

I. GENERAL

This document, a product of an approximate two year-long cooperative effort involving the Butler County Fire Chief's Association, the Butler County Commissioners, the Emergency Management Agency, the Local Emergency Planning Committee and the political governmental entities in Butler County focuses on the response portion of the Title III Emergency Operations Plan and addresses the essential Butler County Hazardous Materials Response Cooperative elements of:

1. Administration
2. Fiscal Management
3. Training
4. Emergency Operating Procedures
5. Standardization of Terminology
6. Reference Materials to support the program.

A. Purpose

The purpose of this manual is to:

1. Reconcile the terms of mutual aid agreements with the policies and procedures of this Hazardous Materials Response Plan.
2. Establish an organization to mitigate hazardous materials incidents within Butler County, Ohio; and
3. Set forth policies and procedures to implement the plan.

B. Mutual Aid Agreements

A copy of the Mutual Aid Agreement is found in this manual.

II. BOARD OF DIRECTORS

Provisions for an eight-member Board of Directors is contained in item 10 of the Mutual Aid Agreement and the representatives are named by title. As part of their responsibilities they will serve as a liaison between the Board of Directors and the organization they represent.

It is suggested that each representative will give a report to the organization that they represent subsequent to the latest Board of Director's meeting and bring any questions or comments that the organization may desire to be addressed by the Board of Directors.

### III. ADMINISTRATION

The business of the Butler County Hazardous Materials Response Cooperative will be administered in a manner that involves the entire board of directors in the decision making and that ensures proper record keeping. The authority of the board does not carry over into emergency operations. The Fire Chief from the affected jurisdiction is expected to retain control of the incident and work in conjunction with the responding Haz-Mat team(s).

#### A. Board Implementation

1. Board meetings will be held on the first Wednesday of each month at 09:30am at the Butler County Emergency Management Agency Office.

Should the first Wednesday fall on a holiday, the meeting will be postponed until the second Wednesday unless otherwise decided by the board at the last meeting prior to the holiday conflicting.

The board may, from time-to-time cancel or postpone a meeting for any unforeseen reason (i.e.: there will not be a quorum because members have another meeting conflict, etc.).

2. A meeting reminder, and agenda, and minutes of the previous meeting will be mailed at least one week prior to the scheduled meeting.
3. Minutes of each meeting will be recorded, containing all motions, business items, discussions, and decisions.
4. Any written reports will be distributed at the meetings.
5. Should any member be absent from a meeting, that member will be mailed a copy of the distribution material immediately after the meeting. This will keep the member informed earlier than waiting for the minutes.
6. All action taken by the board and all written reports will be maintained and properly filed.
7. All board meetings are open to the public.

### IV. FISCAL MANAGEMENT

1. The Butler County Commissioners have agreed to appropriate an amount of money as determined by the commission, to be drawn against for financing the countywide hazmat response services.
2. The commissioners have established a General Fund code for use by the board of the hazmat cooperative.

3. Purchasing procedures for the county will be used and the Butler County Emergency Management Agency Director will make all purchases as directed by the board and using the county's fiscal procedures for purchases.
  - a. Upon determining approximate cost of needed items, requisition for purchase order will be completed, signed and forwarded to the county auditors office (fiscal division) for issuance of a purchase order.
  - b. The auditors office issues a purchase order and returns it to the Butler County Emergency Management Agency Director.
  - d. The Butler County Emergency Management Agency Director then orders the needed items and gives the purchase order number to the vendor.
  - e. Upon receipt of items and checked against the auditor's office copy of the purchase order with the invoice and forwards to the auditor's office for payment.
4. The Butler County Emergency Management Agency Director will submit a running itemized record of expenses to the board at each of it's meetings with a copy to the county administrator.
5. The Butler County Emergency Management Agency Director will affix to any items costing more than \$100.00 a Butler County Property Inventory Identification Number Tag and add the item to the Butler County Emergency Management Agency "inventory list". This is pursuant to ORS Section 305.18.

V. MUTUAL AID TERMS

Although the board does not have enforcement powers regarding the mutual aid agreements it does have the option to decline response to a request from a governmental entity that has not executed the agreement.

To respond to a non-member would negate the purpose of the countywide agreement.

The handling of any incident that happens in the geographic area of a political subdivision that has not executed the mutual aid agreement is the sole responsibility of that political subdivision.

1. A written report containing the governmental entity and the date that action was taken accepting the terms of the mutual aid agreement will be distributed at board meetings, maintained on file, and contained in this manual.
  - a. Upon 100 percent execution of the agreements the report of "no change" will be given orally and will continue until and unless the status changes.
2. Item 6 of the agreements reads in part: "There shall be reimbursement for loss or damage to equipment as well as reimbursement to responding hazmat unit to cover salaries of those members responding with the unit while engaged in an activity in accordance with this agreement."

This paragraph fails to identify who will be responsible for this reimbursement and/or payment.

To clarify this vague language Section 3745.13 of the Ohio Revised Code is included in this manual and shows that the carrier of an incident during transportation and/or a fixed facility that is involved in an incident is responsible for any cost of expenses incurred in the response and cleanup to a hazardous materials spill, release, etc.

- a. Each first responding department and each hazmat response team will keep a record of all materials and equipment used, lost or broken that is to be replaced.
- b. The department having jurisdiction over the incident will compile a list of all materials and personnel utilized in response to the incident. That department will then be responsible for billing the party responsible for the incident for reimbursement of supplies and wages from all responding agencies. If the party responsible is unknown or there are difficulties in collection, the bill should be forwarded to the Butler County Hazardous Materials Response Cooperative secretary for collection.
- c. Upon receipt of the replacement items and payment therefore, the secretary will submit a request to the person who was liable for the spill, release, or discharge of hazardous material to be reimbursed to the county and deposited back into the general fund.

### 3. Training

Item 10 of the mutual Aid Agreement, 2nd sentence therein reads as follows: "In addition to the first responders course it will be required that each department provide advance training."

- a. First responders course is clarified to mean "First responders awareness" and First responders "Operations", as appears in this manual: NFPA 472, Standard for Professional Competence of responders to hazardous Materials Incident.
- b. Advanced training means that five (5) to ten (10) members of each local department will not follow a set standard of study but will be trained consistent with the Butler County Hazardous Materials Response Cooperative's requirement as developed by the Butler County Hazardous Materials Response Cooperative board and appears in this manual.

4. Training Documentation

In an effort to determine that the terms of the Mutual Aid Agreements have been satisfied, a training documentation record will be maintained by the secretary of the board.

