



# LEPC Committee Meeting

Date: 08/04/2016  
 Time: 4:30 pm  
 Location: Courthouse Annex Room 319

Meeting Type:  Regular /  Special

Information about this meeting Contact:

Objective(s):

Attendees:

Committee Members Preparation:-

Prior to meeting Please review attached:

{ LEPC Committee By-laws }, {LEPC Agenda Executive Briefing}, {LEPC Emergency Plan}

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## AGENDA

1. Call to Order and Roll Call.
2. Adoption or Amendment to the Agenda. [Action Item]
3. Adoption or Amendment to the Minutes meeting dated 04/13/2016 [Attached]
4. Audience Comments:

[Old Business]

5. Sub-Committee Reports [ None ]
6. Adoption LEPC Committee By-laws [Action Item] (\*)
7. Review and Adoption LEPC Emergency Plan. [Action Item] (\*)

[New Business]

8. Review and Discuss any LEPC Informational Distributions since last meeting [  ]
  - 8.1. Spill report dated 04/13/2016, VA Hospital.
9. Review, discuss and prepare for submission LEPC Member compliance. (\*)
10. Executive Session [  ] Needed, [  ] Not Needed
11. Items of Information and Committee Concerns
12. Adjournment

Other Notes and Attachments:

- a. County Fire Meeting Minutes 05/24/2016
- b. Proposed Copy LEPC By-Laws.
- c. Proposed Copy of Emergency Plan
- d. LEPC Agenda, Executive Briefing.
- e. HAZMAT Incident Reports



## LEPC Meeting Agenda Executive Briefing

Date: 08/04/2016  
Time: 4:30 pm  
Location: Courthouse Annex Room 319

### Agenda Item #6:

LEPC Committee is required to adopt committee Bylaws. These have been included in this packet for your review prior to the meeting. Copies were also distributed at the last LEPC meeting.

### Agenda Item #7:

The objective of this agenda item is to review the LEPC Emergency Plan presented. Once reviewed and adopted, this plan will be inserted into the Vermilion County Emergency Operations Plan. The review, discussion, revisions and adoption of this plan will be conducted as a workshop to satisfy the annual LEPC exercise requirement. A DRAFT copy of this plan was distributed to committee members at an earlier date.

### Agenda Item #9

A full roster of primary LEPC members that have submitted applications to the state be entered into the minutes and provided to LEPC Secretary (ensuring that all 12 primary categories as defined in 29 ILCS 620.50 are met as follows);

- 1) State and local elected officials
- 2) Local environmental groups
- 3) Law enforcement
- 4) Hospital
- 5) Local government ESDA/EMA
- 6) Transportation
- 7) Fire fighting
- 8) Broadcast and print media
- 9) First aid or Emergency Medical Service
- 10) Community groups
- 11) Health
- 12) Owners and operators of facilities subject to Section 620.90 of this Part;

### Contact Information:

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### LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

This committee, committee members and its actions are subject to:  
Illinois Open Meetings Act (OMA) and the Freedom of Information Act (FOIA).

**LEPC (Local Emergency Planning Committee) Meeting  
Wednesday, April 13, 2016  
3:00 p.m., Rm 319 Courthouse Annex, Danville, IL**

**MINUTES**

**Agenda Item 1 – Call to Order and Roll Call**

Chairman Mike Marron called the LEPC Committee to order at 3:00 p.m., April 13, 2016, at the Courthouse Annex. Upon the call of roll, the following committee members were present: Melissa Rome, Dennis Wood, Doug Staske, Dave Stone, Mike Marron and Ted Fisher. Also attending the meeting were Russell Rudd, Asst. EMA Director and Nancy Boose, HRD Director. Craig Golden arrived at 3:05 p.m.

**Agenda Item 2 – Election of Committee Chairman**

Stone nominated Golden for Committee Chairman, seconded by Rome. There were no other nominations. Motion passed by acclamation.

**Agenda Item 3 – Election of Vice Chairman**

Wood nominated Stone for Vice Chairman, seconded by Staske. There were no other nominations. Motion passed by acclamation.

**Agenda Item 4 – Election of Secretary**

Rome nominated Fisher for Secretary, seconded by Staske. There were no other nominations. Motion passed by acclamation.

**Agenda Item 5 – Adoption/Amendment to Agenda**

Stone moved, seconded by Wood, to approve the agenda as written. Motion passed by acclamation.

**Agenda Item 6 – Adoption/Amendment to Minutes – March 14, 2016**

Rome moved, seconded by Stone, to approve the minutes as written. Motion passed by acclamation.

**Agenda Item 7 – Appoint Information Coordinator**

Wood nominated Fisher as the Information Coordinator as well as the Community Emergency Coordinator that follows in Agenda Item 8. The motion was seconded by Stone. Motion passed by acclamation.

**Agenda Item 8 – Appoint Community Emergency Coordinator**

Action was addressed under agenda item 7.

**Agenda Item 9 – Audience Comments**

There were no audience comments.

**Agenda Item 10- Begin Establishing Operating Procedures**

Fisher listed some things that need to be discussed and addressed at future meetings. Members discussed the committee's future responsibilities in relation to these items:

- Public notification of committee activities
- Public meetings to discuss emergency plans
- Acknowledgement of public comments
- Distribution of local emergency plan

**April 13, 2016**

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- Receiving and processing requests from the public for information

The idea is that the public is involved in all aspects of planning for public safety and emergency activities. Rudd handed out a sampling of a set of bylaws this committee could use to develop their own. They are actually from Champaign County.

#### **Agenda Item 11 – Begin Preparing Local Emergency Plan**

Fisher gave Stone a copy of the current HazMat plan that he requested at the last meeting. Rudd went over a handout that covered the Hazardous Material Spills, Leaks and Releases that happened during 1987 through 2015. Discussion ensued about the statistics and the current status of a County HazMat team.

Rudd explained that the best way to replace the current team is to go back to the way it used to be with local fire departments respond to their area. If they can handle it, they will. If not, they will call for mutual aid. Discussion ensued about how to cover the county when a HazMat team would be needed. There are no requirements from the State of Illinois to having a HazMat team, but OSHA has different standards that are required.

The committee decided to set a meeting to talk with local fire departments/chiefs to gain input from them. Marron is interested in working with them to help them as much as we can. Discussion ensued.

#### **Agenda Item 12 – Executive Session**

There was no need for an executive session.

#### **Agenda item 13- Items of Information and Committee Concerns**

Fisher updated the committee on a regular gasoline spill at the Veteran's Administration Facility today. It is under control and is covered by necessary personnel.

Marron asked if all of the applications were collected from members that were needed. Boose said the applications/signatures had been received from everyone present.

Staske mentioned that they are really close to completing a highway map with jurisdictions on it. If anyone has any questions, please let him know. He said he would send a draft to Marron when it's ready to go.

Being no further business, Johnson adjourned the meeting at 3:41 p.m.

**Minutes by:**

Nancy Boose, HR Director



**ATTACHMENT [to LEPC Meeting Agenda]**

**Vermilion County Fire/EMS Meeting  
May 24, 2016 7:00 pm  
Meeting Minutes**

Meeting was called to order by Vermilion County Emergency Management Agency Director Ted Fisher. The following personnel were in attendance:

Mike Marron	County Board Chairman/LEPC Vice-Chairman
Craig Golden	LEPC Chairman/County Board Member
Ted Fisher	Vermilion County Emergency Management Agency
Russell Rudd	Vermilion County Emergency Management Agency
Cynthia Linton	Vermilion County 9-1-1
Holly Hooks	Vermilion County 9-1-1
Jared Meinhart	Catlin Fire Department
Joel Bird	Hoopeston Fire Department
Scott Kellerhals	Hoopeston Fire Department
Garry Hawker	Bluegrass Fire Department/MABAS Division 40
Gary Wright	Westville Fire Department
Mark Garrison	Ridge Farm Fire Department
Eric Haase	Ridge Farm Fire Department
Darrel Starwalt	Georgetown Fire Department
Dan Hudson	Homer Fire Department
Lloyd Smith	Rossville Fire Department

The meeting agenda was accepted as presented.

The first item for discussion was the impending disbandment of the Vermilion County Hazmat Team. It was noted that due to lack of participants and volunteers, the team will be dissolving. The issue of how hazmat incident will be handled in the future was then opened for discussion. Funding and financing of local fire departments to obtain equipment, supplies and training were discussed. Garry Hawker pointed out that MABAS Division 40, which is responsible for all of Vermilion County, maintains all the necessary technical equipment and supplies within the county to respond to hazmat incidents. Their Division 40 Hazmat trailer is fully stocked and equipped and is available for any department that has need of it. The only requirement is that any expendable equipment that is used be replaced by the department using it.

Jared Meinhart advised the group that training for the Operations Level of firefighter hazmat training is currently available free of charge through the Illinois Fire Service Institute (IFSI) and that the Catlin FD will be hosting upcoming training once everything is set up. This will be a blended training opportunity with students completing training both on-line and in classroom practical training. This is a 40-hour course through IFSI.

Garry Hawker advised the group that the current MABAS Division 40 Hazmat Team is fully manned and equipped to handle incidents within Vermilion County. The team is currently manned entirely of Danville Fire Department personnel; however, any county firefighter can apply to serve on the team as long as they complete all the required certifications required by



MABAS. He advised they have had non-Danville FD members on the team in the past but have had no recent applicants.

Garry Hawker advised he will speak with Tom Pruitt of the Danville FD about the current hazmat response issue and they will in turn contact the other county fire departments and come up with tenable solution. The fire department representatives saw no problems with the individual departments responding to hazmat incidents and properly handling the situations and calling the MABAS Division 40 Hazmat Team if needed.

Funding for equipment and supplies was again brought up for the individual departments. It was suggested that the issue be brought up to the committee of the County Board to see if there might be additional funding available through the county.

Next, Colin Russell of Bruce Harris, the GIS contractor used by Vermilion County, spoke to the group about discrepancies in the mapping of the fire districts. Bruce Harris has been tasked with developing the new maps to be used in conjunction with the new Computer Aided Dispatch (CAD) system being purchased by the Vermilion County 9-1-1. In developing these maps for the fire, ambulance and police districts or jurisdictions, there are several discrepancies between the existing map boundaries and the property tax database as to which jurisdictions some of these properties fall in. After discussion a discussion between the fire departments, Vermilion County 9-1-1 and Colin Russell, it was decided that the individual fire departments will forward their existing maps that they work from in establishing their boundaries and Colin will post on-line the discrepancies noted for the fire departments and their boards to have access so that the discrepancies can be worked out. Cynthia Linton noted that they need to have this issue resolved within the next 30 days.

There was discussion about using automatic mutual aid and why it is necessary.

A request was made by Ted Fisher of Vermilion County EMA and Cynthia Linton of Vermilion County 9-1-1 of the fire departments to try to keep all their contact information as up to date as possible. Some contact information is outdated and the need for current information was discussed.

Cynthia Linton also requested that the individual fire departments make better use of the MABAS box alarm system as it greatly facilitates and enhances the dispatching procedures. The group then discussed upcoming box alarm training and possibly adding additional training.

The group was presented with a draft of the LEPC Emergency Response Plan for hazmat incidents. All departments were asked to review the plan and forward any suggestions or comments to Vermilion County EMA or the LEPC.

## Vermilion County Illinois



Each agency was also presented with the new 2016 Vermilion County Emergency Operations Plan for the county.

With no further items for discussion, LEPC Chairman Craig Golden thanked the group for their attendance and assistance and the meeting was adjourned.

