge of Safety. Additional command Staff positions, Such as Liaison and Information, can be established as needed. The following lists some of the important responsibilities of the Command Function.

Overall Management of the Incident

Because the Incident Commander assumes overall responsibility for incident management, a major responsibility is to assess or “size up” the problems presented by the incident and to consider priority task available resources, and other relevant factors. Based on this assessment. The Incident Commander considers various potential course of action, makes strategic decision, and establishes overall goals and objectives for the operation to stabilized and control the incident.

Resource Management

Resources include the personnel, equipment, and materials needed to stabilize, control and terminate and emergency incident. The Incident Commander has the responsibility for assessing resource needs, summoning these resources, deploying them at the emergency incident, and then releasing them from the scene.

Safety and Risk Management

Ultimate responsibility for the safety of civilians and forces operating at an emergency incident rests with the Incident Commander. In carrying out this responsibility, the Incident Commander must maintain a constant awareness of the status of the emergency situation and the hazards to which Team Members and other may be exposed. Based on an ongoing valuation of the situation, the Incident Commander must assess the potential benefits of various courses of action and modify incident goals and objectives when appropriate.

At all emergency response incidents, the Incident Commander should appoint a Safety Officer. The Safety Officer. The Safety Officer assists the Incident Commander by providing appropriate advice and by specifically focusing on safety and risk management concerns. Responsibilities include:

- Monitoring and observing safety factors specially associated with the hazardous materials operation.
- Advising Incident commander of relevant safety concerns.
- Ensuring correct and complete utilization of personal protective equipment designated by the Hazardous Materials Sector Office

Monitoring the exact amount of time that entry team personnel have been on air or operating in controlled areas.

Environmental Management

Environmental concerns must be addressed as many hazardous materials incidents occur outdoors, or if the release reaches the environment via storm sewers. The Incident Commander has responsibility for minimizing environmental damage and reducing need for environmental cleanup by selecting appropriate control methods. The Environmental Officer assists the Incident Commander by providing appropriate advice and by specifically focusing on environmental management and risk concerns. The Environmental Officer makes required notification of releases to appropriate agencies and provides advice on control measures that minimize environmental damage.

Information

In major incidents, public information and media relations become essential. The Information Officer has the responsibility of providing timely and accurate information to the public via the media.

Other Functions

Other function areas within the Incident Command System include planning, medical (EMS), finance, security, and logistics. Each would have an officer reporting back to the command area.

As the incident escalates, functions are added as needed. A function is further divided into sectors, with the sectors reporting to their overseeing function area.

8.4 SECTORS

Within the Command Function there is a need for additional delegation and decentralization. This is accomplished through the use of Sectors. Sectors are geographic or functional areas of operation. A Sector Officer who assumes responsibility for actions that occur within the assigned Sector heads each Sector. Two Sectors are identified in the INCIDENT Command chart-Hazard and Support. A Medical Sector may be added if the incident warrants. However, medical monitoring of personnel is still provided if a medical sector is not established. The Incident Command structure should be kept as simple as possible but have the capacity to change as conditions of the response change.

Hazard Sector

A designed Hazards Officer, who is responsible for directing, heads the Hazard Sector and manager all activities directly involved with stabilizing and controlling the Incident. The Hazards Officer works closely with the Incident Commander in developing actions plans for the incident. The Hazard Sector also communicates with the Support Sector to fulfill a number of important responsibilities that include:

1. Assessing the risks and hazards associated with control operations and with the materials involved.
2. Establishing specific objectives for the hazardous materials component of emergency scene operations.
3. Selecting the type of personal protective equipment to be worn by Emergency Response Team (ERT) members.
4. Ensuring that the ERT are fully briefed on the situation.
5. Reporting relationships, hazards ,and all other appropriate information.
6. Identifying exclusion, contamination reduction, and support zones.
7. Providing direct oversight for hazardous materials stabilization and control efforts
8. Delegating tasks and maintaining effective span of control by establishing appropriate subordinate positions and functions.

Within the Hazard Sector there are a number of specific teams that may be activated to facilitate effective control and stabilization of an incident.

Hazardous Materials Reconnaissance

The responsibilities of this function include identifying products involved, associated hazards, decontamination procedures. The intent is to generate a complete picture of current and anticipated conditions at the site. Reconnaissance personnel are many times the first team members at a site and are responsible for initial site Control and incident command.

Hazardous Material Entry

The Entry Team Officer in charge of this function provides close, direct supervision of entry team personnel. This supervision includes briefing ERT members prior to entry and ensuring that appropriate PPE is in use and that backup and safety provisions are in order. The ERT has the following priorities:

1. Rescue of victims
2. Identification of unknowns.
3. Containment of release materials
4. Controlling the source of release material.