- a. Upon completion of any hazardous materials training course a list of the individuals completing the course, with the course title, date of completion, and instructor/trainer's name will be submitted to the board secretary, by the department's chief.
  - b. Training may be obtained through the Ohio Fire Academy Outreach Programs, EPA, other recognized training programs, or the Butler County Hazmat Cooperative. Any training program is acceptable as long as the instructor meets the requirements to teach under his/her training program.
  - c. The Butler County Hazardous Materials Response Cooperative will develop its training curriculum consistent with NFPA # 472 and will require a test at the end of each class. The Co-op's test is not required for other programs but may be given to other trainees at the request of the departmental Fire Chief. Such test will be given by an instructor of the Butler County Hazardous Materials Response Cooperative.
  - d. Training will be based on the duties and function to be performed by each responder of an emergency response department.
  - e. Trainers shall be qualified to instruct trainees about the subject matter that is being presented in training. Such trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach.
5. To fulfill the terms of the Hazmat Response Mutual Aid Agreement all participating individuals must be trained at their level of participation.
1. The First Responder Awareness Level (a minimum of 6 hours)
    - a. These are individuals who are likely to witness or discover a spill, release, etc. or who are first on the scene of an incident and who may initiate an emergency response. They would take no further action beyond notifying the authorities of the release. All potential response personnel in Butler County are required to be trained to this level.
  2. The First Responder Operations Level (a minimum of 16 hours)
    - a. These are individuals who respond to release or potential releases or hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons and property. All Butler County Fire Agency's that participate in the Haz-Mat mutual Aid agreement are required to have all firefighters trained to this level.
    - b. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

3. Hazardous Materials Technician (a minimum of 24 hours)
  - a. These individuals respond to release or potential releases for the purpose of stopping releases. Technician training will not be limited to the response teams and any member of any department is encouraged to seek additional training. However, due to fiscal constraints, each team will be limited to 35 technician physicals in any given year. An individual technician can join an established team if the following conditions are met:
    1. Member is in good standing with their current department.
    2. Member must attend 12 hours of refresher training yearly.
    3. Member must attend Haz-Mat Co-Operative sponsored training.
    4. Member must prove competence to NFPA standards.
    5. Member must be able to respond to calls outside of their jurisdiction.
    6. Member must be a full-time employee of a full-time department if they are not currently on a department which has a Haz Mat unit.
6. The training will be at no cost to any trainee unless it would be for training materials such as student handbooks that the students would use for classroom work and would keep the materials for reference.

## VI. HAZMAT INCIDENT CLASSIFICATION

There are three (3) levels of hazardous materials incident classifications: Levels I, II, and III. The basis used for determining the level of an incident are:

1. Level of technical expertise required to abate the incident.
  2. Extent of municipal, county, and state government involvement.
  3. Extent of evacuation of civilians.
  4. Extent of injuries and/or deaths.
  5. Extent and involvement of decontamination procedures.
- A. Level I Incident
- a. Spills, leaks, ruptures and/or fires involving hazardous materials that can be contained, extinguished, and/or abated utilizing equipment, supplies, and resources immediately available to the fire department having jurisdiction, and
  - b. Hazardous materials incidents that do not require evacuation of civilians.
  - c. Hazardous Materials Response Teams will not be utilized.

B. Level II Incident

The incident commander of any fire department having jurisdiction can upgrade a Level I Incident to a Level II Incident.

- a. Hazardous materials incidents that can only be identified, tested, sampled, contained, extinguished, and/or abated utilizing the resources of a Hazardous Materials Response Team; a hazardous materials incident that requires the use of chemical-protective gear and specialized equipment.
- b. Hazardous materials incidents that require evacuation of civilians within the area of the fire department having jurisdiction; and/or
- c. Fire involving hazardous materials that are permitted to burn for a controlled period of time, or are allowed to consume themselves.
- d. A Hazardous Materials Response Team will respond to Level II Incidents. A Back up Team will be placed on alert.
- e. If the fire department officer determines that the incident is Level II, he is to upgrade the incident to a Level II/HMI and take whatever action is necessary to control the incident within the capability of his staffing, resources, and equipment.
- f. The fire department officer first on the scene will inform incoming companies of his evaluation and the actions being taken, and shall direct the responding HMRT on which access routes they should use when approaching the incident.
- g. The first arriving company officer shall initiate steps to identify and establish the LIMITED ACCESS ZONE.

C. Level III Incident

The Incident Commander, in corroboration with the officer of the Hazardous Materials Response Team, can upgrade a Level II Incident to a Level III Incident.

- a. Spills, leaks, and/or ruptures that can be contained and/or abated utilizing the highly specialized equipment and supplies available to environmental or industrial response personnel; and/or
- b. Fires involving hazardous materials that are allowed to burn due to ineffectiveness or dangers or the use of extinguishing agents, or the unavailability of water; and/or there is a real threat of large container failure; and/or an explosion, detonation, BLEVE, or container failure has occurred; and/or
- c. Hazardous materials incident that requires evacuation of civilians extending across jurisdictional boundaries and/or there are serious civilian injuries and/or deaths as a result of the hazardous material incident; and/or

- d. Hazardous material incident that requires at least two (2) Hazardous Materials Response Teams; and/or decontamination of civilians or personnel is required on scene.
- e. Hazardous material incident that has become one of multi-agency involvement of large proportions.
- f. Two Hazardous Materials Response Teams will respond to a Level III Incident. A third Response Team will be placed on alert.

VII. HAZARDOUS MATERIALS RESPONSE TEAM

- a. The Butler County Hazardous Materials Response Cooperative will include three (3) specially trained teams for the specific purpose of responding to chemical emergencies. The Hazardous Materials Response Team provides expertise and equipment especially developed to help control and abate a hazardous materials incident.
- b. The three jurisdictions providing Hazardous Materials Response Teams are: The City of Hamilton, the City of Middletown, and West Chester Township. Any other team may be welcomed into the Butler County Hazardous Materials Response Cooperative provided their initial financial investment is paralleled to that of the other three teams. The initial investment made by the above mentioned three (3) teams were sizeable before the conception of the Butler County Hazardous Materials Response Cooperative . Any other department must match those outlays in equipment and materials prior to becoming a member of the Butler County Hazardous Materials Response Cooperative . Final approval to join the Butler County Hazardous Materials Response Cooperative rests with the Board of County Hazardous Materials Response Cooperative.
- c. At the scene of an incident, the equipment, instruments, protective clothing and kits assigned to a Hazmat Response Team are not to be loaned or used by any other firefighter, individual, or agency, without the knowledge or consent of the Hazardous Materials Response Team officer at the scene.
- d. The Hazmat Response Team officer shall maintain complete control of the team personnel and equipment and shall be responsible for their commitment at a hazardous materials incident.
- e. All hazmat response teams must have personal protective equipment available and be used during initial site entry in accordance with requirements shown in 29 CFR 1910.120 Occupational Safety and Health Standards.
- f. Each member of a hazmat response team must have a physical examination and be certified prior to assignment and on a biennial basis thereafter unless an attending physician believes a longer interval is appropriate.

Each response team member will keep an exposure record of his/her participation.

Cost of physicals will be paid from monies appropriated to the Butler County Hazardous Materials Response Cooperative by the County Commissioners.

VIII. NOTIFICATION

It is assumed that the E-9-1-1 system will be used in reporting an incident.

There are six public safety answering points that cover the entire county.