Minutes respectfully submitted,  
Russell Rudd  
Vermilion County EMA

**VERMILION COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**

Article I - TITLE

This organization shall be known as the Vermilion County Local Emergency Planning Committee (LEPC).

Article II – PURPOSES

The purposes of the LEPC, in meeting the requirements of SARA Title III – Emergency Planning and Community Right to Know Act (EPCRA) 42 USC§ 11001 et. seq., are as follows:

The LEPC shall develop a chemical emergency response plan for the planning district and establish procedures for conducting its public information and education responsibilities. The plan shall be reviewed and updated as necessary on an annual basis, in accordance with Section 303 of EPCRA.

The LEPC shall, in addition:

1. Receive and process requests for information from the public;
2. Notify the public of all LEPC meetings or activities;
3. Perform a hazard analysis using the information and reports from facilities operating within the jurisdiction of the LEPC, and analysis of the districts transportation risks;
4. Establish and maintain a database of hazardous chemical locations and quantities in the district;
5. Establish and maintain a computerized system of data management;
6. Maintain information on all facilities which manufacture or store extremely hazardous substances, and include this information within the emergency response and preparedness plan.

The LEPC will establish, and notify the public, that all meetings, including sub- committee and ad hoc committee meetings, are open to the public. The LEPC will implement such other and related activities as may hereafter be legally required by the federal government and/or the State Emergency Response Commission (SERC).

The LEPC will make assessments of resources necessary to implement the emergency response and preparedness plan, and make recommendation to appropriate people, agencies, and organizations regarding additional resources needed to implement the plan. The LEPC shall be instrumental in fulfilling the purpose of the Community Right- To-Know laws to increase the protection of the community from exposure to chemicals produced, used, stored and/or transported within the planning district. Transportation hazards analysis will include those risks to the district from commercial transportation by rail, highway, aircraft, and waters of commerce.

In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the Committee will be conducted in a manner encouraging input and participation from all segments of the community.

### Article III – MEMBERSHIP

The SERC shall appoint primary members to serve on the Local Emergency Planning Committee. The Committee shall be composed of, at a minimum, representatives from the following twelve groups or organizations: elected state or local officials, local environmental groups, law enforcement, hospital, local government emergency management, transportation, firefighting, broadcast/print media, first aid or emergency medical service, community groups, health, and owners and operators of facilities subject to Emergency Planning and Community Right to Know laws and regulations.

Each of the above listed twelve groups or organizations shall have one primary vote for the transaction of Committee business. Members of the LEPC are volunteer personnel and shall be residents and/or conduct business in the jurisdictional area of the Vermilion County LEPC.

**FULL MEMBERSHIP.** Full membership is defined as at least one primary member in each of the 12 categories as noted in 29 ILCS 620.50.

**ALTERNATE MEMBERS.** Each of the 12 categories may include alternate members. Alternate members shall be approved by the Committee at any regular meeting of the LEPC. Alternate members will be designated as first alternate, second alternate, etc. for the category they represent. In the absence of a primary member, an alternate member in that category, in order of their designation, will have voting rights for the transaction of committee business. Alternate members may not hold elected offices within the LEPC.

**INACTIVE MEMBERS.** Appointed and alternate members can be considered inactive when they have missed more than 2 consecutive Committee meetings without notification to the Committee Chairperson of significant reasons why they were unable to attend the meetings. An annual report listing the primary members declared inactive will be provided to the SERC by the Committee Chairperson.

**REMOVAL.** The Committee may ask the SERC to remove a primary member. The Committee may remove alternate members by a majority vote of the members present at any regular or special meeting but, the vote shall be by ballot only.

**VACANCIES.** The SERC shall appoint a replacement member for any vacancy (excluding alternate members) occurring in the LEPC, including a vacancy by reason of resignation, death, removal or disqualification of a member. The Committee may request that the SERC appoint a qualified replacement identified by the Chairperson or by a majority of Committee members.

### Article IV – OFFICES AND APPOINTED POSITIONS

Elected offices of the LEPC are Chairperson, Vice-Chairperson, and Secretary-Treasurer. Appointed positions will be the Information Coordinator and the Community Emergency Coordinator.

**OFFICER TERMS.** The membership of the LEPC shall elect officers by ballot or voice vote at a pre-identified vote event. Officers serve a term of 2 years. Existing officers may be reelected to their existing offices if they so indicate a willingness to continue.

**THE CHAIRPERSON.** The Chairperson shall preside at all meetings of the LEPC unless he/she cannot be present at an announced meeting. The Chairperson shall serve as an ex officio member of all committees, and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be

empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

THE VICE-CHAIRPERSON. Upon the resignation, or death, or on the advice of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall preside at meetings of the LEPC.

THE SECRETARY-TREASURER. The Secretary-Treasurer, in cooperation with the Information Coordinator, shall be the custodian of all books, papers, documents, and other property of the LEPC. The Secretary shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC. In the absence of the Chairperson and Vice-Chairperson, the Secretary-Treasurer shall preside at meetings of the LEPC.

THE INFORMATION COORDINATOR. The LEPC shall appoint an Information Coordinator. The Information Coordinator is responsible for maintaining the Committee's files of information received under the Act and procedures adopted under it and for receiving and fulfilling requests from the public for that information. The Information Coordinator will assist the Secretary-Treasurer in records management. The Information Coordinator will be a non-voting member of all subcommittees of the LEPC.

COMMUNITY EMERGENCY COORDINATOR. The LEPC shall appoint a Community Emergency Coordinator who is responsible for coordinating the development and implementation of the chemical emergency preparedness plan of the planning district and for receiving verbal and follow-up written notices of releases of hazardous substances provided under EPCRA.

#### Article V – MEETINGS

All meetings are open to the public and subject to the Illinois Open Meetings Act, 5 ILCS 120/1 *et. seq.*

- (a) **REGULAR MEETINGS**  
The LEPC shall meet at least quarterly.
- (b) **SPECIAL MEETINGS**  
The Chairperson may call special meetings as necessary to carry out the duties of the LEPC. Upon the written request of at least 51% of the primary members, excluding the Chairperson, the Chairperson shall call a meeting within ten (10) days.
- (c) **HEARINGS**  
The LEPC shall hold such public hearings or forums as necessary and desirable at such time and places as may be determined by a majority vote of the Committee. At least one such public hearing, or forum, shall be held each year for the purpose of discussing the Committee's emergency plan with the public, and receiving and responding to the public comments on the presented plan.
- (d) **QUORUM**  
6 primary members, each representing one of the 12 required membership categories and at least one being an elected officer, shall represent a quorum for the transaction of Committee business. If all 12 membership groups are not filled, a quorum shall consist of 50% + 1 of the active membership groups. The Chairperson shall notify the SERC immediately of the lack of full membership, and incomplete membership shall not exceed a six-month time frame. Acts of a majority of the quorum

shall be valid acts of the Committee, unless the action of a greater number is required by these by-laws.

(e) AGENDA

Any member may request that the Chairperson place an item on the meeting agenda. If the Chairperson should decline to do so, a member may have the item placed on the agenda by submitting it in writing to the Chairperson.

(f) RULES OF ORDER

The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order, Newly Revised.

(g) NOTICE OF MEETINGS

Notice of time, date, place of meeting, and agenda items to be considered at each meeting shall be given in writing to all members at least two weeks prior to each meeting by the Chairperson.

An annual notice of the regular meeting schedule of the LEPC shall be published in a newspaper with regular circulation in Vermilion County in accordance with SARA, Title III (EPCRA). This notice shall specify the meeting designated specifically for discussing the emergency plan with the public, and receiving and responding to public comments on the emergency plan.

#### Article VI – SUBCOMMITTEES

The Chairperson of the LEPC or the Chair of the subcommittee, may call meetings of the standing and ad hoc subcommittees as deemed necessary.

Section 1 Executive Subcommittee. The Executive Subcommittee will consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer, and Chairpersons of any standing subcommittees as described in Section 2. The Information Coordinator shall serve as a non-voting member of the Executive Subcommittee. The duties of the Executive Subcommittee shall be to coordinate activities of the standing and ad hoc subcommittees.

Section 2 Standing Subcommittees. The following standing subcommittees can be established if deemed necessary for the good of the LEPC:

(a) Right-To-Know Subcommittee.

This subcommittee shall be responsible for the formulation of all policies and procedures concerning the Community Right-To-Know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping information dissemination procedures for the LEPC.

(b) Public Education and Information Subcommittee.

This subcommittee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and the public at large; all publicity of the LEPC; and the development of a public education and information program.

- (c) Chemical Facilities Liaison Subcommittee.  
This subcommittee shall be responsible for identifying and communicating with affected facilities. This subcommittee shall work with the Emergency Response and Resources Subcommittee and with affected facilities to review and help the local emergency management office test the hazardous chemical emergency response plan for the planning district as required by law.
  - (d) Emergency Response and Resources Subcommittee.  
This subcommittee will work with the Chemical Facilities Liaison Subcommittee and with existing emergency response organizations in jurisdictions within the planning district to review and help local emergency management office test the hazardous chemical emergency response plan for the planning district as required by law. This subcommittee shall review existing federal, state, and local plans for the purpose of coordination with the LEPC planning process.
- Section 3. Ad Hoc Subcommittees. The Chairperson may create ad hoc subcommittees as necessary to perform the functions of the LEPC. Chairpersons of ad hoc subcommittees shall be appointed by the Chairperson of the LEPC.
- Section 4. Chairperson of Standing Subcommittees. Chairpersons of the standing subcommittees shall be nominated and elected by their respective committees. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote.

#### Article VII – MISCELLANEOUS PROVISIONS

- Section 1. Fiscal year.  
The fiscal year shall be considered to run from December 1st to November 30th.
- Section 2. Indebtedness.  
All indebtedness incurred by the LEPC shall be approved by the Chairperson before payment by the Secretary-Treasurer.
- Section 3. Approval of Bylaws.  
These bylaws shall become effective upon approval by a majority vote of the members.

#### Article VIII – AMENDMENTS

Amendments. These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any proposed amendments to these bylaws be submitted to the members in writing at least one week in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revisions to the bylaws.

#### Article IX – RULES

EPCRA requires that the LEPC shall establish rules by which the Committee shall function. Such rules shall include provisions for public notification of Committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the Committee, and distribution of the emergency plan.

Section 1. Adoption of Rules

The LEPC may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under EPCRA and related applicable regulations.

Article X – PUBLIC ACCESS TO INFORMATION

In accordance with Section 324 of EPCRA, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier Two forms or the Material Safety Data Sheets (MSDSs) otherwise in possession of the LEPC shall be made available to any person submitting a request under this section, subject to any withholding provisions of EPCRA. If the owner should request the location of a specified chemical not be identified, the LEPC shall withhold that information.

All information requested to be photocopied by a member for the public shall be provided at the sole expense of the requestor(s). The cost of such reproductions shall be set by the Information Coordinator, with the approval of the Executive Subcommittee, at a level which will enable the LEPC to recover all reasonable expenses associated with the processing of the request. This cost assessment may be waived under certain circumstances as enumerated by the LEPC in its written rules and procedures.

All written requests for information shall be complied with in accordance with the Illinois Freedom of Information Act, 5 ILCS 140 (1999).

Requests for MSDSs and Other Non-Confidential Information. Any person may obtain an MSDS with respect to a specific facility by submitting a written request to the Committee’s Information Coordinator. Any person may request any other non- confidential information concerning a facility by submitting a written request to the Committee’s Information Coordinator.

Request for Tier Two Information. Any person may request Tier Two information with respect to a specific facility by submitting a written request to the Committee’s Information Coordinator. If the Committee does not have in its possession the Tier Two information as requested, it shall request a submission of the particular Tier Two form from the owner or operator of the facility subject to the request.