The Entry Team Officer also communicates with the ERT during the entry and monitors all activities in the exclusion zone. The Entry Team Officer also directs the back-up team and personnel working in close support of the entry team.

Support Sector

It is the responsibility of this sector to provide the resources, data, equipment, materials, and supplies needed for the hazardous materials element of emergency scene operation. The Support Sector Officer is in Communication with the Hazard Sector Officer and the Incident Commander.

Logistical Support

Logistical support has the responsibility to provide the equipment, materials, and supplies needed for the Hazardous Materials Sector for emergency scene operations. This includes staging of materials, air supply, and equipment support.

Technical Support

The responsibilities of this team include identifying products involved, associated hazards, strategies for control, recommendations on PPE and appropriate decontamination procedures.

8.5 ASSUMING COMMAND OF THE EMERGENCY

Every ERT member may, at some point, be placed in a position of having to assume initial command of a hazardous materials incident. As noted in previous sections, the Command Function is a requirement in emergency response situations involving hazardous materials. As the individual in charge, the Incident Commander must temper the desire to take immediate action and focus instead on activities that are well planned and considered. In addition, the Incident Commander must maintain a broad, future-oriented outlook and make a concerted effort to consider the entire incident, all the factors affecting it, and the likely course of events in the future.

8.6 IMPLEMENTING THE COMMAND FUNCTION

Command should be implemented as early in the incident as possible. In general, the person in charge of the first arriving group should assume command of the incident. The underlying rationale for establishing command as promptly as possible is that the response should be organized and controlled from the beginning to the finish. It is very difficult to recover from initial errors that were made because the Command Function was not implemented at the earliest possible stage of the incident.

Many people are under the mistaken impression that assumption of command is a responsibility for management personnel. This is not the case. Often, the most important decision concerning effective stabilization and control of an incident must be made in the first few minutes after the arrival of initial responding personnel.

Responsibility of the Initial Incident Commander

There are six specific responsibilities assumed by the Initial Incident Commander

1. Make an Initial On-scene Assessment

Up on arrival to the scene, the Initial commander must carefully evaluate the situation. There are several questions that should be asked during the evaluation process:

- Are lives in jeopardy?
- What property is at risk?
- What are the hazards?
- What can be done safely to control all hazards?

The answers to these and other questions must be carefully considered in the earliest stages of a response.

2. Determine Actions

After an initial evaluation of the emergency has been made, the Incident commander must make a fundamental decision as to whether to approach stabilization and control of the incident from an offensive or defensive mode. There are a number of factors that must be considered in making the offensive/defensive decision. Among the most important factors that affect this decision are life hazards, size and complexity of the incident, material involved, and the quantity and availability of resources that can be placed into action.

3. Establish Initial Goals and Objectives

After making an assessment of the situation and deciding on an offensive or defensive approach, the Incident Commander must establish initial goals and objectives. These goals and objectives should always be realistic and focused on saving lives, stabilizing the in incident, and minimizing economic and environmental impact caused by the incident. The Incident Commander should consider a “best case” scenario and develop initial goals and objectives from a pro-active standpoint.

4. Determine Additional Required

In most serious hazardous materials emergencies, initial response resources will not be adequate to stabilize, control, and terminate the incident. One of the most important functions of the Initial Incident Commander is to determine resource needs and promptly initiate the appropriate request for additional personnel, apparatus, material, equipment, and other assistance as required.

5. Deploy Personnel and Units

Closely related to the function of establishing goals and objectives is the deployment of units and personnel in support of these goals and objectives. An integral element of deploying personnel and units is issuing specific, objective oriented assignments.

6. Establish a Command Post

During initial evaluation it is not unusual for the Initial incident Command to move around the scene of an incident in an effort to obtain complete information. However, in all but the most minor incidents, it is important that formal, stationary Command Post be established promptly. In addition to being located in a safe area, the command Post be easily visible.

Transfer of Command

As a hazardous materials incident evolves it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident commander. The transfer of command is a transaction between these parties. The responsibility of the incumbent Incident Commander to brief the new Incident commander on the response situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After

this exchange of information, the new Incident Commander then assumes the Command

8.6 INCIDENT TERMINATION

An often overlooked but essential element of incident management deals with those actions that take place after the incident has been stabilized. Even after an incident has been stabilized, the job of the Incident Commander remains vital.

Command Activities During Termination

The key functions and structure of an Incident command System must be maintained throughout the incident. This ensures that the situation is mitigated and the cleanup activities return the facility and/or environment to the conditions equals to those that existed prior to the incident.