FAIRFIELD PSAP	HAMILTON PSAP	OXFORD PSAP	MIDDLETOWN PSAP	SHERIFF'S OFFICE PSAP	WEST CHESTER TOWNSHIP PSAP
City of Fairfield	City of Hamilton	City of Oxford Oxford Township	City of Middletown City of Trenton Village of Monroe Lemon Township	Villages of: Jacksonburg Millville New Miami Seven Mile Somerville  Townships of: Fairfield Hanover Liberty Madison Milford Morgan Reily Ross St. Clair Wayne	West Chester Township

Public Service Answering Points in Butler County

Should the incident be reported that a non 9-1-1 system, as soon as it is received at any safety service office, that office (service) will start the notification through the 9-1-1 procedure.

The proper department will be notified consistent with the three Hazardous Materials Response Zones.

These zones are shown in the RESPONSE ZONE MAP and the HAZMAT TEAM RESPONSE SEQUENCE. This page can serve as a "pull-out" guide to be used by the 9-1-1 dispatcher in the receiving law enforcement agency.

A. Fan-out

1. The appropriate dispatch center shall notify through proper dispatch procedures the fire department having jurisdiction where the incident took place.
2. If the hazardous materials incident is in a jurisdiction dispatched by the Butler County Sheriff's Office 9-1-1 Dispatch Center they shall make the request for a response team through the Sheriff's Office 9-1-1 Dispatch Center.
3. Should the Emergency Dispatch Center receive a request from the jurisdictional fire department on the scene that a Level II Incident is indicated, the center will use the priority sequence chart and dispatch the first priority Hazmat Response Team and place the second priority team on stand-by. Level III will require that the first and second priority teams be dispatched to the scene with the third placed on stand-by.

IX. OPERATIONS

A. This plan becomes operational when the fire department having jurisdiction receives notification of a hazardous materials incident.

1. Identification

- a. The first fire department officer to arrive on the scene will attempt to identify:
1. The type of material involved.
  2. The quantity of material involved.
  3. Health threat.

2. Incident Command Post

- a. The fire department having jurisdiction shall establish an incident command post in the most strategically desirable and safe location.
- b. The response team officer shall report to the command post on arrival.

3. Staging Area

- a. A staging area shall be established as necessary outside of the anticipated hazard area in a removed and safe location. This area, and its resources will be coordinated by assigned personnel.
- b. The staging area location is to be transmitted to the dispatch center as soon as possible, and all responding units dispatched to this incident shall be directed to report to the staging area.

4. Communication

- a. At the direction of the incident commander, all units on scene shall be directed to switch to an alternate radio frequency.
- b. The incident commander shall continue to monitor the main fire dispatch channel.

5. Incident on State Roads or City Streets

- a. If the hazardous materials incident is on a freeway, state road, or city street, the appropriate law enforcement agency shall be summoned to the scene. They will establish communication with the incident commander.
- b. It is critical to the successful mitigation of the hazardous materials incident that good communication be established and maintained between the incident commander and the Haz-Mat officer.
- c. The Incident Commander may request that the incident be upgraded to a Level II Hazardous Materials Incident.

6. Evacuation

- a. Should the evacuation of people be necessary, the incident commander shall notify the appropriate law enforcement agencies.
- b. The law enforcement agency having jurisdiction assisted by other appropriate agencies, shall plan and conduct an orderly evacuation within a specified geographical area.
- c. Utilization of the news media to assist in notifying the public of an evacuation shall be coordinated through public announcement news stations. (Should the activation of the EBS - Emergency Broadcast System become necessary the Emergency Management Agency is the only agency that can access this system)

7. Clean-Up and Disposal

- a. The primary responsibility for the assumption of all costs for the clean-up and disposal of a chemical shall be:
  1. The person or persons whose negligent or willful act caused such spill or release.
  2. The person or persons who own or had custody of the chemical or hazardous materials or waste at the time of the spill or release.
  3. The person or persons who owned or had custody or control of the container or transport vehicle that held such chemical or hazardous material or waste.
- b. The incident commander and Hazmat Officer shall work together to identify the responsible party. When, in the opinion of the Hazmat Officer, the substance must be cleaned up according to OSHA and EPA regulations, the responsible party or a representative of his agency must call a reputable and licensed hazardous waste hauler.
- c. It shall not be the responsibility of the HMRT to remove any hazardous material. The HMRT shall remain on scene until arrival of the appropriate and approved agency. The Hazmat officer shall oversee the clean-up operation in an advisory capacity to insure that removal of product and containers are done so correctly and safely.

8. Fire Department Not First on Scene

- a. When another agency is on the scene of a hazardous material incident prior to the arrival of the fire department, it generally will be a law enforcement agency. Upon arrival of the first department officer, he will establish contact and communication with the agency first on scene.

- b. The fire department officer first on the scene shall ascertain if possible, what level of an incident is needed. If it is a Level II Incident, the fire officer shall call for the proper dispatch. The fire department officer shall then proceed to gather as much information as possible about the incident to pass on to the HazMat Team.
  - c. Until a higher ranking chief officer of the fire department arrives, the fire department officer on the scene shall be the incident commander and will establish the necessary incident command structure to deal with the hazardous material incident.
  - d. A Level III Incident shall follow the same operational procedure as outline for Level II. It will be understood that a Level III incident will by its nature involve a large number of outside agencies.
9. Report of Release
- a. The owner, operator, or a facility release or the driver of a release while in transportation, must give notice of such release within 30 minutes of the release if it meets the Reportable Quantity. (See O.R.C. 3750.06 included in the manual).
  - b. It is suggested that the fire department at the incident site remind the person as a courtesy act. There is a large fine if this is not carried out.
  - c. The first responding fire department where the incident occurred shall notify the Butler County Local Emergency Planning Committee of the release or spill.

Adopted this 5th day of September, 2001

Attest:

William Ray Turner, Secretary  
for Butler County Hazardous Material Response Cooperative  
Board of Directors

**ATTACHMENT REFERENCE # 1 - MUTUAL AID AGREEMENT**

WHEREAS, the political subdivisions in Butler County, to with College Corner, City of Fairfield, City of Indian Springs, City of Hamilton, Village of Jacksonburg, Liberty Township, Madison Township, City of Middletown, Milford Township, Village of Millville, City of Monroe, Morgan Township, Village of New Miami, Oxford Township, City of Oxford, Reily Township, St. Clair Township, Village of Seven Mile, Village of Somerville, City of Trenton, West Chester Township, Wayne Township, Lemon Township, Ross Township, and Hanover Township, which are parties to this Agreement, are desirous of obtaining additional Hazardous Material Response protection for the citizens of the various political subdivisions in time of emergency, pursuant to Sections 505.44 and 9.60, Ohio Revised Code.