THESE BYLAWS OF THE VERMILION COUNTY LOCAL EMERGENCY PLANNING COMMITTEE, ADOPTED AT THE REGULAR MEETING OF THE LEPC ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

LEPC CHAIRPERSON:

DATE SIGNED:

\_\_\_\_\_

\_\_\_\_\_

LEPC SECRETARY-TREASURER:

DATE SIGNED:

\_\_\_\_\_

\_\_\_\_\_

**VERMILION COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
HAZARDOUS MATERIALS  
EMERGENCY RESPONSE PLAN**

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**Effective August 1, 2016**

**VERMILION COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
HAZARDOUS MATERIALS  
EMERGENCY RESPONSE PLAN**

**APPROVAL & IMPLEMENTATION**

The Vermilion County Local Emergency Planning Committee (LEPC) developed the Hazardous Materials (HAZMAT) Emergency Response Plan (ERP) to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Title 29 Part 620 of the Illinois Administrative Code (IAC). The ERP details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within Vermilion County.

The Vermilion County Board directs each office, department and agency to study the ERP and prepare or update, as needed, the supporting plans and operating procedures needed to implement the ERP in the event of a hazardous material event.

The Vermilion County Emergency Management Agency is responsible for publishing and distributing this ERP and will issue changes as required.

\_\_\_\_\_  
Michael Marron, Chairman  
Vermilion County Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig Golden  
LEPC Chairperson

\_\_\_\_\_  
Date



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## I. INTRODUCTION

### **Purpose**

This plan establishes the policies and procedures under which Vermilion County will operate in the event of a hazardous materials incident, oil spill, or other release. This plan is designed to prepare Vermilion County and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

This plan provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

### **Scope**

This plan works in conjunction with the Vermilion County Emergency Operations Plan (EOP), local jurisdiction's emergency response plans and local business' emergency action plans. The intent of this plan is to provide guidance to governmental authorities, emergency response agencies and private businesses within the county in the proper planning, mitigation, response and recovery from any HAZMAT incidents which affects the populace of Vermilion County. This plan applies to all facilities governed by the SARA Title III of 1986, transportation vehicles moving through Vermilion County which are transporting any hazardous substances as defined under 42 USC Section 302 and the emergency response agencies responsible for handling any HAZMAT incidents that occur.

### **Policies and Legal Authorities**

- Vermilion County Ordinance 97-0208
- Vermilion County Emergency Management Agency Ordinance of 2015
- Illinois Mutual Aid Box Alarm System (MABAS) agreement
- 430 Illinois Compiled Statutes (ILCS) 100/1 Illinois Emergency Planning and Community Right to Know Act (P.A. 86-449)
- 29 Illinois Administrative Code (IAC) Section 620 Emergency Planning and Community Right to Know
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S.C. Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans

## II. SITUATIONS & ASSUMPTIONS

### Situations

A hazardous materials incident can occur anywhere within Vermilion County, and involve a variety of potentially hazardous materials. The Vermilion County LEPC supports county-wide emergency planning in addition to the site-specific emergency plans prepared by the private businesses and industries which produce, use or transport hazardous materials.

OSHA-defined hazardous materials are present throughout Vermilion County as part of the industrial, manufacturing, transportation, agricultural and business environment of the county. Further, due to the railways and interstate, state and county roadways, transportation of these hazardous materials throughout the county is ever present. Accidents caused by human error, equipment malfunction, acts of nature or acts of sabotage or terrorism can result in a catastrophic hazardous materials release which can threaten hundreds, if not thousands, of lives within the county.

Initial response to any HAZMAT incident falls to the jurisdiction of the fire protection district or fire department in which it occurs. Emergency response fire units from the responsible jurisdiction will take initial action to preserve life and contain or control the spill or release.

Vermilion County's HAZMAT response capability is limited due to the vast majority of the emergency fire response agencies being volunteer organizations. Of the 21 fire protection districts or fire departments within the county, only one (Danville Fire Department) has a full time, paid and fully trained staff, including a certified HAZMAT Response Team.

The major transportation arteries such as I-74, US 136, US 150, Illinois Route 1, Illinois Route 9, and Illinois Route 49 carry the majority of hazardous substances being transported through the county, but due to the large agri-business industry in the county, local transportation by farm machinery of hazardous substances on county roads is also a major concern. This is in addition to the three major railways that traverse the county and many miles of underground pipeline also present within the county.

Although the overwhelming majority of HAZMAT incidents in Vermilion County are related to the leakage or spillage of petroleum-based products (gasoline, diesel fuel, oil, lubricants, etc.) the agri-business industry also includes large quantities of fertilizers, herbicides and fuels which are stored, transported and utilized every day. Substances such as anhydrous ammonia can cause serious injury to humans or animals that breath or come in contact with it.

While the county's local volunteer fire departments lack sufficient training and equipment for significant HAZMAT events, the mutual aid system through the Illinois MABAS system provides them fully trained and equipped resources to call upon when the situation is more complex or larger than they are capable of dealing with. Once the incident is contained, they will utilize one of several private hazardous materials clean up and restoration services available in the area.

According to the latest Threat and Hazards Identification and Risk Assessment (THIRA) study conducted by the Vermilion County Emergency Management Agency, a Hazardous Materials incident is rated as a "HIGH" level risk within Vermilion County.

## **Assumptions**

An accidental release of hazardous materials could pose a threat to the local population or environment.

A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, a severe thunderstorm or a tornado.

A major transportation hazardous materials incident may require the evacuation of citizens from any location in Vermilion County along such highways as I-74, US 136, US 150, Illinois State Route 1, State Route 9, State Route 49 or along any of the railways in the county.

Wind shifts and other changes in weather conditions during the course of an incident may necessitate changes in protective action recommendations.

The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

Residents with access and functional needs may require assistance when evacuating.

Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems.

## **Limitations**

This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.

Responders will attempt to coordinate the plan and response according to standards.

Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.

There may be little to no warning during specific events to implement operational procedures.

The success or failure of all emergency plans depends upon effective tactical execution.

Successful implementation of this plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations and the facility or transporter.

Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.

### **III. CONCEPT OF OPERATIONS**

#### **General**

The Vermilion County Local Emergency Planning Committee (LEPC) will assist all local jurisdictions, authorities and facilities within the county in preparing and reviewing hazardous material response plans and procedures.

The authorized representatives of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify 9-1-1, the appropriate fire response agency, the Vermilion County LEPC, the Illinois SERC, and other potentially affected LEPCs and SERCs of the incident. They will also make recommendations to the responding agencies on how to contain the release and protect the public and environment.

Agencies responding to the release will do so only to the extent of their personnel's training and qualification, available resources and capabilities. The Incident Commander (IC) will request the assistance of MABAS mutual aid partners when the size and scope of the hazardous materials incident exceeds the response capabilities of the on-scene responders. Once the incident is contained and under control, then the IC can request a private environmental clean-up company respond to restore the scene.

The first priority of the incident commander will be to determine the appropriate protective action to be taken for the public and implement them. The IC will coordinate with any on-scene HAZMAT specialists and the facility emergency response representative to determine a safe perimeter and then determine if anyone inside or near that perimeter must be advised to shelter-in-place or evacuate.

All responders will assist with the identification of the party responsible for the hazardous materials incident through the collection of relevant information related to their response activities. Incident-related information should be reported to the Incident Commander.

#### **Direction and Control**

The Incident Commander will direct the activities of deployed emergency response units through the Incident Command Post (ICP). The response will initially concentrate on the immediate needs at the incident site by isolating the area, setting a perimeter, implementing traffic control, containing and controlling the spill and formulating and implementing protective actions for both emergency responders and the public at risk.

If protective measures are to be taken by the public, the county Public Information Officer (PIO), through coordination with the IC and the Vermilion County Emergency Management Agency Director, will relay what necessary measures must be taken by the public through the county's various warning and alert systems, to include EAS, Nixle Alerting, social media, radio, TV and any other available sources or means.

The Vermilion County Emergency Operation Center (EOC) will activate if requested to support IC actions. Communications will be immediately established between the ICP and the EOC via preplanned telephone and radio protocols as set forth in the county EOP for the

effective exchange of critical information between the EOC and ICP, which is essential for overall response efforts to succeed.

### **Release Identification**

The methods and procedures for determining a release occurred and the affected areas vary by location and personnel qualifications.

The recognized methods and procedures each facility uses for determining if a release has occurred will be in accordance with the facility's established emergency response plan and facility protocols.

The recognized methods and procedures local emergency responders will use to identify the release of hazardous materials vary by training, qualification and situation. First responders will limit their actions to identify the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified (Awareness, Operations, or Technician).

Releases of hazardous materials in transit will most likely be observed by the transport agent, citizens and/or emergency responders. The methods and procedures used to determine if a release has occurred will vary by the qualifications of the emergency responder and the resources available to the transport agent.

### **Notification**

Hazardous materials release notifications come from multiple sources. The most reliable notifications come from the individual regulated facilities or emergency responders. The facility is responsible for immediately notifying the local 9-1-1, the LEPC, the SERC and the National Response Center of any releases of hazardous materials on their site. The facility emergency coordinator, authorized representative or responsible party will normally provide reliable, effective and timely notification of a release by telephone on behalf of the facility.

The Vermilion County Community Emergency Coordinator will be notified by the 9-1-1 operators after receiving the initial call from the facility, the public or the transport agent. The Community Emergency Coordinator is:

**Ted Fisher (Vermilion County EMA Director) (217) 304-2152**

Emergency response fire agencies and responders will be notified of a hazardous materials release by the 9-1-1 center using the established paging and dispatch protocol procedures for that agency.

If deemed necessary, the public will receive emergency warning and notification of a hazardous materials release through multiple channels of communication:

- Nixle Alerting system via text message
- The Emergency Alerting System (EAS)
- Social media (Facebook, Twitter)
- House-to-house notification by emergency response personnel

## Emergency Response

The methods and procedures used to respond to the release of hazardous materials will conform to the standards set forth in National Fire Protection Association (NFPA) 472 - Standard for Professional Competence of Responders to Hazardous Materials Incidents and only vary by training, equipment and competency. First responder competencies, like training, are defined at the Awareness, Operational and hazardous materials Technician levels.

Awareness level emergency response personnel shall be able to perform the following tasks when on scene of a hazardous materials/WMD incident:

- Analyze the incident to determine both the hazardous materials/WMD present and the basic hazard and response information for each hazardous material/WMD agent by completing the following tasks:
  - Detect the presence of hazardous material/WMD.
  - Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.
  - Collect hazard information from the current edition of the DOT Emergency Response Guidebook.
- Implement actions consistent with the Vermilion County LEPC Local Emergency Plan, their agency or department's standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:
  - Initiate protective actions.
  - Initiate the notification process.

Operations level emergency response personnel shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:

- Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:
  - Survey the hazardous materials/WMD Incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released and evaluate the surrounding conditions.
  - Collect hazard and response information from the DOT Emergency Response Guidebook, available MSDS information, local, state and federal authorities and shipper/manufacturer contacts.
  - Predict the likely behavior of a hazardous material/WMD and its container.
  - Estimate the potential harm at a hazardous material/WMD incident.
- Plan the initial response to a hazardous materials/WMD incident within the capabilities and competencies of available emergency personnel and personal protective equipment (PPE) by completing the following tasks:
  - Describe the response objectives for the hazardous materials/WMD incident.
  - Describe the response options for each objective.

