
Hazardous Materials Team Manual

I. GENERAL

This document focuses on the response portion of **ESF 10 Hazardous Materials and Annex Q** Emergency Operations Plan and addresses the essential Regional Hazmat Response Team 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. To mitigate hazardous materials incidents within Butler County, Ohio; and
2. 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 are contained in item 12 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 Regional Hazardous Materials Team 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 unit(s).

A. Board Implementation

1. Board meetings will be held on the first Wednesday, of each odd month of the year. They will be at 09:30am at the Butler County Emergency Operations Center.

Should the regularly scheduled meeting 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 emailed 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 can request an emailed 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.
8. The Committee Chairman has the ability to request an email vote on motions that are needed outside of a regularly scheduled meeting. 2/3 board member response and approval of such motion is required. This motion will then be adopted into record in the next meetings minutes.

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.

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2. The commissioners have established a General Fund code for use by the board of the regional hazmat team.
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 auditor's office (fiscal division) for issuance of a purchase order.
 - b. The auditor's 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. An email will be sent to the member who requested the purchase.
 - 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 its 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 ORC 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.

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. **Requests for assistance from jurisdictions who have not executed the mutual aid agreement may be performed under ORC 5502.41.**

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.

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- 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 under ORC 3745.13.”

To clarify, 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 unit 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. The jurisdictional department shall forward the itemized list to the Butler County EMA/LEPC under ORC 3745.13 (A) for billing the party responsible for the incident for reimbursement of supplies and wages. The Butler County EMA/LEPC will be responsible for forwarding the claim to the Butler County Prosecutors Office if two (2) attempts are made without payment. An official bill must be issued to the responsible party no later than 30 days from the date of the incident. See Attachment #3 – Liability for Cost of Spill (ORC 3745.13).
 - c. Upon receipt of payment the BCEMA/LEPC will distribute the appropriate funds to the responding agencies for reimbursement. An itemized copy of the cost recovery reimbursement will be on file at the BCEMA office for potential audit by the State of Ohio and the State Emergency Response Commission.
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.”

Each Hazmat Technician must have successfully completed all of the following courses:

- Hazmat Technician
- NIMS 100, 200, 700 and 800
- EMT Basic (Minimum)
- WMD Technician Course (or equivalent)

The Butler County Regional Hazardous Materials Team will schedule **four (4)** combined

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trainings annually. (These hours will count towards the (16) hour continuing education requirement.)

If a member is unable to attend one of the trainings the member must submit, through their departments' representative on the board, the reason they were unable to attend. Their representative will submit this to the board of directors.

Each member of the regional hazmat team will be required to complete (16) hours of hazardous materials training annually. This training will be *verified* through the members' home departments. Tracking of training hours will be the responsibility of the home agency.

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 Regional Hazmat Team. Any training program is acceptable as long as the instructor meets the requirements to teach under his/her training program.
- c. The Butler County Regional Hazardous Materials Team will develop its training curriculum consistent with NFPA 472. The hazmat teams 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 Regional Hazardous Materials Team.
- 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.
- f. A master training record of all hazmat technicians will be kept at the BCEMA offices for use during reviews by the State of Ohio Hazmat Technical Advisory Board. This documentation must be submitted annually, prior to February 1st, by the members' home department in the form of a spread sheet indicating the number of hours for each member.

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Hazardous Materials Technician (a minimum of 40 hour)

- 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 (16) hours of refresher training yearly, (4) Of which must be completed at combined Team trainings.
- 3 Member must attend Haz-Mat Team sponsored training.
- 4 Member must prove competence to NFPA standards.
- 5 Member must be able to respond to calls outside of their jurisdiction.
- 6 The applicant has applied for membership on a form prescribed by the board including the approval of his or her sponsoring agency for a new applicant.
- 7 Any current member has completed the required training and has continuing endorsement from his or her sponsoring agency. Note, all members will be considered as having a continuing endorsement from his or her sponsoring agency as long as he or she maintains a position in the organization unless a written statement is provided withdrawing approval.

5. Daily Staffing

- a. At the beginning of each shift, Haz Mat Technicians staffing will be entered into WebEOC by the shift commander or their designee. Daily totals will include number of certified Haz Mat Technicians, Haz Mat Safety Officers & Haz Mat Branch/Operations Officers.
- b. Daily Staffing should be entered into WebEOC by 0900 hours each day.

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 is:

1. Level of technical expertise required to abate the incident.
2. Extent of municipal, county, and state government involvement.

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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 Units will not be utilized.
 - d. Incident recorded in WebEOC Haz Mat report within 24 hours.

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 Unit; 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 them.
- d. A Hazardous Materials Response Unit will respond to Level II Incidents. A Back up Unit 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 HMRU 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.

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- h. Notification to Butler Emergency Management/LEPC within 30 minutes per ORC 3750.
- i. Response by on duty Hazardous Materials Officer in Charge or Emergency Management on-call.
- j. Response by on-duty or on-call Hazardous Materials Safety Officer

C. Level III Incident

The Incident Commander, in corroboration with the officer of the Hazardous Materials Unit, 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 of 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 the response of least two (2) Butler County Regional Hazardous Materials Co-operative Hazardous Materials Response Units; and/or decontamination of civilians or personnel is required on scene; and/or
- e. At the discretion of the Incident Commander;
- f. Hazardous material incident that has become one of multi-agency involvement of large proportions.
- g. Two Hazardous Materials Response Units will respond to a Level III Incident. A third response unit will be placed on alert.

D. Possible WMD Responses

- a. In the event that an incident occurs where it is suspected to involve a weapon of mass destruction all three hazmat units will respond and be utilized

- b. The Butler County Emergency Management Director must be notified immediately

VII. REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM

- a. The Butler County Regional Hazardous Materials Team will include three (3) specially trained units for the specific purpose of responding to chemical emergencies. The Regional Hazardous Materials Response Team provides expertise and equipment especially developed to help control and abate a hazardous materials incident.

- b. The Hazardous Materials Response Units are distributed in five jurisdictions:

City of Hamilton, Hazmat 25

City of Middletown, Hazmat 81

West Chester Township, Hazmat 73

- c. The Hazardous Materials Support Units

City of Oxford, Hazmat 11

Fairfield Township, Task 2

Air & Light Unit

Butler County EMA

Mass Decontamination Unit

Command Trailer

EMA Support Trailer

Butler County Bomb Unit

Any other unit may be welcomed into the Butler County Regional Hazardous Materials Team provided approval by the Butler County Regional Hazardous Materials Team Board of Directors. The initial investment made by the three (3) units was sizeable before the conception of the Butler County Regional Hazardous Materials Team. Any other department must match those outlays in equipment and materials prior to becoming a member of the Butler County Regional Hazardous Materials Team. Final approval to join the Butler County

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Regional Hazardous Materials Team rests with the Board of the Butler County Regional Hazardous Materials Team.

- c. At the scene of an incident, the equipment, instruments, protective clothing and kits assigned to a hazmat response unit are not to be loaned or used by any other firefighter, individual, or agency, without the knowledge or consent of the hazmat response unit officer at the scene.
- d. The hazmat response unit 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 units 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 the regional hazmat 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. This is based on the determination of need by the board with a specific number of annual physicals per agency reimbursed bi-annually, half of total number each year.

Each **Hosting Department** and team member will keep an exposure record of his/her participation. **Any exposures will also be reported to Butler County EMA.**

Cost of physicals will be paid from monies appropriated to the Butler County Regional Hazardous Materials Team by the County Commissioners. **Physicals must be completed by October 1, each year and bills submitted to Butler County EMA.**

VIII. NOTIFICATION

- A. The appropriate dispatch center shall notify through proper dispatch procedures the fire department having jurisdiction where the incident took place.
- B. 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.
- C. 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 unit (HMRU) and place the second priority team on stand-by. Level III will require that the first and second priority units be dispatched to the scene with the third placed on stand-by.

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- D. A page for additional available technicians affiliated with the team may be sent out at the discretion of the Incident Commander.
- E. The third response unit will be requested if the need for additional support is determined.
- F. If there is still a need for additional technicians after the arrival of the third response unit then a request will be made through the EMA to contact HazMat Departments for authorizations to recall off duty hazardous materials technicians. The sequence of recall shall be in order of initial response:

Example: Hamilton HMRU arrived first; Hamilton Tech's are recalled first
Middletown HMRU arrived second; Middletown Techs are recalled second
West Chester HMRU arrived third; West Chester Techs are recalled third

- G. If the incident requires the response of the Counties Mass Decon trailer (Decon 81), it is recommended that a request be made for the Butler County Technical Rescue Team to assist with the incident.
- H. Any request from the State of Ohio for a Type 1 deployment shall be answered in the following manner:
 - a. All 3 hazmat units (on duty Battalion officer for each unit) will be notified via telephone.
 - b. Each hazmat unit (on duty Battalion officer) shall attempt to gather on duty technicians as well as recall off duty personnel for the response utilizing their department's normal method of recalling members.
 - c. We have identified 3 pre-designated rally points in the event the regional team is requested:
 - i. South, 4850 Duff Dr, West Chester Fire Station 73
 - ii. Central, 6101 Princeton Glendale Rd, Princeton Pike Church of God
 - iii. North, 3461 Towne Blvd, Towne Mall
 - d. The following hazmat vehicles are available to respond to type 1 requests:
 - i. Hazmat 73
 - ii. Task 2 / EMA Bobcat Unit

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iii. EMA and/or fire department staff vehicles to transport hazmat technicians

iv. EMA Command Trailer / IMT Support Trailer

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 Hazmat Branch Director shall report to the command post on arrival.
- c. An On-Duty HazMat Safety Officer will be dispatched to the scene.

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 talk group, preferably a mutual aid channel.
- b. The incident commander shall continue to monitor the main fire dispatch channel.

5. Incident on State Roads or City Streets

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- 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. Butler County Emergency Management Agency shall be notified for any evacuations or shelter in place scenarios.
- 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 **EAS or IPAWS - Emergency Alert System or Integrated Public Alert and Warning Systems** 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: (See Attachment #3)
 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.

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- c. It shall not be the responsibility of the HMRU to remove any hazardous material. The HMRU 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 ensure 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 fire 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 it on to the Hazardous Materials Team.
 - c. Until a higher ranking 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. The spiller is subject to fines 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 and the EMA Director of the release or spill within 30 minutes.

Adopted this _____ day of _____, 2018

Attest:

Matthew Haverkos, Secretary
For Butler County Hazardous Material Response Cooperative
Board of Directors

DRAFT

ATTACHMENT REFERENCE # 1 - MUTUAL AID AGREEMENT

MUTUAL AID AGREEMENT

WHEREAS, the political subdivisions in Butler County, to wit College Corner, City of Fairfield, Fairfield Township, 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, through mutual aid, for the citizens of the various political subdivisions in time of emergency, pursuant to Section 5502.41 of the 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.
- b. The term “fire protection” includes personal services and equipment required for the protection of life and property from fire, firefighting and/or emergency medical services, as well as hazardous material incidents.
- c. The term “emergency response” includes necessary services to respond to fire, health, safety or environmental incident that threatens life, property and environment.
- d. The term “hazardous material unit” includes the Hamilton, Middletown, Oxford and West Chester Township Fire Department response units in addition to the trained Hazardous Materials Technicians from Fairfield Township Fire Department, Liberty Township Fire Department and Monroe Fire Department.

(2) Mutual Aid Agreements previously entered into for the purpose of obtaining additional Hazardous Material Response will not be affected by this agreement.

(3) In the event of an 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. An effort shall be made on the part of the responding department/agency to make available trained personnel with equipment. 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.

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- (4) The execution of the 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 be 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, as defined in ORC 3745.13.
- (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 under ORC 3745.13. 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; however, any party to this Agreement may withdraw at any time upon thirty (30) days written notice, addressed to the Chief of 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. The County Emergency Management Agency of Butler County, Ohio, shall send to each part 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 departments with hazardous materials response units to have combined training as well as each department on this Agreement must provide every department member a Basic Hazardous Materials Awareness course. Any member that is on the Butler County Regional Hazardous Materials Team must be certified at a Hazardous Materials Technician Level. The Hazardous Materials Coop Manual details the requirements of training for each Hazardous Materials Technician. Accordingly, the Hazardous Materials Coop Board will annually evaluate the Coop Manual and training requirements for members of the Regional Hazardous Materials Team.

- (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. When emergency action is required to protect the public or environment, it will be the responsibility of the responsible party or parties to see that licensed companies are obtained for cleanup and removal, as outlined in ORC 3745.13.
- (12) This Agreement will require the setting up of a Hazardous Materials Coop Board with a representative from each department with a hazardous materials response unit, a representative of the County Trustees and Clerks Association, a representative of the County Commissioners, a representative of the Butler County Fire Chiefs Association, a representative from the Butler County Sheriff's Office Bomb Unit, a member representing the remainder of the County's cities and villages 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 an appropriate designee.

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ATTACHMENT REFERENCE #2 - MUTUAL AID AGREEMENT RECORD

POLITICAL SUBDIVISION		DATE SIGNED
CITIES	Fairfield	09/22/2014
	Hamilton	10/22/2014
	Middletown	10/01/2014
	Monroe	09/03/2014
	Oxford	06/04/2014
	Trenton	10/02/2014
VILLAGES	College Corner	06/06/91
	Jacksonburg	10/20/2014
	Millville	10/02/91
	New Miami	06/26/91
	Seven Mile	06/02/2014
	Somerville	06/03/91
TOWNSHIPS	Fairfield	10/08/2014
	Hanover	10/08/2014
	Lemon	06/05/2014
	Liberty	06/17/2014

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	Madison	06/18/2014
	Milford	08/05/2014
	Morgan	06/10/2014
	Oxford	06/09/2014
	Reily	06/18/2014
	Ross	06/05/2014
	St. Clair	06/09/2014
	Wayne	10/08/2014
	West Chester	07/10/2014

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

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funds of the political subdivision, countrywide agency, or regional authority from which moneys were expended in performing the emergency action.

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ATTACHMENT REFERENCE # 4
LOCAL TRAINING REQUIREMENT

1. It is understood that the 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 Haz-Mat response vehicle.
5. The Butler County Regional Hazardous Materials Team 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 Regional Hazardous Materials Response Team 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 Haz-Mat 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

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ATTACHMENT REFERENCE # 5
HAZMAT UNIT 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 UNIT as shown below.

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

ATTACHMENT REFERENCE #6
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

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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 of 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 # 7
CURRENT BOARD OF DIRECTORS

REPRESENTATIVE

Capt. Jon Harvey, Vice Chairman
Middletown Hazmat Response Unit
2300 Roosevelt Boulevard
Middletown, Ohio 45042
Phone: 425-7996

Asst Chief Mathew Schumann
Fire Chiefs Association
Fairfield Twp. Fire Department
6048 Morris Rd
Hamilton, OH 45011
Phone: 863-6652

Matthew Haverkos, Secretary
Butler County Emergency Management Agency
315 High Street
Hamilton, Ohio 45013
Phone: 785-5810

Lt. Ryan Berter, Chairman
West Chester Hazmat Response Unit
9119 Cincinnati-Dayton Highway
West Chester, Ohio 45069
Phone: 874-2443

Butler County Commissioner

Capt. Jerry Glowka
Hamilton Hazmat Response Unit
77 Pershing Avenue
Hamilton, Ohio 45011
Phone: 868-5938

Township Trustees and Clerks Association

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