It is hereby mutually agreed by the parties hereto as follows:

- 1) Definitions:
  - a. Fire service agencies shall include, in addition to general fire departments, emergency operations, hazardous materials units, environmental protection units and other related organizations dedicated to protecting life, property, and the environment (excluding police services).
  - b. The term "fire protection" includes personal services and equipment required for the protection of life and property from fire, fire fighting and/or emergency medical services, as well as hazardous material incidents.
  - c. The term "emergency response" includes necessary services to respond to a fire, health, safety (not including law enforcement) or environmental incident that threatens life, property and environment.
  - d. The term "hazardous material unit" includes Hamilton, Middletown, and West Chester Township response units.
- 2) Mutual Aid Agreements previously entered into for the purpose of obtaining additional Hazardous Material Response will not be effected by this agreement.
- 3) In the event of emergency, and upon request of another fire department by the highest ranking officer of that department on duty at the time of the emergency, each party which is a signatory to this Agreement will furnish fire department personnel and equipment, if the highest ranking officer on duty of the requested fire service agency is of the opinion that such personnel and equipment is available. Such personnel and equipment may be recalled at the sole discretion of the highest ranking officer on duty of the fire service agency furnishing such personnel and equipment.
- 4) The execution of this Agreement shall not give rise to any liability or responsibility, including but not limited to failure to respond to any request for assistance, lack of speed in answering such a request, inadequacy of equipment, negligent operations of equipment, failure to extinguish any fire, failure to mitigate any Hazardous Material Incident, or any cause whatsoever growing out of such use of fire and other equipment and personnel. This Agreement shall not be construed as or deemed to by an Agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action whatsoever hereunder for any cause whatsoever.
- 5) No charge shall be made to any party (parties) to the Agreement for services rendered by any other contracting party (parties) under the provisions of this Agreement.
- 6) There shall be reimbursement for loss or damage to equipment as well as reimbursement to responding hazmat unit to cover salaries of those members responding with the unit while engaged in an activity in accordance with this agreement. There shall be no reimbursement for indemnity award or premium contribution assessed against the employing party for workmen's compensation benefits arising by reason of injury or death to a member of the defined agency of said party while engaged in rendering services under this Agreement.

- 7) This Agreement shall become effective on the date of its execution and shall continue as a non-expiring Agreement; provided, however, that any party to this Agreement may withdraw at any time upon thirty (30) days written notice, addressed to the Chief or the defined agency or other officer in charge of each of the other parties to this Agreement, and thereafter such withdrawing party shall no longer be a party to this Agreement, but this Agreement shall continue to exist among and between the remaining parties.
- 8) The Agreement may be executed in any number of counterparts, all of which together shall be a single instrument. It shall not be necessary for any counterparts to be signed by more than one party. All counterparts shall be filed with the office of the County Prosecutor of Butler County, Ohio and with the Office of the Butler County Emergency Management Agency, which shall be the official depository for this agreement. The County Emergency Management Agency of Butler County, Ohio, shall send to each party to the Agreement a certificate showing the names of the signatories which have executed this Agreement, and any additions or deletions of participating parties as they occur.
- 9) This is a non-expiring Agreement.
- 10) This Agreement will require the three (3) Departments with hazardous materials response units, Hamilton, Middletown, and West Chester Township, to have combined training quarterly, as well as each fire department on this Agreement must provide every department member a certified first responders course. In addition the first responders course will be required that each department provide advanced training for five (5) to ten (10) additional members of the department to respond with one (1) or all three (3) response vehicles to assist in the handling of the incident.
- 11) This Agreement is meant to contain spills and leaks of hazardous materials. It in no way requires the responding mutual aid units to cleanup or remove any substance. It will be responsibility of the local jurisdiction to see that licensed companies are obtained for cleanup and removal.
- 12) This Agreement will require the setting up of a Board of Directors with a representative from each department with a response unit, the President of the County Trustees and Clerks Association, the President of the County Commissioners, the President of the Butler County Fire Chiefs Association, and a member representing the remainder of the county, cities and villages as appointed by the County Commissioners, and a representative from the office of the Butler County Emergency management Agency. If for some reason the appointed member cannot be present for a meeting that member may appoint the chief executive officer or a designee in his place.

IN WITNESS WHEREOF, THE \_\_\_\_\_ located  
in

Butler County, Ohio, has accepted this Agreement and authorized its execution by its Resolution number  
\_\_\_\_\_ and passed this \_\_\_\_\_ Day of  
\_\_\_\_\_ 1991, in accordance with Section 9.60, Ohio Revised Code.

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**ATTACHMENT REFERENCE #2 - MUTUAL AID AGREEMENT RECORD**

	<b>POLITICAL SUBDIVISION</b>	<b>DATE SIGNED</b>
<b>CITIES</b>	Fairfield	06/11/91
	Hamilton	10/09/91
	Middletown	01/07/92
	Oxford	09/27/91
	Trenton	06/20/91
<b>VILLAGES</b>	College Corner	06/06/91
	Jacksonburg	03/06/92
	Millville	10/02/91
	Monroe	06/11/91
	New Miami	06/26/91
	Seven Mile	06/10/91
	Somerville	06/03/91
<b>TOWNSHIPS</b>	Fairfield	02/19/92
	Hanover	10/09/91
	Lemon	03/05/92
	Liberty	05/20/91
	Madison	01/15/92
	Milford	06/04/91
	Morgan	07/15/91
	Oxford	07/08/91
	Reily	08/05/91
	Ross	08/15/91
	St. Clair	10/14/91
	West Chester	05/28/91
	Wayne	06/10/91

HazMat Mutual Aid Agreements

**ATTACHMENT REFERENCE #3**  
**Liability for Cost of Dealing with Unauthorized Spill,**  
**Release, or Discharge of Hazardous Materials**  
**(O.R.C. - 3745.13)**

When emergency action is required to protect the public health or safety of the environment, any person responsible for causing or allowing an unauthorized spill, release, or discharge of material into or upon the environment is liable to the municipal corporation, county, township, countrywide emergency management established under section 5915.06 of the Revised Code, or regional authority for emergency management established under section 5915.07 of the Revised code, having territorial jurisdiction or responsibility for emergency management activities in the location of the spill, release, or discharge, for the necessary and reasonable, addition or extraordinary costs it incurs in investigating, mitigating, minimizing, removing, or abating the spill, release, or discharge in the course of its emergency action, but, to the extent criteria and methods for response actions prescribed under 40 C.F.R. 300, as amended, may be applied to the type of material involved and the conditions of the spill, release, or discharge, that person is liable for those costs only if the political subdivision, countrywide agency, or regional authority employed those criteria and methods in its emergency action. The officers of the municipal corporation, county, township, countywide emergency management performing the emergency action shall keep a detailed record of its costs for investigating, mitigating, minimizing, removing, or abating the unauthorized spill, release, or discharge; promptly after the completion of those measures, shall certify those costs to the city director of law or village solicitor, as appropriate, of the municipal corporation, the prosecuting attorney of the county in the case of a county, township, or countrywide emergency management agency, or the legal counsel retained thereby in the case of a regional authority for emergency management; and may request that the legal officer or counsel bring a civil action for recovery of costs against the person responsible for the unauthorized spill, release, or discharge. The legal officer or counsel shall submit a written, itemized claim for the total certified costs incurred by the municipal corporation, county, township, countrywide

agency, or regional authority for the emergency action to the responsible party and a written demand that those costs be paid to the political subdivision, countrywide agency, or regional authority. Not less than thirty days before bringing a civil action for recovery of those costs, the legal officer or counsel shall mail written notice to the responsible party informing the responsible party that, unless the total certified costs are paid to the political subdivision, countrywide agency, or regional authority within thirty days after the date of mailing of the notice, the legal officer or counsel will bring a civil action for that amount. In making a determination of an award for reimbursement, the responsible party's status as a taxpayer to the governmental entity shall be taken into consideration. Nothing in this section prevents a political subdivision, countrywide emergency management agency, or regional authority for emergency management from entering into a settlement of a claim against a responsible party that compromises the amount of the claim. Moneys recovered under this section shall be credited to the appropriate funds of the political subdivision, countrywide agency, or regional authority from which moneys were expended in performing the emergency action.

**ATTACHMENT REFERENCE #4 - NFPA #472**  
**STANDARD FOR PROFESSIONAL COMPETENCE**  
**OF RESPONDERS TO HAZARDOUS MATERIALS INCIDENTS**

2-2        First Responder Awareness Level

2-2.1    Goal. The goal at the first responder awareness level shall be to provide those persons, who in the course of their normal duties may be first on the scene of a hazardous materials incident, with the following competencies to respond in a safe manner when confronted with a hazardous materials incident. These personnel are not expected to take any actions other than to recognize that a hazard exists, call for trained personnel, and secure the area.

- a) An understanding of what hazardous materials are, and the risks associated with them in an incident.
- b) An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.
- c) The ability to recognize the presence of hazardous materials in an emergency.
- d) The ability to identify the hazardous materials and determine basic hazard and response information.
- e) An understanding of the role of the first responder on the scene of a hazardous materials incident as identified in the local contingency plan for hazardous materials incidents.
- f) The ability to recognize the need for additional resources and make appropriate notifications.
- g) The ability to initiate scene command management (i.e., implement the incident command system, isolate the immediate site, deny entry to unauthorized persons, and evacuate).

2-2.2    Safety. The first responder at the awareness level shall be capable of the following.

2-2.2.1 Describe how hazardous materials incidents are different from other emergencies.

2-2.2.2 Describe at least six ways hazardous materials are harmful to people at hazmat incidents.

2-2.2.3 Describe the general routes of entry for human exposure to hazardous materials.

2-2.2.4 Describe the limitations of street clothes or work uniforms at the scene of hazmat incidents.

2-2.2.5 Describe the threats posed to property and the environment by hazmat releases.

2-2.2.6 Describe the precautions necessary when rendering care to victims of hazardous materials incidents.

2-2.2.7 Identify typical ignition sources found at the scene of a hazmat incident.

2-2.3    Resources and planning. The person with a first responder awareness level shall be capable of the following.

2-2.3.1 Describe the local procedures for requesting additional resources for dealing with hazmat incidents.

2-2.3.2 Describe the role of the first responder at the scene of a hazardous materials incident as identified in the local contingency plan for hazmat.

2-2.4    Incident Management. The first responder at the awareness level shall be capable of the following.

- 2-2.4.1 Describe the purpose, need and benefits of an incident command system at the scene of a hazardous materials emergency.
- 2-2.4.2 Describe the process for implementing the Incident Command System at hazmat emergencies.
- 2-2.4.3 Describe the basic techniques used to deny site entry.
- 2-2.4.4 Describe the basic techniques used to isolate the immediate site.
- 2-2.4.5 Describe the basic techniques for evacuation in hazmat incidents.
- 2-2.5 Recognition of Hazardous Materials. The first responder at the awareness level shall be capable of the following.
  - 2-2.5.1 List the nine hazardous materials classes, describe the primary hazards of each class, and give examples of each class.
  - 2-2.5.2 Use the six groups of clues to detect the presence of hazardous materials.
  - 2-2.5.3 Identify typical locations in the community or facilities where hazardous materials are stored, manufactured, used, transported or disposed.
  - 2-2.5.4 Describe placards, labels, container markings and shipping papers used in the transportation of hazardous materials and explain their advantages and disadvantages.
  - 2-2.5.5 Identify the shipping papers found in various modes of transportation, the individuals responsible for the papers, and location where carried and found during an incident.
  - 2-2.5.6 Given various examples of containers and packing, identify the containers and packages by name and give an example of the materials that may typically be found inside.
  - 2-2.5.7 Describe the types of specialized marking systems found at fixed site facilities (such as military; special hazard communication markings; and NFPA 704, standard system for the identification of the fire hazards of materials).
- 2-2.6 Classification, Identification, and Verification. The first responder at the awareness level shall be capable of the following.
  - 2-2.6.1 Define the following terms:
    - a) Hazardous Materials
    - b) Dangerous Goods (Canada)
  - 2-2.6.2 Identify the specific name of hazardous material involved in an emergency, or at least classify the material by its primary hazard using container markings, placards, and labels, pesticide labeling, shipping papers, Material Safety Data Sheets (MSDS), or personal contacts.
  - 2-2.6.3 Identify three sources for obtaining hazard response information about hazardous materials and describe the types of information contained in each.
  - 2-2.6.4 Demonstrate the use of the DOT Emergency Response Guidebook ERG in assessing hazards and response actions, and determining isolation and evacuation distances.

- 2-2.6.5 Demonstrate the use of Material Safety Data Sheet (MSDS) in obtaining hazard and response information and determining isolation and evacuation distances.
- 2-2.6.6 Explain the difficulties encountered in identifying the specific name of hazardous materials and their hazard and response information in an emergency.
- 2-2.8 Hazard and Risk Assessment. The first responder at the awareness level shall be capable of the following.
- 2-2.8.1 Describe the risk associated with hazardous materials located and transported through the community of facility and their potential threat to people, property, or the environment.

An individual must be competent at the First Responder "Awareness" level before advancing to the First Responder "Operational" level.

2-3 First Responder Operational Level

- 2-3.1 Goal. The goal at the first responder operational level shall be to provide those persons, whose duties include response to hazmat scenes, with the following competencies to respond safely. The first responder at the operational level is not expected to use specialized chemical protective clothing or special control equipment.
- a) The ability to make initial basic hazard assessments
  - b) The ability to determine when the personal protective equipment provided to the first responders by the authority having jurisdiction for use in their normal response activities is adequate for a particular hazmat incident, and the ability to use that equipment properly.
  - c) An understanding of basic hazardous materials terms.
  - d) The ability to perform hazardous materials control operations within the capabilities of the resources and the personal protective equipment available.
  - e) An understanding of Decontamination procedures.
  - f) The ability to perform basic record keeping tasks.
  - g) The ability to expand the Incident Command System.
- 2-3.2 Safety. The first responder at the operational level shall be capable of the following.
- 2-3.2.1 Describe the importance of a buddy system in controlling hazmat incidents.
- 2-3.2.2 Identify the advantages and dangers of search and rescue missions at hazardous materials incidents.
- 2-3.2.3 Identify the advantages and hazards associated with the rescue, extrication, and removal of a victim from a hazardous materials incident.
- 2-3.2.4 Describe the precautions to be taken to protect oneself when fighting fire involving hazardous materials.
- 2-3.2.5 Define BLEVE and describe what happens to the container when a BLEVE occurs and how a BLEVE can be prevented.
- 2-3.2.6 Describe when it may be prudent to pull back from a hazmat incident.
- 2-3.2.7 Describe the hazards and precautions to be observed when approaching a hazardous materials incident.
- 2-3.3 Resources and Planning. The first responder at the operational level shall be capable of the following.
- 2-3.3.1 Describe the levels of hazardous materials incidents and level of hazardous materials incident responders as identified in the local contingency plan.

- 2-3.3.2 Describe the need for a hazardous materials response plan and describe the major elements of the plan.
- 2-3.3.3 Describe the importance of coordination between various agencies at the scene of hazardous materials incidents.
- 2-3.3.4 Describe the important of pre-emergency planning relating to specific sites.
- 2-3.4 Incident Management. The first responder at the operational level shall be capable of the following.
- 2-3.4.1 Describe the elements of the Incident Command System to assure coordination of response activities at hazmat incidents.
- 2-3.4.2 Given a simulated hazmat spill demonstrate the following skills:
- a) Assume command
  - b) Establish scene control through control zones
  - c) Establish a command post.
- 2-3.4.3 Identify the criteria for determining the location of the control zones for a hazmat incident.
- 2-3.4.4 Describe your organizations standard operating procedures relating to hazmat operations.
- 2-3.5 Recognition of Hazardous Materials. The first responder at the operational level shall be capable of the following.
- 2-3.5.1 Given a pesticide label, identify and explain the significance of the following:
- a) Name of the pesticide
  - b) Signal word
  - c) EPA registration number
  - d) Precautionary Statement
  - e) Hazard Statement
  - f) Active Ingredient
- 2-3.6 Classification, Identification, and Verification. The first responder at the operational level shall be capable of the following.
- 2-3.6.1 Describe the assistance provided by CHEMTREC, how one is to contact CHEMTREC, and what information the first responder should furnish CHEMTREC.
- 2-3.6.2 Given a Material Safety Data Sheet (MSDS) select and interpret information that is useful in determining the hazards of the chemical.
- 2-3.7 Chemistry of Hazardous Materials. The first responder at the operational level shall be capable of the following.

2-3.7.1 Define the following chemical and physical properties and describe their important in the risk assessment process.

- |                                |                     |
|--------------------------------|---------------------|
| a) Boiling Point               | e) Specific Gravity |
| b) Flammable (explosive) Range | f) Vapor Density    |
| c) Flash Point                 | g) Vapor Pressure   |
| d) Ignition Temperature        | h) Water Solubility |

2-3.7.2 Define the following Terms:

- a) Alpha Radiation
- b) Beta Radiation
- c) Gamma Radiation

2-3.9 Personal Protective Equipment. The first responder at the operational level shall be capable of the following.

NOTE: The terms protective breathing apparatus and respiratory protection are used interchangeably in the document.

2-3.9.1 Identify the respiratory hazards encountered at hazmat incidents, and describe the need for proper protective breathing apparatus, as prescribed by OSHA.

2-3.9.2 Identify the physical requirements of the wearer of protective breathing apparatus.

2-3.9.3 Describe the limitations of personnel working with protective breathing apparatus.

2-3.9.4 List the types of protective breathing apparatus and describe the advantages and limitations of each.

2-3.9.5 Identify the procedure for cleaning and sanitizing protective breathing apparatus for future use.

2-3.9.6 Identify the operational components of the types of protective breathing apparatus provided by the authority having jurisdiction and explain their function.

2-3.9.7 Demonstrate the use of positive pressure air supplied respiratory devices as provided by the authority having jurisdiction.

2-3.9.8 Describe the need for specialized protective clothing used at hazmat incidents.

2-3.9.9 Describe the application, use, and limitations of the following levels of protective clothing used at hazardous material incidents:

- a) Structural fire fighting clothing
- b) Chemical Protective Clothing
- c) High Temperature Clothing

2-3.9.10 Demonstrate the proper donning, doffing, and usage of all protective equipment provided to the first responder by the authority having jurisdiction for use in their normal response activities.

2-3.9.11 Describe the factors to be considered in selecting the proper respiratory protection at hazmat incidents.

2-3.10 Hazardous Materials Control. The first responder at the operational level shall be capable of the following.

2-3.10.1 Describe the techniques for controlling hazardous material releases available to the first responder.

2-3.11 Decontamination. The first responder at the operational level shall be capable of the following.

2-3.11.1 Describe the need for decontamination procedures at hazmat incidents.

- 2-3.11.2 Describe the ways that personnel, personal protective equipment, apparatus, tools, and equipment become contaminated and the importance and limitations of decontamination.
- 2-3.11.3 Demonstrate the basic decontamination procedures, as defined by the authority having jurisdiction, for victims, personnel, personal protective equipment, and apparatus.
- 2-3.12 Termination Procedures. The first responder at the operational level shall be capable of the following.
  - 2-3.12.1 Describe the importance of documentation for a hazardous materials incident including training records, exposure records, incident reports, and critique reports.
  - 2-3.12.2 Demonstrate an ability to keep an activity log and exposure record for hazmat incidents.

**ATTACHMENT REFERENCE # 5**  
**LOCAL TRAINING REQUIREMENT**

1. It is understood that the Technical Hazmat Response Unit could require assistance at the scene of an incident that can best be met with personnel of the local departments.
2. It is further understood that it would not be feasible for the technical response unit to be required to also provide its support personnel.
3. Furnishing support personnel is the only reciprocal activity required of the departments to carry out the terms of the mutual aid agreement.
4. The required advanced training will emphasize those skills necessary for support. It will range in difficulty from a simple skill like assisting the technician with donning his special protective gear to a more specialized skill of learning the equipment on the HazMat response vehicle.
5. The county response cooperative is dedicated to providing advance training to those local fire departments to enable them to carry out their mutual aid support commitment to the countywide effort.
6. The training will be taught by instructors of the Hazardous Materials Response Units and will be based on those essential needs to prepare the support personnel for their duties to work with the technicians of the response unit(s).
7. The advanced training will include:
  - a. Decontamination procedures with the HazMat Unit(s)
  - b. Methods to assist the entry unit(s).
  - c. Record keeping.
  - d. Familiarization of equipment carried on the three response units.
8. Focusing on one aspect of response unique in a certain area may be reflected in the training.

Response Unit Personnel:

Hamilton Unit .....Capt. Ken Runyan  
Middletown Unit ..... Capt. Brent Dominy  
West Chester Township ..... Lt. William Borneman

**ATTACHMENT REFERENCE # 6  
BUTLER COUNTY INSTRUCTORS/TRAINERS**

<b><u>INSTRUCTOR</u></b>	<b><u>QUALIFIED TO INSTRUCT</u></b>
Utah Bailey	HazMat/WMD Awareness
Michael Brockman	HazMat/WMD Awareness
Craig Bryan	HazMat/WMD Awareness
Brent Dominy	HazMat/WMD Awareness
Harry Epp	HazMat/WMD Awareness
Mike Grimes	HazMat/WMD Awareness
James Hamblin	HazMat/WMD Awareness
Randall Lambert	HazMat/WMD Awareness
James Lusk	HazMat/WMD Awareness
Richard Miller	HazMat/WMD Awareness
John Newlin	HazMat/WMD Awareness
Thomas Quillen	HazMat/WMD Awareness
Michael Reeseaman	HazMat/WMD Awareness
Kenneth Ritchie	HazMat/WMD Awareness
Ken Runyan	HazMat/WMD Awareness
Tom Snivley	HazMat/WMD Awareness
Joseph Stamper	HazMat/WMD Awareness
William Turner	HazMat/WMD Awareness
Gregory Wargo	HazMat/WMD Awareness
Gary White	HazMat/WMD Awareness

\* Currently as of April 26, 2006 on instructors a certified for HazMat/WMD Operations Instruction

**ATTACHMENT REFERENCE # 7**  
**HAZMAT TECH RESPONSE PRIORITY SEQUENCE**

The total county is divided into three Hazmat Response Zones.

When a call comes in to an E-9-1-1 Public Service Answering Point that dispatch center will notify the proper RESPONSE TEAM as shown below.

<u>JURISDICTION</u>	<u>FIRST RESPONSE TEAM</u>	<u>SECOND RESPONSE TEAM</u>	<u>THIRD RESPONSE TEAM</u>
College Corner . . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Fairfield City . . . . .	West Chester Twp. . . . .	Hamilton . . . . .	Middletown
Fairfield Twp. . . . .	Hamilton . . . . .	West Chester Twp. . . . .	Middletown
Hanover Twp. . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Hamilton . . . . .	Hamilton . . . . .	West Chester Twp. . . . .	Middletown
Jacksonburg . . . . .	Middletown . . . . .	Hamilton . . . . .	West Chester Twp
Lemon Twp. . . . .	Middletown . . . . .	West Chester Twp. . . . .	Hamilton
Liberty Twp. . . . .	West Chester Twp. . . . .	Middletown . . . . .	Hamilton
Madison Twp. . . . .	Middletown . . . . .	West Chester Twp. . . . .	Hamilton
Middletown . . . . .	Middletown . . . . .	West Chester Twp. . . . .	Hamilton
Milford Twp. . . . .	Middletown . . . . .	Hamilton . . . . .	West Chester Twp
Millville . . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Monroe . . . . .	West Chester Twp. . . . .	Middletown . . . . .	.Hamilton
Morgan Twp. . . . .	Hamilton . . . . .	West Chester Twp. . . . .	Middletown
New Miami . . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Oxford City . . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Oxford Twp. . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Reily Twp. . . . .	Hamilton . . . . .	West Chester Twp. . . . .	Middletown
Ross Twp. . . . .	Hamilton . . . . .	West Chester Twp. . . . .	Middletown
Seven Mile . . . . .	Middletown . . . . .	Hamilton . . . . .	West Chester Twp
Somerville . . . . .	Middletown . . . . .	Hamilton . . . . .	West Chester Twp
St. Clair Twp. . . . .	Hamilton . . . . .	Middletown . . . . .	West Chester Twp
Trenton . . . . .	Middletown . . . . .	West Chester Twp. . . . .	Hamilton
West Chester Twp. . . . .	West Chester Twp. . . . .	Hamilton . . . . .	Middletown
Wayne Twp. . . . .	Middletown . . . . .	Hamilton . . . . .	West Chester Twp

**ATTACHMENT REFERENCE #8**  
**Owner or Operator of Facility, or Vessel to give Notice**  
**of Release of Hazardous Substance and Follow-Up Notice**  
**(O.R.C. - 3750.06)**

(A) The owner or operator of a facility where hazardous chemical is produced, used, or stored and from which a release of an extremely hazardous substance or hazardous substance occurs in an amount equal to or exceeding the reportable quantity prescribed in rules adopted under division (B)(1)(c) or (C)(5) of section 3750.02 of the Revised Code shall provide the notices required by division © of (D) of this section. The owner or operator of any facility from which a release of oil occurs in an amount equal to or exceeding the reportable quantity prescribed in rules adopted under division (B)(3) of section 3750.02 of the Revised Code shall provide the notices required by divisions © and (D) of the section.

(B) The owner or operator of a vessel from which a release of a hazardous substance or an extremely hazardous substance occurs in an amount equal to or exceeding the reportable quantity prescribed in rules adopted under division (B)(1)(c) of (C)(5) of section 3750.02 of the Revised Code, or from which a release of oil occurs in an amount equal to or exceeding the reportable quantity prescribed in rules adopted under division (B)(3) of section 3750.02 of the Revised Code, shall provide the notices required by divisions © and (D) of the section, except that those notices need be provided to only the director of environmental protection or his designated representative. Upon receiving a verbal emergency notice under this division, the director or his representative shall immediately notify the community emergency coordinator of the emergency planning district in which the release occurred of the release. Upon receipt of a written follow-up emergency notice or revised written follow-up emergency notice under division (D) of this section, the director or his representative shall immediately send a copy of it to that community emergency coordinator.

(C) Except as provided in division (E) of this section, if any release described in division (A) or (B) of this section occurs, the owner or operator of the facility or vessel from which the release occurred shall immediately notify verbally, by telephone, radio, or in person, the community emergency coordinator of each emergency planning district that contains an area likely to be affected by the release, the fire department having jurisdiction where the release occurred, and the director or environmental protection or his designated representative. The verbal notification shall be given within thirty minutes after a person at the facility or aboard the vessel has knowledge of the release, unless notification within that time is impracticable under the circumstances. To the extent known at the time notice is given and that response to the release will not be delayed, the notice shall include all of the following information.

- (1) The location of the release;
- (2) The chemical name or identity of any substance involved in the release and whether the substance is an extremely hazardous substance;
- (3) An estimate of the quantity of any substance released into the environment.

(4) The time and duration of the release;

(5) The environmental medium or media into which the substance was released;

(6) Any known or anticipated acute or chronic health risks associated with the release and, if known to the informant, advice regarding medical attention necessary for individuals exposed to the substance released;

(7) Proper precautions to take as a result of the release, including evacuation and other proposed response action, unless that information is readily available to the community emergency coordinator pursuant to the plan of the district prepared under section 3750.04 of the Revised Code;

(8) The name and telephone number of the person or persons to be contacted for further information;

(9) Such other information as may be required by rules adopted under division (B)(1)(f) of section 3750.02 of the Revised Code.

(D) As soon as practicable but not later than thirty days after the release, the owner or operator of a facility or vessel from which a release described in division (A) or (B) of this section occurred shall submit to the committee of the district in which the release occurred and to the director or his designated representative a written, follow-up emergency notice of the release setting forth and updating the information provided in the verbal notice given under division © of this section and including all of the following additional information:

- (1) Actions taken to respond to and contain the release;
- (2) Any known or anticipated acute or chronic health risks associated with the release;
- (3) Where appropriate, advise regarding medical attention necessary for individuals exposed to the substance released;
- (4) A summary of all actions taken by the owner or operator to prevent a recurrence of the release. Any information submitted pursuant to division (D)(4) of this section is subject to Evidence Rule 407.

(5) Such other information as is required by rules adopted under division (B)(1)(f) of section 3750.02 of the Revised Code.

If significant additional information about a release becomes known during the period between submission of the written report required by this division and one year after the release, the owner or operator shall submit to the committee and the director or his authorized representative an updated written notice within three days after learning the additional information.

(E) This section does not apply to any release of an extremely hazardous substance, hazardous substance, or oil from a facility that results in exposure to persons solely within the site or sites on which the facility is located.

(F) No person shall fail to provide any verbal or written release notification or to update a written release notification required by this section and by rules adopted under division (B)(1)(f) of section 3750.02 of the Revised Code.

**ATTACHMENT REFERENCE # 9 - CURRENT BOARD OF DIRECTORS**

REPRESENTATIVE

Capt. Brent Dominy, Vice Chairman  
Middletown Hazmat Response Unit  
2300 Roosevelt Boulevard  
Middletown, Ohio 45042  
Phone: 513-425-7996

Chief Paul McKendry  
Fire Chiefs Association  
Fairfield Twp. Fire Department  
6048 Morris Rd.  
Hamilton, Ohio 45011  
Phone: 513-785-2241

William R. Turner, Secretary  
Butler County Emergency Management Agency  
315 High Street, suite 670  
Hamilton, Ohio 45011  
Phone: 513-785-5810

Lt. William C. Borneman, Chairman  
West Chester Township Hazmat Response Unit  
9119 Cincinnati-Dayton Highway  
West Chester, Ohio 45069  
Phone: 513-874-2443

Greg Jolivette  
Butler County Commissioner  
315 High Street  
Hamilton, Ohio 45011  
Phone: 513-887-3253

Capt. Kenneth Rynyan  
Hamilton Hazmat Response Unit  
77 Pershing Avenue  
Hamilton, Ohio 45011  
Phone: 513-868-5938

Township Trustees and Clerks Association  
Dennis Conrad  
6376 Reily-Peoria Road  
Oxford, OH 45056  
Phone: 513-757-4113

Municipal Entities  
Douglas R. Elliott, Jr.  
City of Oxford  
101 High Street  
Oxford, OH 45056  
Phone: 513-524-5201

PREFACE

March 20, 2008

On October 17, 1986, the President signed the 'Superfund Amendments and Reauthorization Act of 1986'.

Title III establishes requirements for Federal, State, local governments, and industry regarding emergency planning and community right-to-know reporting on hazardous chemicals. This legislation builds upon the Environmental Protection Agency's (EPA's) Chemical Emergency Preparedness Program (CEPP) and numerous State and local programs aimed at helping communities to meet their responsibilities concerning potential chemical emergencies.

Title III required that the Governor of each State designate a State Emergency Response Commission (SERC) by April 17, 1987. The then Governor Richard Celeste accomplished this.

The SERC required designation of local emergency planning districts by July 17, 1987 and appointment of local emergency planning committees (LEPC's) within one month after a district was designated.

The Board of County Commissioners composed of Cale Logsdon, Courtney Combs, and Ed Shelton petitioned the SERC to designate the entire county of Butler to comprise the district. This request was granted and the Butler County LEPC was established.

The Commissioners then nominated twenty-five persons to serve as the local LEPC. These nominations were appointed by State Emergency Response Commission. There are presently thirty members serving on the LEPC.

Industries and businesses were required to submit an annual inventory of any chemical produced, used, or stored no later than September 17, 1987 and to notify the LEPC of a representative who will participate as a facility emergency coordinator. Industries and businesses must annually by March 1<sup>st</sup>, resubmit their annual chemical inventory report to the LEPC and local fire department.

The LEPC's primary responsibility was to develop and emergency response plan by October 17, 1988. This plan development required many hours of drafts, reviews, corrections and revisions and was finally approved by SERC with complimentary comments on November 08, 1990. This plan must be reviewed and updated annually.

This plan was required to include:

Identification of facility and extremely hazardous substances transportation routes

Emergency response procedures, on site and off site.

Designation of a community coordinator and facility coordinator(s) to implement the plan;

Emergency notification procedures;

Methods for determining the occurrence of a release and the probable affected area and population;

Description of community and industry emergency equipment and facilities, and the identity of persons responsible for them;

Evacuation plans;

Description and schedules of a training program for emergency response to chemical emergencies; and

Methods and schedules for exercising emergency response plan.

The next step in the process was to develop specific procedures necessary to implement the plan. The primary focus identified was the necessity for a HazMat response team capability.

The County Commissioners met with a three-state group to discuss Butler County joining with this group to provide a response to a HazMat incident at an annual cost of \$40,000. The county opted to retain its funds locally within the county.

All of the foregoing action prompted the establishment of a countywide HazMat response cooperative using the three existing teams from Hamilton, Middletown, and West Chester Township as the nucleus.

Mutual Aid Agreements were developed and presented to each governmental entity for execution. The mutual aid agreements provide for a Board of Trustees with representatives, designated by title and who have cooperated to produce this manual as an addendum to the Countywide Title III Operations Plan.

TABLE OF CONTENTS

- I. GENERAL ..... HM - 1
  - A. Purpose ..... HM - 1
  - B. Mutual Aid Agreements ..... HM - 1
- II. BOARD OF DIRECTORS ..... HM - 1
- III. ADMINISTRATION ..... HM - 2
  - A. Board Implementation ..... HM - 2
- IV. FISCAL MANAGEMENT ..... HM - 2
- V. MUTUAL AID TERMS ..... HM - 3
  - 1. Mutual Aid Agreements Signed ..... HM - 3
    - Contract Services ..... HM - 3
  - 2. Cost Liability/Responsibility ..... HM - 3
  - 3. Training (Requirements) ..... HM - 4
  - 4. Training Documentation ..... HM - 5
  - 5. Training Related to Agreement ..... HM - 5
    - Levels of Training ..... HM - 5
  - 6. Trainee Cost ..... HM - 6
- VI. HAZMAT INCIDENT CLASSIFICATION ..... HM - 6
  - A. Level I ..... HM - 6
  - B. Level II ..... HM - 7
  - C. Level III ..... HM - 7
- VII. HAZARDOUS MATERIALS RESPONSE TEAM ..... HM - 8
- VIII. NOTIFICATION ..... HM - 9
  - A. Fan-Out ..... HM - 9
- IX. OPERATIONS ..... HM - 10
  - 1. Identification ..... HM - 10
  - 2. Incident Command Post ..... HM - 10
  - 3. Staging Area ..... HM - 10
  - 4. Communication ..... HM - 10
  - 5. Incident on State Roads/City Streets ..... HM - 10
  - 6. Evacuation ..... HM - 11
  - 7. Clean-Up and Disposal ..... HM - 11
  - 8. Fire Department Not First on Scene ..... HM - 11
  - 9. Report of Release ..... HM - 12
- X. ATTACHMENT REFERENCES
  - 1. Mutual Aid Agreement ..... HM - 13
  - 2. Record of Mutual Aid Action ..... HM - 15
  - 3. Liability for cost of Spill (ORC 3745.13) ..... HM - 16
  - 4. Training Requirement NFPA - 472) ..... HM - 17
  - 5. Local Training Requirement ..... HM - 23
  - 6. Butler County Instructors/Trainers ..... HM - 24
  - 7. Response Zone Map ..... HM - 25
  - 8. Hazmat Team Response Priority Sequence ..... HM - 26
  - 9. Report of Release (ORC 3750.06) ..... HM - 27
  - 10. Current Board of Directors ..... HM - 28

BUTLER COUNTY  
HAZMAT RESPONSE COOPERATIVE  
MANUAL

Revised March 20, 2008