- Determine whether the personal protective equipment (PPE) provided is appropriate for implementing each option.
- Describe emergency decontamination procedures.
- Develop a plan of action, including safety considerations.
- Implement the planned response for a hazardous materials/WMD incident to favorably change the outcomes consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:
  - Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.
  - Where criminal or terrorist acts are suspected, establish means of evidence preservation.
  - Initiate Incident Command System (ICS) for hazardous materials/WMD Incidents.
  - Perform tasks assigned as identified in the incident action plan.
  - Demonstrate emergency decontamination.
- Evaluate the progress of the actions taken at a hazardous materials/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:
  - Evaluate the status of the actions taken in accomplishing the response objectives.
  - Communicate the status of the planned response.

Technician level emergency response personnel shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:

- Analyze a hazardous materials incident to determine the magnitude of the problem in terms of outcomes by:
  - Surveying the hazardous materials incident to identify special containers involved, to identify or classify unknown materials, and to verify the presence and concentrations of hazardous materials through the use of monitoring equipment.
  - Collecting and interpreting hazard and response information from printed resources, technical resources, computer databases, and monitoring equipment.
  - Determining the extent of damage to containers.
  - Predicting the likely behavior of released materials and their containers when multiple materials are involved.
  - Estimating the size of an endangered area using computer modeling, monitoring equipment, or specialists in this field.
- Plan a response within the capabilities of available response personnel, personal protective equipment (PPE), and control equipment by:
  - Identifying the response objectives for hazardous materials incidents.
  - Identifying the potential response options available by response objective.
  - Selecting the personal protective equipment required for a given action option.
  - Selecting the appropriate decontamination procedures.

- Developing a plan of action which includes safety considerations, is consistent with the local emergency response plan and the agency or department's standard operating procedures and is within the capability of the available emergency personnel, personal protective equipment (PPE) and control equipment.
- Implement the planned response to favorably change the outcomes consistent with standard operating procedures and site safety and control plan by completing the following tasks:
  - The following site safety and control plan considerations are from a sample NIMS Site Safety and Control Plan (ICS form 208HM)
    - Site description.
    - Entry objectives.
    - On-site organization.
    - On-site control.
    - Hazard evaluation.
    - Personal protective equipment.
    - On-site work plans.
    - Communication procedures.
    - Decontamination procedures.
    - Site safety and health plan.
  - Perform the duties of an assigned hazardous materials branch position within the local EOC.
  - Don, work in, and doff personal protective clothing, including, but not limited to, both liquid splash- and vapor-protective clothing with appropriate respiratory protection.
  - Perform the control functions identified in the plan of action.
  - Perform the decontamination function identified in the Incident Action Plan.
- Evaluate the progress of the planned response by evaluating the effectiveness of the control functions.
  - Evaluate the effectiveness of the control functions.
  - Evaluate the effectiveness of the decontamination process.
- Terminate the incident by:
  - Assisting in the incident debriefing.
  - Assisting in the incident critique.
  - Providing reports and documentation of the incident.

Facilities and emergency responders will monitor a verified release using the following capabilities and methods.

- Facility methods and capabilities for monitoring a release will be in accordance to the facility's established procedures and protocols.

- Emergency responders will monitor releases in accordance with their agency or department's policy and procedures.

### **Public Safety**

The primary objective of every hazardous materials response is to protect the people at risk. This includes the employees of the affected facility or the transportation company as well as the general public and visitors in the immediate area of the release and/or the projected plume. Protection of the public during a chemical emergency is a complex undertaking. Evacuation is the recognized standard for population protection. However, shelter-in-place should be considered as a better alternative for many hazardous materials incidents.

Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages.

- The advantage of evacuation is it removes employees, citizens and visitors from the present and any future risks in the affected area. The concept of removing the population from risk is also an acceptable and preferred strategy for many members of the public. Evacuations are highly disruptive events which create other challenges such as traffic control and sheltering. An effective evacuation may take hours to complete, during which time evacuees may be exposed to unsafe concentrations of the toxic substance they are attempting to avoid.
- Shelter-in-place can be instituted in a relatively short period of time. The population does not have long distances to travel and they are, for the most part, familiar with their surroundings. The speed with which a shelter-in-place effort can be implemented may make it the only reasonable short-term protective option for hospitals, nursing homes and corrections facilities. However, the concept of shelter-in-place is a foreign notion to many citizens who will self-evacuate. Training and exercising sheltering-in-place plans for those facilities where it might prove useful will facilitate its use when it is needed. It should be considered only for incidents expected to last for a short duration.

No single protective strategy is applicable in all situations whereas some incidents may be suited to either evacuation or shelter-in-place. The two strategies are not mutually exclusive and may be combined to achieve the maximum population protection in some situations. For example, shelter-in-place for the public in an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the greatest number of people.

The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available. Reference materials and resources which will aid the decision making process include:

- Emergency Response Guidebook (Current Edition)
- Material Safety Data Sheets (MSDS)
- Chemical Transportation Emergency Center (CHEMTREC)
- American Industrial Hygiene Association (AIHA) Emergency Response Planning Guidelines
- National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards

- CAMEO Chemicals software (developed by NOAA, EPA and USCG)
- Areal Locations of Hazardous Atmospheres (ALOHA)
- Mapping Applications for Response, Planning, and Local Operational Tasks (MARPLOT)

The Incident Command (IC) is authorized to order the protective measures appropriate to the type of threat, current weather conditions, condition of population at risk, response capabilities and timeliness, available transportation resources, time of day and ability to communicate with the at risk population. The procedures for implementing the evacuation and shelter-in-place strategies are found in Appendix C – Public Safety Procedures and the Vermilion County Emergency Operations Plan (EOP) Annex F – Evacuation.

Regulated facilities are required to have evacuation plans for employees and visitors:

- Evacuation procedures and route assignments;
- Procedures for employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Precautionary evacuation plans for selected facilities within the Vermilion County LEPC's area of responsibility are found in Appendix D - Precautionary Evacuation Plans.

### **Responder Safety**

It is essential that on-scene emergency response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of emergency response personnel is a priority of the IC. A Safety Officer can be appointed to assist the Incident Commander (IC) with emergency responder safety. If the IC does not appoint a Safety Officer, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop additional methods and procedures to ensure emergency responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity they deem is unsafe.

All responders to a hazardous materials incident will:

- Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to emergency responder safety.
- Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER).

The minimum procedures by responder certification level are:

- Awareness level emergency responders are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They should not take any further action beyond notifying the authorities of the release.
- Operations level emergency responders are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release and as such will maintain a safe distance, keep the release from spreading and prevent exposures.
- Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first emergency responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. As such they will be able to:
  - Perform advance control, containment, and confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
  - Understand and implement decontamination procedures.
- Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. As such they will be able to:
  - Select and use proper specialized chemical personal protective equipment.
  - Perform specialized control, containment, and confinement operations within the capabilities of the resources and personal protective equipment available.
  - Determine and implement decontamination procedures.
  - Develop a site safety and control plan.

### **Resource Management**

The response and recovery resources available for the Vermilion County LEPC emergency response plan come from county fire protection districts and fire departments, local resources of cities, villages and townships, public and private stakeholders and nongovernmental organizations. During response operations, acquisition of resources will be by Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), Interagency Agreements (IAAs) and contracts. Response resources immediately available through MOU, MOA or IAA are identified in Appendix E.

### **Containment / Clean-Up**

Coordination of spill containment and clean-up will be the responsibility of the designated Incident Command agency. Responding agencies will:

- Identify, contain, recover and properly treat or remove hazardous materials and dispose of at state permitted site.

- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Follow decontamination procedures to limit area of contamination and restrict further spread of hazardous materials.
- Plan for restoration and mitigation of damage to the environment.

#### **IV. RESPONSIBILITIES**

##### **Vermilion County Agencies**

###### Vermilion County Fire Departments/Fire Protection Districts/Governing Authorities

- Provide a limited initial response to hazardous materials incidents based on emergency responder training, equipment and expertise.
- Act as incident commander.
- Notify the 9-1-1 dispatch center when the magnitude of the incident exceeds the expertise of the initial emergency responders and request mutual assistance through MABAS.
- Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).
- Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).
- Isolate the affected area in accordance with the Emergency Response Guidebook or other appropriate resource information.
- Effectively deploy all necessary and available fire jurisdiction equipment and manpower.
- Deploy mutual aid, as requested.
- Support MABAS mutual aid HAZMAT Teams with personnel, equipment, and other assistance, as required.
- Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.
- Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.
- Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.
- Provide emergency medical care and transportation for those injured in a hazardous material incident.
- Perform other operations which may be appropriate in accordance with training.

###### MABAS HAZMAT Teams

- Respond in support of emergency first response agencies when requested.
- Assess actions taken by first-in units.

- Provide a technical level response to hazardous materials incidents.
- Provide scene management expertise and equipment.
- Evaluate/establish exclusionary zones.
- Perform substance identification testing via HAZCAT testing, hazard ID analysis and/or radiological testing.
- Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques and additional authorities requiring notification.
- Perform duties as directed by incident command.
- Coordinate with representatives from the Vermilion County Emergency Management Agency.

#### Vermilion County Emergency Management Agency

- Serve as a member of the Local Emergency Planning Committee (LEPC).
- Function as lead agency for the Vermilion County LEPC.
- Provide public education materials to the public and businesses on hazardous materials and preparedness.
- Provide public information on response activities and public safety as necessary during major incidents.
- Provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response.
- The emergency management staff will as necessary:
  - Provide notification of agencies and organizations as requested by either the facility representative or first responders.
  - Open the Vermilion County EOC when indicated.
  - Provide on-scene liaison when requested by incident/unified command.
  - Script and transmit emergency alert system (EAS) messages when requested and appropriate in coordination with the county PIO.
  - Use alternate methods of notification to the public, as needed.
- Support first response agencies and incident command with information and resource coordination as required.
- Assist with federal, state and other notifications and coordination.
- Provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required.
- Assist incident command in determining need for evacuation or shelter-in-place.
- Maintain resource list of cleanup contractors for hazardous materials incidents.

#### Vermilion County Emergency Medical Services

- Provide advanced and basic life support services to hazardous materials exposure victims when requested.

### Vermilion County Sheriff's Department and local Police Departments

- Coordinate law enforcement resources during a hazardous materials emergency.
- Provide for traffic control and maintenance of evacuation during a hazardous materials emergency.
- Ensure law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.
- Perform evacuation within parameters established for specific incident action plans.
- Assist where necessary in the rapid dissemination of warning and evacuation information to the public.
- Assist with investigation of possible criminal acts involving hazardous substances and/or their intentional release.

### Vermilion County Health Department

- Take such measures as the Health Department deems necessary to promote and protect the public's health.
- Assess the public health implications of a hazardous materials incident and take appropriate actions.
- In conjunction with the Illinois Department of Public Health (IDPH) and the Illinois Environmental Protection Agency (IEPA), assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.
- Direct the closure of contaminated sites, as necessary
- Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed.
- Make a final determination on when contamination no longer poses a public health risk.
- Initiate actions to reopen sites once contaminated when the threat is properly mitigated.

### Vermilion County Highway Department/City and Village Public Works Departments/Township Highway Commissioners

- Provide equipment and manpower to assist in the containment of a hazardous material release.
- Provide equipment and manpower to repair essential, jurisdictional facilities damaged as a result of a hazardous material release.
- Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- Implement protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.

### **State Agencies**

#### Illinois Emergency Management Agency (IEMA)

- Assist in obtaining and dispatching mutual aid resources needed at the incident location through coordination with the Vermilion County Emergency Management Agency.
- Provide assistance and guidance on revisions and updates to the Vermilion County LEPC emergency response plan, as needed.
- Provide a 24-hour communications center for hazardous materials incident reporting.

