

# **Town of Butternuts**

## **Hazardous Materials Response Plan Policy**

**Adopted as amended, April 12, 2023**

### **1. Purpose:**

Town personnel may be the first to observe a hazardous materials incident or arrive at the scene of an incident involving hazardous materials. These events must be considered dangerous to both town personnel and to the public.

Furthermore, department personnel may be working with hazardous materials themselves, or assisting other contractors or agencies who are working with these materials.

This plan will help ensure the safety of town personnel and will enable those personnel to better perform their role in assisting emergency services personnel during a hazardous materials incident. This plan is intended to fulfill the requirements of Occupational Safety and Health Administration (OSHA), Department of Labor regulation 29CFR1910.120.

### **2. Pre-emergency Planning and Coordination:**

This plan contains the general policies and procedures for hazardous materials planning, coordination and emergency response.

### **3. Personnel and Roles and Line of Authority:**

Under this plan the Gilbertsville Fire Department is the lead response agency and has primary responsibility for management of a hazardous materials incident.

When a hazardous materials incident has been identified by town personnel, these personnel will secure the scene but stay away from the immediate accident site and will not become involved in rescue or mitigation.

The appropriate fire service agency will be alerted by immediately dialing 9-1-1 and reporting the incident.

In the event that town personnel must temporarily take charge of the incident scene, incident command will be transferred to a fire service officer, environmental officer, or other appropriate agency as soon as practicable.

Town personnel will confine their activities to those described herein and will not engage in activities outside their scope of training.

The policy for the Town of Butternuts personnel when confronted with a hazardous materials incident is to:

- a. Attempt to safely assess the hazards that are present in the situation if possible, keeping in mind the personal safety of town personnel, as well as the safety of others who may be present.
- b. Immediately report the situation to 9-1-1 dispatcher and request that the appropriate response agencies be notified.
- c. Implement traffic and crowd control procedures when necessary.
- d. Carry out an evacuation of the immediate area if the situation is too critical to await emergency services personnel.

#### **4. Emergency Recognition and Prevention:**

Town personnel, during the performance of their assigned duties, shall remain alert to the possibility of a hazardous materials incident.

When encountering unusual situations, personnel must be alert to evidence of hazardous materials. For example, warning placards on a vehicle involved in an accident, leaking containers, or other signs which might indicate a possible hazard.

When working with hazardous materials, or with others who are using hazardous materials, town personnel will remain alert to the possibility of an accident. The Superintendent of Highways will maintain current Material Safety Data Sheets (MSDS) for all hazardous materials which are used by employees and shall train employees in their use.

#### **5. Response:**

When alerting emergency services through 9-1-1, town personnel should provide an accurate description of the scene. For example, location of scene, imminent threats to life and property, and description of possible hazardous materials involved. Personnel should also answer dispatcher's questions as accurately as possible.

Town personnel should also:

- a. If in a vehicle, stop and park far enough away from the incident site so as not to introduce an ignition source. Do not smoke. Refrain from using flares. Note any weather conditions, making special note of wind direction. Once the incident commander arrives on the scene, follow instructions regarding placement of vehicles and personnel. Stay upwind of the scene unless otherwise advised.
- b. Identify an escape route or specific place of refuge in the event that a fire, explosion, or toxic gases pose a threat. If appropriate, park vehicles facing away from the incident scene and do not block escape route with vehicles.
- c. Do not walk or drive into or through any spilled material.

d. Avoid inhalation of all gases, fumes and smoke even if no hazardous material appears to be involved.

e. Never eat, drink, or smoke in the area of possible hazardous materials release.

#### **Hazard identification:**

a. If first on the scene, attempt to assess the situation at as safe a distance as possible. If possible, identify any labels, placards, container shapes, shipping papers or information on a vehicle and contents from the driver of the vehicle without subjecting yourself to any safety hazards. Even if there is no placard or if the placard is not visible, a vehicle could still contain hazardous materials.

b. If available and necessary, refer to the U.S. Department of Transportation Emergency Response Guidebook for information on hazards from materials involved.

c. Inform 9-1-1 dispatcher as fully as possible regarding the situation and update that information as the situation changes.

d. If emergency personnel are on the scene, obtain information on the nature of the hazardous materials from them.

#### **Emergency Medical Treatment and First Aid:**

a. Cautiously determine if any injured persons require treatment and take appropriate action if possible. Leave rescue to emergency services personnel except in extreme cases.

b. Note that without protective clothing, you may not be able to assist anyone without becoming a victim yourself. If you or anyone else becomes contaminated or exposed, report this immediately to your dispatcher and to arriving emergency personnel. Isolation or treatment may be required.

c. Request that emergency medical personnel respond even if there are no apparent injuries. Medical assistance should be available as a precaution.

#### **Site Security and Control:**

a. If necessary before emergency personnel arrive, set up an outer perimeter and isolate the hazardous area. If ever in doubt, use caution and provide for at least one-quarter mile radius to protect yourself and the general public.

b. Do not permit civilians or other emergency workers to inadvertently walk or drive through spilled material.

c. If necessary before emergency personnel arrive, control traffic at the scene as necessary to prevent vehicles from moving within the risk area. It may be necessary to seal off the risk area and re-route traffic.

d. If necessary before emergency personnel arrive, small-scale evacuation may be required. This means removal of the general public from their places of employment or residences to a safe place or refuge. Large-scale evacuation may be ordered by the incident commander as soon as emergency personnel arrive.

### **Decontamination:**

In the event that town personnel become contaminated at a hazardous materials incident, they must take steps to ensure that they are decontaminated.

Decontamination may be as simple as the removal of shoes or boots or more extensive removal of clothing combined with washing, chemical neutralization, or medical treatment may be required.

If contamination is a serious problem, the fire service will be responsible for establishing a decontamination station.

### **6. Critique of Response:**

A critique of the incident will be conducted after the close of all operations involving the incident. The superintendent of highways shall debrief personnel following the incident and focus on: a summary of response activities (who did what); safety and health issues (injuries, chemical exposures, etc.); immediate problems (lost or damaged equipment, etc.).

### **7. Training:**

All Town of Butternuts personnel who may be exposed to a hazardous materials situation will be trained as required by OSHA regulations in hazardous materials awareness.

All town employees will be aware of this document and it shall be available to all personnel for inspection and copying.

### **RESOURCES:**

#### **1. Chemical information:**

Chemical Transportation Emergency Center (CHEMTREC) 1-800-424-9300. Operators are not technical experts but can contact shippers, assist in identification of transported materials, and provide MSDS sheets by fax.

National Response Center for emergency events and spills – 1-800-424-8802

**2. Gas pipeline information:**

Thomas Martin, pipeline technician, Enterprise Production – cell, preferred 607-431-0629 or office 607-432-8513

Enterprise Pipeline – 800-530-1050

**3. Local officials and agencies:**

County 9-1-1 service can provide contact with local officials and agencies.

**4. State agencies:**

New York State Department of Environmental Conservation (hazardous waste and spills) 1-800-457-7362 (hotline).

New York State Department of Transportation, for spills on state highways– 607-432-5810

New York State Department of Health – 607-432-3911