#### Illinois Environmental Protection Agency (IEPA)

- Assist the Vermilion County Health Department in the investigation, determination and recovery methods of contaminated water and sanitary systems at the site of a hazardous materials incident.
- Assist the IC and MABAS HAZMAT Teams with environmental concerns as related to the hazardous materials incident, to include control and containment tactics and procedures.
- Provide air and water monitoring to maintain situational awareness of possible contamination at the incident site.
- Establish cleanup standards for the incident in accordance with federal and state law.
- Ensure source control, containment, cleanup and disposal are accomplished.

#### **Non-Governmental Agencies**

##### American Red Cross

- Provide for temporary sheltering, feeding, welfare inquiries and information services for citizens who are evacuated from a hazardous materials site.

#### **Regulated Facilities**

- Facilities storing extremely hazardous substances must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information in accordance with 40 CFR 355.30. 40 CFR 355.30 (c) requires the owner or operator of a facility subject to the section to designate a facility representative who will participate in the local emergency planning process as a facility emergency response coordinator. The Facility Emergency Coordinators in Vermilion County are identified in Appendix A.
- Report chemical inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department.
- Submit Tier Two - Emergency and Hazardous Chemical Inventory Report and other information as required, by federal, state and local laws.
- Prepare hazardous materials emergency plans and provide copies to the Vermilion County LEPC, when requested.
- Train and equip personnel to implement the plans.
- Coordinate plans with the local responsible fire jurisdictions.
- Notify 9-1-1 when a hazardous materials incident occurs.
- Implement emergency plans utilizing NIMS in coordination with the local fire jurisdictions.

- Include evacuation routes and methods of evacuation for employees and visitors, both on site and in the immediate proximity, in hazardous materials emergency plans.

**V. TRAINING**

Hazardous materials response training requirements are governed by the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) established a standard (NFPA 472) of professional competence for responders to hazardous materials incidents.

All hazardous materials incident emergency responders and workers at hazardous materials facilities, transport companies, waste treatment facilities, storage facilities and disposal facilities will be provided training which meets federal and state standards. Such training will be commensurate with their employers or organization’s plan and policies.

The minimum level of responder training, in accordance with OSHA 29 CFR 1910.120 and NFPA 472 is:

<p><b>Awareness Level</b></p>	<p>Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/ weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.</p> <p>Awareness Level First Responders competencies:</p> <ul style="list-style-type: none"> <li>• Understand what hazardous substances are and their associated risks.</li> <li>• Recognize the presence of hazardous substances in an emergency.</li> <li>• Can identify the hazardous substances, when possible.</li> <li>• Understand the potential consequences of hazardous substances in an emergency.</li> <li>• Understand the role of a first responder at the awareness level as described in:                         <ul style="list-style-type: none"> <li>○ The employer's emergency response plan, including site security and control.</li> <li>○ The United States Department of Transportation's Emergency Response Guidebook.</li> </ul> </li> <li>• Can use the Emergency Response Guidebook.</li> <li>• Recognize the need for additional resources and the need to notify the incident's communication center accordingly.</li> </ul>
<p><b>Operations Level</b></p>	<p>Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without</p>

	<p>coming into contact with the material/product.</p> <p>First responders at the operations level must receive sufficient training to demonstrate awareness level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Know basic hazard and risk assessment techniques.</li> <li>• Select and use personal protective equipment (PPE) appropriate for first responder operations level.</li> <li>• Understand basic hazardous materials terms.</li> <li>• Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>• Implement decontamination procedures to their level training.</li> <li>• Understand relevant standard operating and termination procedures.</li> </ul>
<b>Technician Level</b>	<p>Technician level responders are personnel who respond to a hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable decontamination procedures and control the release using specialized protective clothing and control equipment.</p> <p>First responders at the technician level must receive sufficient training to demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Implement the department's emergency response plan.</li> <li>• Function within their assigned role in the incident command system.</li> <li>• Understand hazard and risk assessment techniques.</li> <li>• Understand basic chemical and toxicological terminology and behavior.</li> <li>• Use field survey instruments and equipment to classify, identify, and verify materials at the incident.</li> <li>• Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians.</li> <li>• Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>• Implement decontamination procedures to their level of training.</li> <li>• Understand termination procedures.</li> </ul>
<b>Specialist Level</b>	<p>Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities.</p>

	<p>First responders at the specialist level must receive sufficient training to demonstrate technician level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Implement the local emergency response plan.</li> <li>• Know of the state emergency response plan.</li> <li>• Develop a site safety and control plan.</li> <li>• Understand chemical, radiological and toxicological terminology and behavior.</li> <li>• Understand in-depth hazard and risk techniques.</li> <li>• Use advanced survey instruments and equipment to classify, identify and verify materials at the incident.</li> <li>• Select and use proper specialized chemical PPE given to hazardous materials specialists.</li> <li>• Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>• Determine decontamination procedures.</li> </ul>
<b>Incident Commander</b>	<p>The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources.</p> <p>Incident commanders, who assume control of a hazardous materials incident from the responders first on the scene must demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Know of the state emergency response plan and the Federal Regional Response Team.</li> <li>• Implement the local emergency response plan.</li> <li>• Implement the employer's emergency response plan.</li> <li>• Have knowledge of the incident command system (ICS) and understand how they relate to it.</li> <li>• Implement the employer's ICS.</li> <li>• Understand the hazards and risks associated with employees working in chemical protective clothing.</li> <li>• Understand the importance of decontamination procedures.</li> </ul>

The awareness, operations, technician and incident command training available to Vermilion County emergency responders is updated annually and maintained in Appendix F.

## VI. EXERCISES

The Vermilion County LEPC Community Emergency Coordinator will provide for and organize an annual exercise of this plan, at a minimum, to evaluate the effectiveness and feasibility of the plan and supporting, standard operating procedures as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

Vermilion County LEPC will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) as a standard for exercise design, conduct and evaluation. As such, exercises will be documented in an after action report and corrective actions will be identified and assigned in an improvement plan.

The Vermilion County LEPC exercise schedule will be updated annually and maintained in Appendix G.

## VII. EPCRA REPORTING

All facilities within Vermilion County receiving, storing and/or using extremely hazardous substances (EHS), reference 40 CFR Part 355, must notify the SERC and LEPC in accordance with Section 302 – Notification of Extremely Hazardous Substances.

Facilities must submit Material Safety Data sheets (MSDS) or a MSDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district in accordance with Section 311.

Facilities storing chemicals must provide specific information about chemicals on site to the SERC, LEPC and local fire department/district using the Tier II Form in accordance with Section 312.

A facility must notify the SERC and LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of person outside the facility. A verbal report must be submitted immediately and followed up with written report with 14-days.

## VIII. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

US Department of Transportation and Transport Canada, *Emergency Response Guidebook*.

SARA Title III – *Emergency Planning and Community Right-to-Know Act (EPCRA)*,  
<http://www.ecy.wa.gov/epcra>.

Public Law 99-499 – *Superfund Amendment and Reauthorization Act (SARA)*

**IX. ACRONYMS**

ALOHA	Areal Locations of Hazardous Atmospheres
ARC	American Red Cross
AWC	Alert and Warning Center
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
HAZMAT	Hazardous Material
HC	Hazardous Chemicals
HIVA	Hazard Identification and Vulnerability Assessment
HS	Hazardous Substances
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MARPLOT	Mapping Applications for Response, Planning, and Local Operational Tasks
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SOP	Standard Operating Procedures
UC	Unified Command

## X. DEFINITIONS

**ACCIDENT SITE** - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, at which a release of listed chemicals occurs.

**ACUTE EXPOSURE** - Exposures, of a short duration, to a chemical substance that results in adverse physical symptoms.

**ACUTELY TOXIC CHEMICALS** - Chemicals that can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and result in severe illness. In extreme cases, death can occur when ingested, inhaled or absorbed through the skin.

**AEROSOL** - Fine liquid or solid particles suspended in a gas such as fog or smoke.

**CHEM-TEL** - A private company listed in the Emergency Response Guidebook that provides emergency response organizations with a 24-hour phone response for chemical emergencies.

**CHEMICAL AGENT** - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

**CHEMICAL TRANSPORTATION EMERGENCY CENTER** - a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

**COLD ZONE** - The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

**DECONTAMINATION** - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

**DIRECTION AND CONTROL EXERCISE** - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

**EMERGENCY** - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

**EMERGENCY ALERT SYSTEM (EAS)** - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY OPERATIONS CENTER (EOC)** - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EXTREMELY HAZARDOUS SUBSTANCES** - These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304. The EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

**FACILITY** - Fixed-site required to report under EPCRA.

**FULL-SCALE EXERCISE** - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**HAZARD** - The chance that injury or harm will occur to persons, plants, animals or property.

**HAZARD ANALYSIS** - The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site, either at fixed site or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.

**HAZARDOUS CHEMICALS OR SUBSTANCES** - Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at [www.ecy.wa.gov/epcra](http://www.ecy.wa.gov/epcra).

**HAZARDOUS MATERIAL** - A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive,

flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products. Other toxic substances include some infectious agents, radiological materials and materials such as industrial solid waste substances.

**HAZARDOUS SUBSTANCE** - Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, or TERC, LEPC, and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, TERC, and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

**HOT ZONE** - The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

**INCIDENT COMMANDER** - The IC is the overall coordinator of the response team. Responsible for on-site strategic decisions and actions throughout the response phase and maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of Operations level and certified in the Incident Command System.

**INCIDENT COMMAND SYSTEM (ICS)** - An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability. ICS is a component of the National Interagency Incident Management Systems (NIMS).

**JOINT INFORMATION CENTER (JIC)** - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local hazardous materials plans.

**NATIONAL RESPONSE CENTER** - Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

**ON-SCENE** - The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

**PLUME** - A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, or odorless and may not be visible to the human eye.

**PRIMARY AGENCY** - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the EOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

**REGULATED FACILITY** - A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities produce, use, or store EHSs in quantities which exceed threshold planning quantities or they store one or more HS in a quantity of 10,000 pounds or more at any one time. Facilities that meet either criterion must annually report their chemical inventories of such materials to the SERC, LEPCs, local fire department. When appropriate, the tribe must be reporting to the Tribal Emergency Response Commission (TERC).

**REPORTABLE QUANTITY** - The minimum quantity of hazardous substances released, discharged, or spilled that must be reported to federal, state, local and/or tribal authorities pursuant to statutes and EPCRA regulations.

**RESPONSE** - Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to: emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

**RISK MANAGEMENT PLAN** - Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted to the EPA.

**SUPPORT AGENCY** - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency.

**TABLETOP EXERCISE** - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TITLE III** - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. The law requires site-specific planning for extremely hazardous substances, participation in the planning process by facilities storing or using hazardous substances and notifications to the SERC or LEPC of releases of specified hazardous substances. It also provides a mechanism for information sharing on hazardous chemicals and emergency plans for hazardous chemical events to the public.

**TOXIC SUBSTANCES** - Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic

substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxics Release Inventory Report annually to the US EPA and the Washington SERC. A current list of substances covered, reporting guidance, and software is available at the US EPA TRI website at [www.epa.gov/tri](http://www.epa.gov/tri).

**TOXICITY** - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**VULNERABLE FACILITIES** - Facilities which may be of particular concern during a HAZMAT incident because they 1) are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails), 2) fulfill essential population support functions (power plants, water plants, fire/police/EMS dispatch center), or 3) include large concentrations of people (shopping centers, recreation centers).

**WARM ZONE** - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

## Appendix A – Regulated Facilities

Facility Name	Physical Address	City	Zip	Emergency Coordinator	Title	24-Hour Telephone
AIRGAS	615 S. BOWMAN AV	DANVILLE	61832	Ryan Keelin	Regulatory Mgr	(314) 966-7313
ALCOA-AUTOMOTIVE SHEET FACILITY DANVILLE	1 CUSTOMER PLACE	DANVILLE	61834	Timothy Powell	EHS Coordinator	(217)474-6780
ALLERTON SUPPLY CO.	309 E. YATES ST.	ALLERTON	61810	Dan Ray	Safety Consulting Services	(217)474-3710
ALLERTON SUPPLY COMPANY (PLANT #6)	17054 STATE ROUTE 49 & US 150	FITHIAN	61844	Dan Ray	Safety Consulting Services	(217)474-3710
ALLIED WASTE OF DANVILLE	180 S. HENNING ROAD	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
AMEREN	1155 E. VOORHEES	DANVILLE	61834	Roger Cruse	Sr. Environmental Scientist	(800)755-5000
AQUA ILLINOIS, INC. VERMILION COUNTY DIVISION	1300 W. FAIRCHILD	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
AT&T - Q72070	11 E DAVIS ST	CATLIN	61817	David Hults		(217)971-2335
AT&T - Q72260	147 N WALNUT ST	GEORGETOWN	61846	Michael Perry	Area Manager	800-566-9347
AT&T - Q72280	6 S WALNUT	INDIANOLA	61850	Michael Perry	Area Manager	800-566-9347
AT&T - Q72340	320 N WALNUT ST	DANVILLE	61832	Michael Perry	area Manager	800-566-9347
AT&T - Q72360	107 N STATE ST	RIDGE FARM	61870	Dan Ray	Safety Consulting Services	217-466-5417
AT&T - Q72460	201 W MAIN ST	WESTVILLE	61883	Michael Perry	Area Manager	800-566-9347
AUTO ZONE	800 LYNCH RD	DANVILLE	61834	Andrew Beaven	Environmental Mgr	(901)619-5210
BRICKYARD LANDFILL	601 E. BRICKYARD ROAD	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
C & R AG SUPPLY	11886 NORTH 250 EAST ROAD	FAIRMOUNT	61841	Vern Rohrscheib	Vice President	(217)474-2040
CALIFORNIA RIDGE ENERGY CENTER	3429 E CR 2350 N	FITHIAN	61844	Mathew Wingler	O&M Manager	(217)840-4256
CHEM-CAST	1009 LYNCH ROAD	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
CON-WAY FREIGHT-XDV	712 W. ROSS LANE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
CROP PRODUCTION SERVICES	19052 STATE ROUTE 9	HOOPESTON	60942	Tod Hufford	Manager	(217)765-3491
CROP PRODUCTION SERVICES	12895 LYONS ROAD	CATLIN	61817	Kevin Foreman	General Manager	(309)221-7461
CROP PRODUCTION SERVICES 132	610 WEST ROSS LANE	DANVILLE	61832	Kyle Ash	Terminal Manager	(217)822-6182
CSXT DANVILLE, IL SHOPS	564 CSX LANE	DANVILLE	61834	Anne Rogers	Manager of Industrial Hygiene	(800)323-0144
DANVILLE #1 M&R	509 EAST ROSS LANE	DANVILLE	61833	<b>NO RECORD ON FILE</b>		
DANVILLE CENTER	200 EAST 14TH STREET	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
DANVILLE DISTRIBUTION CENTER		DANVILLE	61834	<b>NO RECORD ON FILE</b>		
DANVILLE GAS & OIL CO	201 W MAIN ST	DANVILLE	61832	Rod Hunter	Safety Director	(812)422-3251
DANVILLE MACHINING	1200 INTERNATIONAL PLACE	DANVILLE	61834	<b>NO RECORD ON FILE</b>		

DANVILLE METAL STAMPING COMPANY	17 OAKWOOD AVENUE	DANVILLE	61832	Tom Neal	Vice President, Manufacturing	(217-442-4074)
DANVILLE S157	615 S. BOWMAN AVE.	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
DANVILLE SANITARY	16161 GRAPE CREEK RD	DANVILLE	61834	John Slazas	Operations Supervisor	(217)442-3193
DANVILLE SERVICE AREA	1155 E. VOORHEES	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
DAYTON FREIGHT LINES	507 W ROSS LANE	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
DEPKE GASES AND WELDING SUPPLIES	628 E WILLIAMS STREET	DANVILLE	61832	Curt Towne	President	(217)260-6645
DOW CHEMICAL CO	2030 WILLARD H DOW CTR	MIDLAND	48674	<b>NO RECORD ON FILE</b>		(989)636-4400
DYNACHEM INC.	15662 E 980 NORTH ROAD	WESTVILLE	61883	Timothy Hahn	EHS Manager	(217)918-4864
EAST LYNN FERTILIZER, INC.	41284 S MAIN ST.	EAST LYNN	60932	Joy Langellier	Secretary	(217)375-4225
ELLIS	3950 N 315 E CR	POTOMAC	61865	<b>NO RECORD ON FILE</b>		
ENVIROX, L.L.C.	1938 E FAIRCHILD STREET	DANVILLE	61832	Kandy Betout	Admin. Asst.	(217)442-8596
FAIRMOUNT PLANT	3690 CATLIN HOMER ROAD	FAIRMOUNT	61841	<b>NO RECORD ON FILE</b>		
FERRELLGAS	1640 TILTON ROAD	TILTON	61833	Shon Bex	Operations Manager	(813)703-0378
FIBERTEQ, LLC	3650 SOUTHGATE DRIVE	DANVILLE	61834	Dennis Helka	EH&S Leader	(217)918-8245
FIRST STUDENT, INC. #11442	827 CLEVELAND AVENUE	DANVILLE	61832	(Strata) Nan Cutshall	Sr. Environmental Eng.	(865) 250-6165
FITHIAN / OGDEN	17054 STATE ROUTE 49 & US 150	FITHIAN	61844	<b>NO RECORD ON FILE</b>		
FLEX-N-GATE PLASTICS	3403 LYNCH CREEK ROAD	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
FREIGHT CAR SERVICE	2313 CANNON STREET	DANVILLE	61832	Russ Lazzell	EHS Director	(814)442-9128
H&H COMCAST OF ILLINOIS				Mark Bernhardt	Safety Mgr	(219)712-9837
HELENA CHEMICAL CO. (ILLIANA SEED)	12959 E. 2750 NORTH RD.	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
HENNING FACILITY	400 N. MAIN ST.	HENNING	61848	<b>NO RECORD ON FILE</b>		
HICKSGAS OAKWOOD	6792 E. 1700 N. RD.	OAKWOOD	61858	Dan Camp	Risk Manager	(217)202-3285
HOLLAND, INC. (118)	72 EASTGATE DRIVE	DANVILLE	61832	Joyce Loreda	Properties Coordinator	(800)610-6500
HONEYWELL INTERNATIONAL INC.	209 BREWER RD	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
HOOPESTON TANKS	317 WEST THOMPSON AVE	HOOPESTON	60942	<b>NO RECORD ON FILE</b>		
HOOPESTON-HICKSGAS WATSEKA, INC.	R.R. 1 DIXIE HWY.	HOOPESTON	60942	Dan Camp	Risk Manager	(217)202-3285
HYSTER-YALE GROUP	1010 E. FAIRCHILD ST.	DANVILLE	61834	Katie Miller	Safety/Training Coordinator	(217)443-7110
ILLINI DRIVE BULK PLANT	3250 ILLINI DRIVE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
ILLINI FS - ALVIN FACILITY	STATE ROUTE 119	ALVIN	61811	Pat Titus	Safety & Reg Admin.	(217)202-5204
ILLINI FS - FAIRMOUNT FACILITY	420 W STATE STREET	FAIRMOUNT	61841	Pat Titus	Safety & Reg Admin.	(217)202-5204
ILLINI FS - POTOMAC FACILITY	6637 E 3050 N CR	POTOMAC	61865	Pat Titus	Safety & Reg Admin.	(217)202-5204
ILLINI FS - RETAIL DIVISION OF GROWMARK	3044 N 470 E CR	SIDELL	61876	Pat Titus	Safety & Reg Admin.	(217)202-5204
ILLINOIS LANDFILL	16310 E 4000 NORTH RD	HOOPESTON	60942	<b>NO RECORD ON FILE</b>		

JAMAICA	7061 EAST 850 NORTH	FAIRMOUNT	61841	<b>NO RECORD ON FILE</b>		
KIK CUSTOM PRODUCTS, INC.	1 WEST HEGELER LN.	DANVILLE	61832	Sean Farris	HESS Specialist	(217)274-8646
LEBANON SEABOARD	508 WEST ROSS LANE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
LOWE'S OF DANVILLE	3636 NORTH VERMILLION	DANVILLE	61832	Robert A. Gass	Hazmat Manager	(888)429-6281
MCLANE MIDWEST	3400 E. MAIN ST	DANVILLE	61834	Travis Georges	DC Manager	(217)304-4308
MEIJER GAS STATION #269	3635 N VERMILION ST	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
MERVIS GARAGE	310 N. CALIFORNIA	DANVILLE	61832	Brian Monk	Safety Director	(217)304-3604
MERVIS IRON & METAL	2313 CANNON ST.	DANVILLE	61832	Brian Monk	Safety Director	(217)304-3604
MGT POTOMAC 2118	27385N ROAD 620 EAST	POTOMAC	61865	Preston Wilson	Environ. Specialist II	(888)417-6275
NACCO MATERIALS HANDLING GROUP, INC.	1010 E. FAIRCHILD ST.	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
OPEN ROAD ASPHALT CO. LLC	3690 CATLIN HOMER ROAD	FAIRMOUNT	61841	Rob Summers	Plant Manager	(217)202-8602
PANHANDLE EASTERN PIPELINE CO	509 E. ROSS LN	DANVILLE	61832	Kristin Bollerman	Sr. Environmental Specialist	(800)225-3913
PILOT TRAVEL CENTER #171	503 N OAKWOOD ST	OAKWOOD	61858	Dave Schmidt	Authorized Rep	(901)230-8287
PRAIRIE STATES WAREHOUSE	26968 NORTH CR 1800 EAST	BISMARCK	61814	Kevin J. Bodine	Manager	(217)443-2318
PRAIRIE STATES WAREHOUSE, INC.	3400 JONES RD	DANVILLE	61834	Kevin J. Bodine	Manager	(217)443-2318
PRAIRIE YARD 1022	720 SECTION ST	DANVILLE	61832	Mitchell Mariotti	Environmental Manager	(708)912-8590
PRESENCE UNITED SAMARITANS MEDICAL CENTER	812 NORTH LOGAN AVENUE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
PSW NH3, FAIRMONT	12640 N. 800 EAST	FAIRMOUNT	61841	<b>NO RECORD ON FILE</b>		
QUAKER MANUFACTURING, L.L.C	1703 EAST VOORHEES STREET	DANVILLE	61832	Paulette Orsborn	EHS Supervisor	(217)799-7222
R&L CARRIERS	507 W. ROSS LN	DANVILLE	61832	Mike Carney	Service Center Mgr	(312)287-4746
REG DANVILLE, LLC	300 N ANDERSON ST	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
RIDGE FARM #4 (RT. 1)	3724 ST RT 1	RIDGE FARM	61870	<b>NO RECORD ON FILE</b>		
RYDER TRANSPORTATION SERVICES #0603A	210 EASTGATE COURT	DANVILLE	61832	Amy White	Compliance Manager	(800) 215-4839
SIDELL AGRI SERVICES, INC.	104 NORTH CHICAGO	SIDELL	61876	James Patton	Manager	(217)288-9441
SILGAN CONTAINERS MANUFACTURING CORPORATIONS, HOOP	324 W. MAIN STREET	HOOPESTON	60942	Jonathan Kania	Environmental Services	(630)418-2079
SUPER PANTRY #11	610 S BOWMAN AVE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
SYGMA NETWORK OF ILLINOIS	3600 SOUTHGATE DRIVE	DANVILLE	61834	<b>NO RECORD ON FILE</b>		
THE ANDERSONS FAIRMOUNT TERMINAL	12637 N. 800 E. ROAD	FAIRMONT	61841	<b>NO RECORD ON FILE</b>		

THERMO TECHNIQUES LLC	42 OAKWOOD AVENUE	DANVILLE	61832	Casey Watts	EHS	(217)840-4500
THYSSENKRUPP CRANKSHAFT COMPANY- FORGING	1000 LYNCH RD	DANVILLE	61834	Dave Walter	Corporate HSE Leader	(217)304-4667
THYSSENKRUPP PRESTA DANVILLE LLC, GRINDING	70 WALZ CREEK DRIVE	DANVILLE	61834	Dave Walter	Corporate HSE Leader	(217)304-4667
THYSSENKRUPP PRESTA DANVILLE.LLC	75 WALZ CREEK DRIVE	DANVILLE	61834	Dave Walter	Corporate HSE Leader	(217)304-4667
TILTON ENERGY CENTER	80 WEST FIRST STREET	TILTON	61833	Keyshon Bachus	Environmental Specialist	(713)419-5325
UNITED PARCEL SERVICE	200 EAST 14TH STREET	DANVILLE	61832	Sadia Gulam	District Environ. Coord.	(313)282-8320
VA ILLIANA HEALTH CARE SYSTEM	1900 EAST MAIN STREET, BUILDING 102 RM 135J	DANVILLE	61832	Daniel Kraybill	GEMS Coordinator	(217)304-7363
VERMILION POWER STATION	10188 E 2150 NORTH RD	OAKWOOD	61858	<b>NO RECORD ON FILE</b>		
VISCOFAN USA, INC	915 N. MICHIGAN AVENUE	DANVILLE	61832	Nicholas Tsiakals	EHS Manager	(217)213-8409
WARRINGTON BULK PLANT	1203 WARRINGTON AVENUE	DANVILLE	61832	<b>NO RECORD ON FILE</b>		
WATCHFIRE SIGNS BY TIME-O-MATIC (MAPLE)	1015 MAPLE STREET	DANVILLE	61832	Adam Stevenson	EH&S Coordinator	(217)918-0157
XPO LOGISTIC FREIGHT INC.XDV	712 ROSS LN	DANVILLE	61832	Jeff Sexton	Environmental Mgr	(800)924-6804

## Appendix B – Incident Command Agency

Vermilion County	Designated Agency	Date
Village of Allerton and western Sidell Township	Allerton Fire Protection District	
Village of Bismarck, Village of Henning, northern Danville Township and Blount, Newell and South Ross Townships	Bismarck Community Fire Protection District	
Village of Potomac, Village of Armstrong and Middle Fork Township	Bluegrass Fire Protection District	
Village of Indianola and Carroll Township	Carroll Fire Protection District	
Village of Catlin and Catlin Township	Catlin Fire Protection District	
City of Danville	Danville Fire Department	
Village of Fairmount and Vance Township	Fairmount Fire Protection District	
Village of Fithian, Village of Muncie, Village of Collison, parts of Pilot and Oakwood Townships	FMC Fire Protection District	
City of Georgetown, southern Georgetown Township and McKendree Township	Georgetown Fire Protection District	
City of Hoopeston, Village of Cheneyville, Grant Township	Hoopeston Fire Department	
Southern Blount Township, northern Catlin Township	Kickapoo Fire Protection District	
Eastern Danville Township	Lynch Fire Protection District	
Village of Oakwood and eastern Oakwood Township	Oakwood Fire Protection District	
Extreme western Pilot and Oakwood Townships	Ogden-Royal Fire District	
Village of Rankin, Village of East Lynn, Village of Ellis and Butler Township	Rankin Fire Protection District	
Village of Ridge Farm, Elwood and Love Townships	Ridge Farm Fire Protection District	
Village of Rossville and Ross Township	Rossville Fire Protection District	
Village of Sidell, Village of Jamaica, eastern Sidell Township and Jamaica Township	Sidell Fire Protection District	
Village of Tilton	Tilton Fire Department	
Village of Belgium, Village of Westville, northern Georgetown Township	Westville Fire Protection District	

## Appendix C - Public Safety Procedures

### Shelter-in-Place

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The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by the Incident Commander in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, the Incident Commander will have emergency responders go door-to-door to instruct the affected population to shelter-in-place or request the Vermilion County Emergency Management Agency to alert the affected populace by all means of communication available.

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn-off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe.

It is important following a shelter-in-place event the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.

### Evacuation

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The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

The IC is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on available public transportation system and pick-up points.
- Details on what to bring and not bring to the shelter/reception center.
- Information on security within the evacuation zone.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Evacuees should also be given the following instructions, time permitting:

- Gather and pack only what is most needed, with particular attention given to medications, supplies for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed, turn on local radio station for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
- Do not call your school or go to pick-up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick-up children.

Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population

are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of the IC, in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes.

The Interstate and state routes should be considered first as evacuation routes in Vermilion County; however, numerous county roads should also be considered based on the location of the hazardous materials incident. State routes include:

- SR 1 going north and south in the eastern part of the county.
- SR 49 going north and south in the western part of the county.
- SR 9 going east and west in the northern part of the county.
- US 136 going east and west in the northwest part of the county.
- US 119 going east and west in the northeast part of the county.
- US 150 going east and west in the central part of the county.
- I 74 going east and west in the central part of the county.

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.

- Walking: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.
- Private vehicle (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.
- Public Transit (city/rural bus, school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. Danville Mass Transit and CRIS Rural Transportation can be dispatched to support an evacuation order when authorized/notified by Vermilion County Emergency Management Agency. School buses contracted through First Student can be used to augment the overall evacuation once students at risk have been evacuated.

- EMS vehicles (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside Vermilion County may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

The American Red Cross (ARC) operates shelters/reception centers in Vermilion County. The services provided in these shelters/reception centers will be in accordance with Annex G – Mass Care and Emergency Assistance of the Vermilion County Emergency Operations Plan (EOP).

Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Vermilion County EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.

### Sample Evacuation Warning Message

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ATTENTION! (*Lead law enforcement / Executive / Mayor / City Manager*) of \_\_\_\_\_, and the \_\_\_\_\_ Fire Department / District have issued the following emergency bulletin at (*time*): A chemical leak of \_\_\_\_\_ occurred at (*time*) at (*location*). This is a highly poisonous chemical and you are in immediate danger if exposed. No leak of the chemical is occurring at this time, I repeat there is no leak at this time, but a leak is possible while workers repair \_\_\_\_\_. You are directed to follow these emergency instructions now!

All persons within the area bounded by \_\_\_\_\_ Street / Avenue / Road / etc. on the north, \_\_\_\_\_ Street / Avenue / Road / etc. on the east, \_\_\_\_\_ Street / Avenue / Road / etc. on the south and \_\_\_\_\_ Street / Avenue / road / etc. on the west are directed to evacuate immediately. Tie a white cloth or towel to the outside front door knob to indicate the premises are vacated. Police will secure the area vacated and no one will be allowed to enter/reenter.

Use \_\_\_\_\_ Street / Avenue / Road / etc. to the north and \_\_\_\_\_ Street / Avenue / Road / etc. to the east as evacuation routes. Public shelters are set up at (name and address of facility) and (name and address of facility) if you need shelter. The (public transit system) buses will provide transportation for residents of (location / sub-division / community / facility name). School children from \_\_\_\_\_ School will be evacuated to (facility name) by their school buses. DO NOT go to the school to pick them up.

If you need transportation or special help, call (telephone number). DO NOT call 9-1-1 for assistance or information. Emergency workers are in the area to assist. Stay tuned to this (radio or TV) station for further instructions and for the "All Clear" to be issued.

## **Appendix D – Precautionary Evacuation Plans**

### *Facility Evacuation Planning*

Evacuation plans for each facility will be maintained by that facility and made available to the LEPC upon request.

## Appendix E – Mutual Aid Response Resources

FACILITY / AGENCY	EQUIPMENT	CONTACT	PHONE #
<i>Regulated Facility</i>	2 – HAZMAT Vehicles 2 – Decon Shelters (HAZMAT ID Ranger) 12 – Tyvek Level A Suits	<i>John Doe</i>	<i>(253) 566-6666</i>
<i>Responsible Fire Department or Agency</i>	1 – HAZMAT Response Vehicles 1 – Decon Shelters (HAZMAT ID Ranger) 6 – Tyvek Level A Suits 3 – HAZMAT Technicians 1 – HAZMAT Specialists	<i>Chief John Smith</i>	<i>(253) 555-1234</i>

Above are samples. Actual mutual aid response resources will be maintained by each facility and the fire protection districts responsible for these facilities.

## Appendix F - Training Schedule

<b>Hazardous Materials Courses</b>	<b>Dates</b>	<b>Locations</b>
Hazardous Materials Awareness Level		
Hazardous Materials Operations Level		
Hazardous Materials Technician Level		
Hazardous Materials On-Scene Incident Command		
Highway Transportation Accidents		
Hazmat IQ		
Advanced Tank Rollover		

Each fire protection district will develop an appropriate training schedule based on the above listed criteria.

## Appendix G – Exercise Schedule

Type	Date	Location	Planner
Seminar			
Workshop			
Functional			
Workshop			
Full-Scale			

Each fire protection district and each Tier II facility will develop and maintain an exercise schedule that meets or exceeds federal, state and local requirements. The LEPC will participate in at least one such exercise annually.

## Appendix H – Incident Report

**HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

**(Check one):**     **REPORTED/ACTUAL INCIDENT**                       **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
2. Reported by (name & phone number or radio call signs): \_\_\_\_\_  
\_\_\_\_\_
3. Company/agency and position (if applicable): \_\_\_\_\_
4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Agencies at the scene: \_\_\_\_\_  
\_\_\_\_\_
6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)  
 Leak     Explosion     Spill     Fire     Derailment     Other  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Name of material(s) released/placard number(s): \_\_\_\_\_
9. Release of materials:  
 Has ended     is continuing. Estimated release rate & duration: \_\_\_\_\_
10. Estimated amount of material which has been released: \_\_\_\_\_
11. Estimated amount of material which may be released: \_\_\_\_\_
12. Media into which the release occurred:    \_\_\_\_\_ air    \_\_\_\_\_ ground    \_\_\_\_\_ water
13. Plume characteristics:  
 a. Direction (Compass direction of plume): \_\_\_\_\_ c. Color: \_\_\_\_\_  
 b. Height of plume: \_\_\_\_\_ d. Odor: \_\_\_\_\_
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
15. Present status of material (solid, liquid, and gas): \_\_\_\_\_
16. Apparently responsible party or parties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ENVIRONMENTAL CONDITIONS**

- 17. Current weather conditions at incident site:  
 Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
 Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
- 18. Forecast: \_\_\_\_\_
- 19. Terrain conditions: \_\_\_\_\_  
 \_\_\_\_\_

**HAZARD INFORMATION**  
(From ERG, MSDS, CHEMTREC, or facility)

- 20. Potential hazards: \_\_\_\_\_  
 \_\_\_\_\_
- 21. Potential health effects: \_\_\_\_\_  
 \_\_\_\_\_
- 22. Safety recommendations: \_\_\_\_\_  
 \_\_\_\_\_
- 23. Recommended evacuation distance: \_\_\_\_\_  
 \_\_\_\_\_

**IMPACT DATA**

- 24. Estimated areas/ populations at risk: \_\_\_\_\_  
 \_\_\_\_\_
- 25. Special facilities at risk: \_\_\_\_\_  
 \_\_\_\_\_
- 26. Other facilities with HAZMAT in area of incident: \_\_\_\_\_  
 \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

- 27. Tools used for formulating protective actions
  - A. Recommendations by facility operator/responsible party
  - B. *Emergency Response Guidebook*
  - C. Material Safety Data Sheet
  - D. Recommendations by CHEMTREC
  - E. Results of incident modeling (CAMEO or similar software)
  - F. Other: \_\_\_\_\_
- 28. Protective action recommendations:
  - Evacuation     Shelter-In-Place     Combination     No Action
  - Other \_\_\_\_\_

Time	Action Implemented
- 29. Evacuation Routes Recommended: \_\_\_\_\_  
 \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

30. Notification made to:

_____	National Response Center	<u>1-800-424-8802</u>
_____	CHEMTREC	<u>1-800-424-9300</u>
_____	RRC (Oil/gas spills - production facilities, intrastate pipelines)	_____
_____	State Emergency Response Center (IEMA)	<u>1-800-782-7860</u>
_____	SERC	

31. Other Information: \_\_\_\_\_  
\_\_\_\_\_



# Hazardous Materials Incident Report



**Incident #: H-2016-0549**

**Entered By: Kattner, Paul (IEMA) on 2016-06-22 11:38:07**

**Data Input Status: Closed**

**Leaking Underground Storage Tank (LUST): No**

Caller:	Charlene Troyer
Call Back #:	331/251-7343
Caller Represents:	Circle K
Hazmat Incident Type:	Leak or spill

### INCIDENT LOCATION

Incident Location:	2606 North Vermillion St		
County:	Vermilion	City:	Danville
Primary IEMA Region:	7	Secondary IEMA Region:	Not Applicable
Full Address:	2606 North Vermillion St, Danville, IL		
Latitude:	40.167777	Longitude:	-87.630683
Milepost:	N/A	Sec:	N/A
Twp.:	N/A	Range:	N/A
Area Involved:	Fixed Facility		
Media or medium into which the release occurred:	Ground		

### WEATHER INFORMATION

Temp (deg F):	Unknown	Wind Dir/Speed m.p.h:	Unknown
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### MATERIALS INVOLVED

Material Name:	Gasoline	Material Type:	Liquid
CHRIS Code:	Unknown	CAS #:	Unknown
UN/NA #:	Unknown		
Is this a 302(a) Extremely Hazardous Substance?	Unknown		
Is this a RCRA Hazardous Waste?	Unknown		
Is this a RCRA regulated facility?	Unknown		
Container Type:	Under ground storage tank	Container Size:	1 X 10,000 Gallons (Gasoline)
Amount Released:	Unknown	Rate of Release/min:	Unknown
Duration of Release:	Unknown		
Cause of Release:	Unknown		
Estimated Spill Extent:	Unknown	Spill Extent Units:	

Date/Time Occured:	(Date/Time Unknown)
Date/Time Discovered:	2016-06-20 12:00

Number Injured:	0	Where Taken:	N/A
Number Killed:	0	# Evacuated:	0
On Scene Contact:	Charlene Troyer	On Scene Phone #:	331/251-7343

Proper safety precautions to take as a result of the release, including evacuation:  
None

Assistance needed from State Agencies:  
None

Containment/Cleanup actions and plans:  
There is a current corrective action plan is in effect at the site.....AEC (Contractor) is coordinating cleanup and remediation

Responsible Party:	Circle K
Contact Person:	Charlene Troyer
Callback Phone Number:	331/251-7343
Facility Manager:	N/A
Facility Manager Phone #:	N/A
Street Address:	550 Warrenville Rd, Suite #400
City:	Lisle State: IL Zip Code: 60532

Emergency Units Contacted	Contacted	On Scene	Agencies Contacted
ESDA			None
Fire			None
Police			None
Sheriff			None
Other			None

AGENCIES OR PERSONS NOTIFIED			
Agency	Date/Time	Name of Person	Notification Action
IEPA, OSFM, NRTP, & IEMA Region #7	2016-06-22 11:45	E-mailed	Report Sent

Narrative:  
Incident is a re-reporting of #H 2014 0962

Follow-Up Information:



# Hazardous Materials Incident Report



**Incident #: H-2016-0550**

**Entered By: Kirgan, Ken (IEMA) on 2016-06-22 14:10:36**

**Data Input Status: Closed**

**Leaking Underground Storage Tank (LUST): Yes**

Caller:	Karl Newman
Call Back #:	217/841-1031
Caller Represents:	Geocon
Hazmat Incident Type:	Leak or spill

### INCIDENT LOCATION

Incident Location:	626 N Vermilion St		
County:	Vermilion	City:	Danville
Primary IEMA Region:	7	Secondary IEMA Region:	Not Applicable
Full Address:	626 N Vermilion St, Danville, IL		
Latitude:	40.135825	Longitude:	-87.630136
Milepost:	n/a	Sec:	n/a
Twp.:	n/a	Range:	n/a
Area Involved:	Fixed Facility		
Media or medium into which the release occurred:	Ground		

### WEATHER INFORMATION

Temp (deg F):	n/a	Wind Dir/Speed m.p.h:	n/a
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### MATERIALS INVOLVED

Material Name:	heating oil	Material Type:	Liquid
CHRIS Code:	unknown	CAS #:	unknown
UN/NA #:	unknown		
Is this a 302(a) Extremely Hazardous Substance?	Unknown		
Is this a RCRA Hazardous Waste?	No		
Is this a RCRA regulated facility?	No		
Container Type:	Under ground storage tank	Container Size:	1-550 gallons
Amount Released:	unknown	Rate of Release/min:	unknown
Duration of Release:	unknown		
Cause of Release:	holes in tank		
Estimated Spill Extent:	unknown	Spill Extent Units:	

Date/Time Occured:	(Date/Time Unknown)
Date/Time Discovered:	2016-06-22 13:30

Number Injured:	0	Where Taken:	none
Number Killed:	0	# Evacuated:	0
On Scene Contact:	Karl Newman	On Scene Phone #:	217/841-1031

Proper safety precautions to take as a result of the release, including evacuation:  
none

Assistance needed from State Agencies:  
none

Containment/Cleanup actions and plans:  
contractor has been hired

Responsible Party:	City of Danville
Contact Person:	Sam Cole
Callback Phone Number:	217/304-0430
Facility Manager:	Sam Cole
Facility Manager Phone #:	217/304-0430
Street Address:	1155 Voorhees St, Suite A
City:	Danville State: IL Zip Code: 61832

Emergency Units Contacted	Contacted	On Scene	Agencies Contacted
ESDA			none
Fire			none
Police			none
Sheriff			none
Other		√	OSFM inspector

AGENCIES OR PERSONS NOTIFIED			
Agency	Date/Time	Name of Person	Notification Action
IEPA, NRTP, OSFM	2016-06-22 14:11	emailed	Report Sent
IEMA Region 7	2016-06-22 14:11	emailed	Report Sent
IEMA Region 9	2016-06-22 14:11	emailed	Report Sent

Narrative:

Follow-Up Information:

# Vermilion County EMA Incident Report



DATE:	TIME:
BY:	

## INCIDENT

INCIDENT LOCATION:

CITY STATE ZIP

COORDINATES:

DATE: TIME:

NARRATIVE:

### INCIDENT TYPE

- HAZMAT
- FLOOD
- SEVERE WEATHER
- SINKHOLE / MINE COLLAPSE
- OTHER: \_\_\_\_\_

### SEVERITY

- FATALITIES
- PROPERTY DAMAGE
- OTHER: \_\_\_\_\_

## REPORTED BY

NAME:

ADDRESS:

CITY: STATE: ZIP:

CONTACT #

NARRATIVE:

## ACTIONS

- Does E911 Need to be notified?
- Notify EMA Director, and wait for instructions.
- IEMA MISSION # \_\_\_\_\_
- VCEMA MISSION # \_\_\_\_\_

ACTION NARRATIVE:



# Hazardous Materials Incident Report



<b>Incident #: H-2016-0513</b>
<b>Entered By: Kirgan, Ken (IEMA) on 2016-06-13 14:49:28</b>
<b>Data Input Status: Closed</b>
<b>Leaking Underground Storage Tank (LUST): No</b>
<b>2016-0011</b>

Caller:	Jason Bassett
Call Back #:	800/232-0144
Caller Represents:	CSX Transportation
Hazmat Incident Type:	Leak or spill

### INCIDENT LOCATION

Incident Location:	Mervis industry		
County:	Vermilion		City: Danville
Primary IEMA Region:	7	Secondary IEMA Region:	Not Applicable
Full Address:	Mervis industry, Danville, IL		
Latitude:	40.142128	Longitude:	-87.630211
Milepost:	n/a	Sec:	n/a
Twp.:	n/a	Range:	n/a
Area Involved:	Rail		
Media or medium into which the release occurred:	Ground		

### WEATHER INFORMATION

Temp (deg F):	n/a	Wind Dir/Speed m.p.h:	n/a
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### MATERIALS INVOLVED

Material Name:	lubricating oil		Material Type:	Liquid
CHRIS Code:	unknown		CAS #:	unknown
UN/NA #:	unknown			
Is this a 302(a) Extremely Hazardous Substance?	No			
Is this a RCRA Hazardous Waste?	Unknown			
Is this a RCRA regulated facility?	Unknown			
Container Type:	locomotive	Container Size:	less than 10 gallons	
Amount Released:	less than 10 gallons	Rate of Release/min:	unknown	
Duration of Release:	instantaneous			
Cause of Release:	cracked traction motor casing due to derailment			
Estimated Spill Extent:	unknown	Spill Extent Units:		

Date/Time Occured:	2016-06-13 14:23
Date/Time Discovered:	2016-06-13 14:23

Number Injured:	0	Where Taken:	none
Number Killed:	0	# Evacuated:	0
On Scene Contact:	Jason Bassett	On Scene Phone #:	800/232-0144

Proper safety precautions to take as a result of the release, including evacuation:  
none

Assistance needed from State Agencies:  
none

Containment/Cleanup actions and plans:  
Sunpro has been contacted

Responsible Party:	CSX Transportation
Contact Person:	Ryan Prewitt
Callback Phone Number:	312/505-6943
Facility Manager:	n/a
Facility Manager Phone #:	n/a
Street Address:	500 Water St
City:	Jacksonville State: FL Zip Code: 32202

Emergency Units Contacted	Contacted	On Scene	Agencies Contacted
ESDA			none
Fire			none
Police			none
Sheriff			none
Other			none

AGENCIES OR PERSONS NOTIFIED			
Agency	Date/Time	Name of Person	Notification Action
IEPA, NRTP, OSFM	2016-06-13 14:50	emailed	Report Sent
ICC, ISPCC, IDOT Station 1	2016-06-13 14:50	emailed	Report Sent
IEMA Region 7	2016-06-13 14:50	emailed	Report Sent
IEMA Region 9	2016-06-13 14:50	emailed	Report Sent

Narrative:

Follow-Up Information: