

Gallatin County
Emergency Operations Plan



Volume XII

Gallatin County All Hazards All Discipline Group
Hazardous Materials Plan

April 2009

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Section 1 - Introduction

Section 1.01 - Mission Statement

It is the mission of the Gallatin County Local Emergency Planning Committee (known as the All Hazard All Discipline Group) to provide a mechanism to identify hazardous materials risks within Gallatin County and foster the development of plans to respond to all incidents, including hazardous materials releases. Hazardous materials risks shall be effectively communicated to local emergency response personnel and will be made available to the general public.

Section 1.02 - By Laws

Purpose:

The purpose of the Gallatin County All Hazard All Discipline Group (hereafter the AHAD) is to plan for emergency response to incidents, including hazardous materials, occurring in Gallatin County.

Duties and Responsibilities of the AHAD:

The AHAD has the responsibilities imposed on local emergency planning committees as set forth in the Federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA, also known as the Superfund Amendments and Reauthorization Act of 1986, or SARA Title III). This is filed as Public Law 99-499: and as 42 USC (United States Code) 11001 et seq. It is reproduced in the Right-to-Know Planning Guide at 511:1051.

Section 301 calls on communities to develop plans for responding to the release of a hazardous chemical from a nearby facility and requires the creation of state and local planning committees that will work with industry officials to write the response plans.

Section 312 contains community right-to-know provisions that grant local emergency response personnel and the general public access to information on chemicals present in local facilities. The inventory must provide data on chemicals that require material safety data sheets under Occupational Safety and Health Administration regulations.

Specific responsibilities set forth in SARA Title III include the following:

- A. Identify commercial, industrial, and government facilities in Gallatin County as required in SARA Title III which generate, store, use, or dispose of hazardous materials or extremely hazardous substances (EHS) in sufficient quantity to pose a significant risk to the community in case of release.
- B. Identify transportation routes within the county over which hazardous materials may be moved.
- C. Define the procedures to be followed in responding to a release of hazardous materials from each of the facilities identified above and for likely accident locations on the transportation routes identified above.
- D. Designate a facility coordinator and a community coordinator to implement the emergency response plan for each facility.
- E. Define procedures by which responders are notified of a hazardous material incident.
- F. Provide the planning, mitigation, and training required to predict the area and population affected by a hazardous material release.
- G. Prepare plans for evacuation of population threatened by a hazardous material release.
- H. Inventory the equipment and facilities available in the community which may be required in a hazardous materials incident, the persons responsible for their use and the means for contracting such persons.
- I. Prepare a description and schedules of a training program for emergency response personnel.

- J. Describe methods and prepare schedules for exercising emergency response plans.
- K. Describe the contents of post-incident reports, persons responsible for their preparation, critique, and the distribution of post incident reports.
- L. Arrange for annual review of the plans.

AHAD Membership:

Membership is open to anyone who is interested in serving. Members may be appointed by the Gallatin County Commission and shall include: elected state and local officials, police, fire, disaster and emergency services, public health professionals, environmental, hospital and transportation officials, representatives of facilities subject to emergency planning, community groups, and the media. A roster of committee members shall be kept by the Secretary. Any member who misses 3 consecutive meetings that are unexcused by the chairperson will be removed from the roster.

Voting:

Each member of the committee exercises one vote when present in person. A decision of the committee requires a majority vote of a quorum of the committee. A quorum of the committee is a simple majority of the membership. New members are not allowed to vote at the same meeting of their first attendance.

Offices/Officers:

A chairperson, vice chairperson, secretary, and treasurer will be elected by a majority vote of a quorum of the committee at a meeting held at least two weeks following an announcement to all members of the intention to elect officers. The meeting shall be called in January and designated by the chairperson as the annual meeting. For ease of transition, not all officers will be replaced at the same time. Election of chairperson and treasurer shall be held in odd years while vice chairperson and secretary shall be elected in even years.

Term of Office:

Officers serve for a term of two years unless terminated earlier by vote of the membership. Offices vacated by resignation, inability to serve, or by unexplained failure to appear will be filled by election of a successor at the earliest following meeting.

If the chairperson is unable to attend, the vice chairperson will conduct the meeting. If both chairperson and vice chairperson are unable to attend, the secretary will conduct the meeting.

Officers shall meet at least once in the interim between membership meetings for the purpose of preparing an agenda and making such other preparations for the next membership meeting as may be required. Officers shall at such meetings review bank statements and review any transactions involving funds of the committee.

Finances:

The committee may keep a checking account if no tax dollars are involved. All private funds available to the committee to carry out its responsibilities may be kept in a local bank with the chairperson, vice chairperson, and treasurer authorized to sign checks. These funds may only be used to promote functions of the committee. All spending of the funds will be approved by the committee before payment is made to any vendor. The Treasurer of the committee shall provide a verbal financial report at the regularly scheduled monthly meeting. The Treasurer shall provide a written financial quarterly report to the committee at the regularly scheduled meeting. Gallatin County agrees to allow the committee use of their Federal tax exempt number. The county will upon request, accept committee non-tax funds and place them into the general fund. The Gallatin County Fiscal Officer will provide an accounting of committee funds upon request. All committee monies deposited with the county will follow county guidelines and rules for disbursement and accounting.

Meeting Dates/Attendance:

Meetings will be held the third Thursday of each month at 7:30 AM at a predetermined location. The meeting schedule is posted on the Gallatin County Emergency Management website at www.readygallatin.com. The meeting date and time may be changed to serve the needs of the committee.

All meetings shall be open to the public. The chairperson shall offer any member of the public present at the meeting of the committee an opportunity to comment on matters before the committee. Should such comments from members of the public require a response from the committee, the same shall be provided within 45 days from the date of request. The chairperson or his designee is responsible for providing the response to the individual or group.

The chairperson shall call and designate the January meeting as the annual committee meeting. At the January meeting financial reports from the Treasurer shall be reviewed, election of officers shall be made, and goals for the coming year shall be established. The Secretary shall provide a report of committee activities for the previous year.

Sub Committees:

Standing sub-committees may be appointed for such functions as:

A. Unified Health Command

Standing sub-committees will be appointed by resolution of the committee. The first person appointed to a standing sub-committee will serve as its chair. Standing sub-committees will be charged with the periodic preparation of reports containing recommendations for action by the committee. The standing sub-committee report will be agreed to by a majority of the members of the standing sub-committee prior to presentation of the report to the committee. Minority reports from the standing sub-committee may be heard and voted upon only if the majority report is rejected by the committee.

Standing sub-committees are advisory bodies only. They may not implement or in any way act upon their recommendations without specific authorization to do so from the committee. Reports made by a standing sub-committee will be accepted/rejected by vote of the committee excluding members of the reporting sub-committee. Temporary sub-committees may be appointed as the needs arise and are subject to the same rules and constraints as standing sub-committees.

Plan Location:

The emergency response plan shall be available for reading by members of the general public at the Bozeman Public Library, located at 626 East Main and, at the Gallatin County Emergency Management website (www.readygallatin.com). Materials deposited at the library and web site will include the basic response plan, list of facilities, facility coordinators, community right-to-know information, and list of committee officers.

Committee By-Laws shall be filed with the Gallatin County Clerk and Recorder by the secretary.

Revision of By-Laws:

The foregoing By-Laws may be revised as needed by affirmative vote of the committee upon adequate notice. The By-Laws should be reviewed for such revisions at least once annually.

Dated this 9 day of April, 2009

EXECUTIVE BOARD OF THE GALLATIN COUNTY
ALL HAZARD-ALL DISCIPLINE GROUP



Patrick Lonergan, Chairperson



John Aston, Vice Chairperson

Section 2.02 - Distribution List

Gallatin County Commissioners Office
Gallatin County Disaster and Emergency Services Office
State Emergency and Response Committee (Montana)
State of Montana Disaster and Emergency Services Office
Bozeman Public Library
Gallatin County Clerk and Records Office
Emergency Operations Center

**Gallatin County Adoption
Of
Hazardous Materials Plan**

The Gallatin County Commission has adopted the April 2009 revision of the Gallatin County All Hazards All Discipline Hazardous Materials Plan. The April 2009 revision now becomes the current Hazardous Materials Plan for Gallatin County in compliance with the Emergency Planning and Community Right-to-Know Act of 1986 (AKA, the Superfund Amendment and Reauthorization Act of 1986) as identified in 42 USC 11001. This plan also completes Annex XII of the Gallatin County Emergency Operations Plan.

IN WITNESS WHEREOF, we have subscribed our signatures this 21ST day of April, 2009.

BOARD OF COUNTY COMMISSIONERS
GALLATIN COUNTY, MONTANA



Steve White, Chairman

Attest:



Clerk and Recorder

Section 3 – Planning Factors

Section 3.01 – Community Description and Demographics

Gallatin County is centrally located in southwestern Montana. The county covers a diverse geography from the farmlands of the northern valley, to the mountainous terrain of the southern part of the county. The county supports a population of 80,921. The largest concentration of people reside in the urban area of Bozeman with a population of 30,753. The watersheds that pass through Gallatin County drain the majority of southwestern Montana. The northern valley has three major access points, two on Interstate 90 and the third on Highway 191. The other major population centers of the county are stretched out along Interstate 90 during its east/west course. There is a rail line that runs across the northern valley of the county, near or through the major population areas. The majority of industry in the county is made up of high tech companies. Montana State University is the largest employer in the county.

Highway Transportation

Interstate 90 runs the entire east-west length of Gallatin County from Park to Broadwater County. Interstate 90 traverses the northern edge of the urban Bozeman area from the East Main Street access to the 19th Avenue access on the west. In addition to Bozeman, the population centers of Belgrade, Manhattan and Three Forks lie along this corridor. The interstate serves as a major truck transportation route and a high volume of hazardous materials are transported via this route every day.

Highway 191 is the major north-south link through Gallatin County, from Yellowstone National Park on the south to Interstate 90 on the north. This highway winds through Gallatin Canyon, a roadway renowned for dangerous driving conditions and transports a limited volume of hazardous materials. Several secondary streets are used to deliver hazardous materials in the Bozeman urban area. These streets include, but are not limited to:

- 19th Avenue from Interstate 90 to Kagy Blvd.
- 11th Street from Main Street to Kagy Blvd.
- Willson Street from Main Street to Kagy Blvd.
- Main Street from I-90 interchange to Highway 191.
- North Rouse from Main Street to Bridger Canyon Dr.
- Griffin Drive from North 7th Avenue to North Rouse.
- North 7th Street from Main Street to Highway 10.

Rail Transportation

Montana Rail Link Corporation owns and operates an active rail transportation system in Gallatin County. The main rail line runs East-West alongside the Bozeman, Belgrade, Manhattan and Three Forks urban areas. There is a switching yard in Belgrade.

Specific data provided by Montana Rail Link indicated that the following Known hazardous materials are delivered to destinations in and around Missoula.

- Aluminum Sulfate

- Methanol*
- Sodium Hydrosulfide
- Sulfuric Acid*
- Sodium Hydroxide*
- Phenol
- Chlorine*
- Sulfur Dioxide
- Sodium Chlorate
- Sodium Chloride
- Anhydrous Sodium Sulfide
- Sodium Solution Waste

The following hazardous materials are known to be commonly transported through Gallatin County by Montana Rail Link:

- Radioactive Waste
- Methyl Ethyl Ketone
- Acetone
- Acetylene
- Anhydrous Ammonia
- Hydrogen Sulfide
- Ethanol*
- LP Gas*
- Butane
- Magnesium Scrap
- Herbicide Compounds
- Potassium Permanganate
- Hydrochloric Acid
- Ammonium Nitrate*
- Antiknock Compounds
- Fuel Oils*
- Propane
- Electrolyte Acid
- Phosphoric Fertilizer*

Ground Transportation Accident	Moderate	Low	Moderate	Low	Low	<u>Moderate</u>
Dam Failure	Moderate	Moderate	Moderate	Low	Moderate	<u>Low</u>
Aviation Accident	Moderate	Low	Moderate	Low	Low	<u>Low</u>
Terrorism, Civil Unrest, and Violence	Low	Low	Moderate	Moderate	Low	<u>Low</u>
Railroad Accident	Moderate	Low	Low	Low	Low	<u>Low</u>
Volcano	Low	Moderate	Moderate	Moderate	Low	<u>Low</u>
Avalanche and Landslide	Moderate	Low	Low	Low	Moderate	<u>Low</u>

GENERAL DESCRIPTION

Gallatin County is primarily a rural agricultural county of 80,921 residents located in South Central Montana directly north of Yellowstone Park. There are five incorporated communities; Bozeman, Belgrade, Manhattan, Three Forks, and West Yellowstone. The governing body of the county is the County Commission, which consists of three (3) Commissioners. The Commissioners are elected to staggered six-year terms. Therefore, there is never an election for all commissioners at one time.

TERRAIN

Gallatin County contains an area of 2,632 square miles varying from river valleys to high mountain peaks. 1,011 square miles are owned by the Federal Government, and 70 square miles are owned by the State. Elevations vary from a valley floor at 4,790 feet above sea level to mountain peaks up to 10,300 feet above sea level. Heavily timbered forests comprise much of the federally-owned land.

TRANSPORTATION

Highways

Two major highways traverse the county. Interstate 90 crosses the northern end of the county from east to west. It passes along the edge of four communities -- Bozeman, Belgrade, Manhattan, and Three Forks. US. 191 spans the county from north to south from I-90 to Yellowstone Park.

Airports

There are three airports in Gallatin County. Gallatin Field is located near Belgrade in the northern end of the county. Delta, Northwest and Horizon airlines serve this airport. Yellowstone Airport is located near West Yellowstone in the extreme southern end of the county, next to Yellowstone Park. This is a summer time airport only. Three Forks is the third airport in the county

DAMS

Three dams block major streams in the valley which form the Missouri River. One dam is a hydroelectric power producer. The two others are irrigation and potable water sources.

EDUCATIONAL FACILITIES

Montana State University is located in Bozeman. It has a yearly population of about 12,170. It is the largest single employer in the County. Each incorporated city has an elementary and high school in separate districts.

ECONOMY

Current Situation (excerpt from Resource Document 1: For the purposes of this section, the service sector includes finance and real estate as well as income from transportation and utility services, while the agricultural industry includes farming, forestry and agricultural services.

The three largest producers of personal income in Gallatin County are the non-labor sector, the service sector and the government sector, while agriculture and resource extraction produce the least amount of income. In 1997, the non-labor sector contributed the most income at 35% of the total personal income, while services provided 26% and government 15%.²⁷ Although these sectors of the economy provided the large majority of income in the county, the fastest growing contributor to total personal income is the construction industry, growing by 118% between 1990 and 1997.

The non-labor sector consists of transfer payments for retirement, benefits, disability and unemployment in addition to dividends, investment income and income through property ownership and rental units. Compared with other local Montana economies, non-labor income in Gallatin County is not distinguished by its share of the total income, but by its significant proportion of dividend, interest and rental payments. Possibly related to the high growth rate, increased migration, aging population, and booming development and housing costs, the components of non-labor income in Gallatin County appear more analogous to major national metropolitan areas than to other Montana communities.

While the components of non-labor income in Gallatin County demonstrate similarities to major national metropolitan areas, non-labor income as a percent of total personal income is more comparable to larger Montana communities (See Table 1). The result is a unique economic distribution and income flow in Gallatin County.

Montana's Gross State Product was measured at \$19.6 billion in 2000, up from \$13.8 billion in 1982.³¹ A total \$1.59 billion of goods and services were produced in Gallatin County in 2000, up from \$0.829 billion in 1982. Comparably Gallatin County produced \$24,900 per capita, while the State of Montana produced \$21,757.

The "basic" wealth-creating industries of mining and manufacturing became more important in locally, growing from a 6% share the local economy to 11% in Gallatin County, while growing from 10% to 12% of the state economy. Agriculture and related services declined from 7% to 4% in Gallatin County, compared to a decline from 6% to 5% state-wide. Trade, which typically circulates local dollars created by these basic industries, accounted for 23% of the local economy in 2000, up from 14%, compared to the state-wide share of 19% up from 14% in 1982. Government's share of the local economy also decreased from 25% to 16%.

CONCLUSION

All of the aforementioned facts demonstrate the potential for hazardous situations to develop within Gallatin County. The hazard analysis list has been developed to identify the most threatening hazards which could affect Gallatin County residents and property.

Section 3.03 - Airport Facilities

Gallatin Field is located on the outskirts of Belgrade and provides passenger and air-freight service to the Gallatin Valley. In addition, Three Forks provides minor air service, and is located in Three Forks. Because of strict FAA regulations governing the air transportation of hazardous materials, only a small volume of hazardous materials are transported through the airport facility. However, the airport uses a substantial volume of aircraft fuels and hazardous chemicals related to aircraft service and maintenance.

SECTION 3.04 - Planning Assumptions

A hazardous material incident is most likely to occur from a truck accident. Rail, fixed site and pipeline accidents are possible as well. National statistics show that trucking accidents outnumber rail hazardous material incidents by 17 to 1, because of the proliferation of trucks and their vulnerability on the highways.

The first responder to a hazardous material incident will probably be a law enforcement officer or fire department. Identification of the product will likely be a problem because the product may or may not be placarded or the placard may be incorrect. The first responder may not be able to get close enough to identify the product.

The first few minutes of the hazardous material incident response will be the most confusing and information about the incident limited. The first few actions taken, or not taken, have the most important impact on saving lives and property through control of the incident.

Incident scene security will be a problem with curious sightseers. Most evacuees will stay with friends or relatives and may not need public shelters. Warning and evacuation messages work best when they are written before the incident. They should be clear, concise and state the reason for the evacuation.

The first responder is most likely to succeed if an incident command system is established. All first responders on an incident must know who is in command. An easily identifiable incident command post, identified by a green light, will assist the first responders to locate the incident command post and the incident commander.

Section 4 - Policies

Section 4.01 - Responsibility

Governor Ted Schwinden appointed Montana's State Emergency Response Commission April 17, 1987. The commission in compliance with the requirements of Title III has designated the entire state as the "district," and intends to form a local emergency planning committee in each county. Additionally, establishment of a joint city/county or independent city emergency planning committee in cities with more than 25,000 persons is possible. Cities interested in forming an independent or joint city/county committee should contact the state commission. In Gallatin County the LEPC is known as the All Hazard All Discipline (AHAD) Group.

Title III is specific concerning the makeup of local emergency planning committees. The law says that by August 17, 1987, "... the State Emergency Response Commission shall appoint members of a local emergency planning committee... (and) each committee shall include, at a minimum, representatives from each of the following groups or organizations:

- Elected and local officials,
- Law enforcement,
- Civil defense,
- Firefighting,
- First aid,
- Health,
- Local environmental concerns,
- Hospital,
- Transportation personnel,
- Broadcast and print media,
- Community groups, and
- Owners and operators of facilities subject to the requirements of this subtitle."

The LEPC is required to complete a number of tasks, including establishing rules, giving public notice of its activities, and establishing procedures for handling public requests for information; however, the LEPC's primary responsibility is to develop an emergency response plan by October 17, 1988 and review it at least annually thereafter. In developing this plan, the LEPC evaluates available resources for preparing for and responding to a potential chemical accident. The plan must:

Identify facilities and transportation routes of extremely hazardous substances;

- Facilities - Available at the DES Office.
- Transportation - Department of Transportation

Describe emergency response procedures, on-site and off-site;

- On-site Fire Department Plan - see Haz-Mat Plan
- Off-site plans should be obtained through each independent facility

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

- Community coordinator is designated as the DES Director.

Each facility is required to have their own plan and must designate a facility coordinator to implement the plan.

Outline emergency notification procedures:

Contact PSAP 9-1-1 dispatch.

Describe methods for determining the occurrence of a release and the probable affected area and population:

Describe community and industry emergency equipment and facilities and identify the persons responsible for them:

Outline evacuation plans:

Describe a training program for emergency response personnel (including schedules):

Present methods and schedules for exercising emergency response plans.

Section 4.02 - Budget Considerations

The following material lists sections of the Montana Code Annotated (MCA), dealing with budget matters, which may be helpful to reference in times of emergencies or disasters. The codes listed are followed by a general synopsis of the law.

The sections listed below are referenced by Title, Chapter and Part of the MCA.

THESE SECTIONS APPLY TO COUNTIES

- 7-6-2323 (2)** speaks to the ability of commissioners to approve claims beyond a department's budget in the event of an emergency.
- 7-6-2329** sets the procedures for handling outstanding emergency related warrants at the end of the fiscal year.
- 7-6-2341** discusses the procedures to make expenditures and incur liabilities in case of serious emergencies.
- 7-6-2344** outlines the limitation on amount of emergency expenditures and liabilities.
- 7-6-2345** discusses use of emergency warrants.
- 7-31-2101** discusses fund transfers for emergency relief.

THESE SECTIONS APPLY TO MUNICIPALITIES

- 7-6-4234 (2)** speaks to the ability of a municipality to approve claims beyond budget appropriations in the event of an emergency.
- 7-6-4239** sets the procedures for handling outstanding emergency related warrants at the end of the fiscal year.
- 7-6-4251** discusses the procedures to make expenditures and incur liabilities in case of serious emergencies.
- 7-6-4254** discusses the limitations on the amount of emergency budgets and appropriations.
- 7-6-4255** discusses the use of emergency warrants.

Section 4.03 - Montana Statutes

- 10-3-13** Identifies local responsibilities, liabilities, and regional hazardous materials team response.

Section 4.04 - Federal Statutes

See 29 CFR 1910.120 (Code of Federal Regulations), The CFR can be accessed using the internet and at the Montana State University Library or the Bozeman Public Library.

Section 4.05 - Emergency Operations Plan

The 1996 version of the Gallatin County Emergency Operations Plan is currently under revision into the 2000 version. The 1996 version remains in effect until the 2000 version is complete.

The Gallatin County Emergency Operations Plan can be reviewed at the Gallatin County Disaster and Emergency Services Office.

Section 4.06 - Public Information Officer

The Incident Commander (IC) needs to authorize the release of information to the media and the IC needs to appoint someone to talk to the media, a Public Information Officer (PIO).

Responsibilities

Needs to meet with all media as soon as possible, the media needs to get the word out to the public quickly.

Get phone numbers from all media representatives...preferably fax numbers to fax out all press releases.

You are the contact person and you need to be informed of all possible information that can be releases.

Be prepared to answer questions...most importantly what you want citizens to do...and what the concerns are.

Media Members

Will not cross boundaries set by officials. The media will stay in areas the PIO deems acceptable so they do not get in the way.

Will not interfere with the safety measures being taken by officials.

Will report to the PIO when on scene before talking to anyone else on scene.

Section 4.07 - Hazardous Materials Team Training

Training program for emergency response personnel

All first responders in the county should be trained to the Operations Level in hazardous materials. Any member of the Gallatin County/Bozeman Fire Hazardous Materials Response Team will be trained to the Technician Level or higher.

Response personnel will meet all refresher requirements and competencies as outlined in OSHA 29 CFR 1910.120. The training schedule will be the responsibility of each individual organization. Training between each agency and the Regional HazMat Team is recommended to allow relationships and capabilities to grow. Training assistance can be requested of the Regional HazMat Team through the Bozeman Fire Department.

Section 4.08 - Tier II Reporting

The Gallatin County AHAD requires all facilities that are required by law to fill out and submit tiered reports, to ONLY fill out tier II reports. Tier I reports will not be accepted.

Tier II reports will be filed and available for public review at the Gallatin County Emergency Management Office.

The following are Tier II report forms and details.

Section 5 - Concept of Operations

SECTION 5.01 - SARA Title III Overview

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) established several different reporting and planning requirements for businesses that handle, store or manufacture certain hazardous materials. These reports and plans provide federal, state, and local emergency planning and response agencies with information about the amounts of chemicals businesses use, routinely release, and spill. They also provide the public and local governments with information about chemical hazards in their communities, as well as providing information necessary to enable emergency responders to respond safely to accidents at these facilities.

On August 3, 1993, President Clinton issued Executive Order Number 12856, establishing a schedule under which federal government facilities will begin to comply with all portions of the Title III during the 1993-1995 period. Deadlines for federal facility compliance are described in this Section. This Executive Order also directs federal agencies to halve emission and offsite transfers of toxic substances and hazardous wastes by 1999.

The most important basic fact to remember about SARA Title III is that it actually is a collection of four separate programs-not just one. These programs impose different requirements, and even cover different chemicals. You should think about and address each piece separately.

Specific requirements include:

- planning for emergency response (SARA Sections 301 to 303)
- reporting chemical inventory (SARA Sections 311 and 312)
- reporting ongoing releases of "toxic chemicals" (SARA Section 313)
- reporting leaks and spills (SARA Section 304)

Title III requires states to develop emergency planning programs. In addition, many states have developed additional emergency planning, release reporting and/or community right-to-know programs, some more elaborate and restrictive than federal requirements.

Section 5.02 - SARA Title III Section 311 & 312

Reporting requirements for businesses

SARA Title III Community Right-to-Know Sections 311 and 312

The community Right-to-Know reporting requirements build on OSHA's Hazard Communication Standard (HCS). The hazardous chemicals defined by the HCS are the hazardous chemicals of Sections 311 and 312. All businesses regardless of classification or size may now be subject to Community Right-to-Know reporting.

Facilities required to prepare or have available a Material Safety Data Sheet (MSDS) for hazardous chemicals must submit detailed information to the State Emergency Response Commission, a Local Emergency Planning Committee, and the local Fire Department.

Having an MSDS indicates that you have a hazardous chemical which may require reporting under Sections 311 and 312. The chemical user must ensure proper and complete maintenance of MSDS files. This will help you comply fully with Title III.

To answer the question "Do I have to report?", you should examine four criteria - type of facility, presence of hazardous chemicals, amount present, and any applicable exemptions. As you consider these throughout this report, refer to the chart below. If you answer "NO" to any of the three questions, then you do not need to report. If you answer "YES" to all three, you must submit the reports.

Do you have any hazardous chemicals present at your facility which require a MSDS under the Hazard Communication Standard?

Do you have a hazardous chemical at your facility not exempt under the 5 exemptions of Title III? (See below)

do you have an extremely hazardous substance or other hazardous chemical at your facility with it's maximum amount greater than the relevant threshold? (EHS 500lbs. Or specific threshold quantity, non EHS 10,000 lbs.)

Exemptions:

Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration (FDA) is exempt from reporting. With regard to food additives, a chemical is a food additive only when in use as a food additive, and not when it is stored or used for other purposes, or is being sold to another business for use as a food additive.

Any hazardous chemical present as a solid in a manufactured item to the extent exposure to that chemical does not occur under normal condition of use is exempt. For example, steel would be exempt in it's solid form until you weld it, cut it, grind it or do anything else that could cause exposure to hazards such as lead, dusts or hazardous fumes.

Any substance packaged in a similar way and in the same concentration as it is when used by the general public. Example, a cleaner used by your business and packaged for home use remains exempt. However, that same cleaner packaged in bulk and not intended for sale to home users must be reported.

Any substance is exempt to the extent it is used in a research laboratory, hospital or other medical

facility under the direct supervision of a technically qualified individual. Quality assurance labs meet the exemption, but pilot testing labs, where manufacturing of a product takes place, do not. Any substance used in routine agricultural operations or any fertilizer held for sale by a retailer to the ultimate customer is exempt. Again, this exemption applies only if you are the user of the chemical, or in the case of fertilizers, if you are a retailer holding the fertilizer for sale to the ultimate customer.

If all of your hazardous chemicals are exempt, you do not have to report. If one of your chemicals fails to meet the exemptions, you must file a report.

Thresholds

Any chemical present at your facility that is always in an amount less than its threshold level, does not need to be reported.

If you have an Extremely Hazardous Substance (EHS), you trip the threshold limit in amounts over 500 lbs. Or over the Threshold Planning Quantity (TPQ) of the chemical, whichever is lower.

For hazardous chemicals not on the EHS list, the reporting requirements are for 10,000 lbs. Or higher.

Please remember, even if you do not have to file a report under Title III, you must still respond when citizens request data.

How do I report?

You must submit either a Tier I or Tier II form. A facility must submit only one Tier I form annually. However, if you submit a Tier II instead, entries must be made for each reportable chemical at your facility. Since each Tier II form provides room for only three chemicals, you may need several copies. These reports must be submitted to the State Emergency Response Commission, the Local Emergency Planning Committee and the local Fire Department.

Section 311 involves a one-time submission (with any necessary updates) naming the reportable hazardous chemicals present at your facility. If you obtain a new substance or have a hazardous chemical in your inventory which exceeds its threshold for the first time, you must update this report within 90 days.

Section 311 requires no special forms. Instead you can compile all of your MSDS's. Take out those hazardous chemicals exempted by Title III and those present below their thresholds, submit either copies of the remaining MSDS's or a single list of these chemicals, grouped by hazard category, to the above agencies. The EPA recommends that you supply a list rather than the MSDS's. You will need to supply the MSDS's if requested.

Section 312 remains an annual responsibility, requiring more detailed information on your chemical hazards and handling practices. Each year on March 1, reporting facilities must submit reports on their inventories of hazardous chemicals. These reports cover the preceding year and can be filed on either Tier I or Tier II forms. You do not have to file both forms, however the EPA recommends submission of the Tier II form.

To obtain a copy of hazardous chemicals, contact your State Emergency Response Commission, your

Local Emergency Planning Committee or write to the Emergency Planning and Community Right-to-Know Information line for a copy.

For all document requests contact:

Emergency Planning & community Right-to-Know
U.S. Environmental Protection Agency OS-120
401 M Street, SW
Washington, D.C. 20460

For information on OSHA Hazard Communication Standard (HCS) contact your local OSHA area office. If you do not know the location or telephone number contact the OSHA Office of Information Consumer Affairs at (202) 523-8151.

Section 5.03 - SARA Title III Fact Sheet

SARA Title III: The following pages are fact sheets about SARA Title III.

Section 5.04 - EPCRA

Little did you know that one of your biggest tasks as an environmental manager would be to gather data, file it away, and in some cases submit it to the government.

No regulation reflects these types of responsibilities stronger than the Emergency Planning and Community right-to-Know Act.

This was the famous "Bhopal Amendment" that was enacted in 1986 in response to the chemical disaster in India. It requires companies to share their chemical information with the local government, so that local officials can better coordinate an effective response to any spills at your plant. But any citizen who desires access to this information on your annual toxic-chemical releases may obtain it from EPA or the state (if you are required to report it).

EPCRA's Four Main Requirements

These EPCRA requirements are:

If you have any chemicals-called "extremely hazardous substances" (EHSs)-at the site equal to or above the designated threshold planning quantities, you have to report this fact to local and state authorities. (See the Appendix for the list of EHSs). An example of a threshold planning quantity is 500 pounds for chlorine. If you had this chemical present at the site in that quantity at any time during the year, you fall under this regulation.

You may also have to submit material safety data sheets (MSDSs), which must be kept on-site for your workers who use hazardous chemicals, to the state emergency response commission, the local emergency planning committee, and the local fire department.

Regulated companies have to submit by each March 1 a chemical inventory form-called "Tier I," (and a "Tier II" form upon request) - to local and state emergency planners, as well as to the local fire department.

Finally, certain facilities have to submit to the state environmental agency and EPA by each July 1 toxic-chemical-release information. This information represents the chemical releases (like any spills and wastewater discharges) and "off-site transfers" of hazardous wastes from the previous year. Regulated companies have to submit this information only for 300 listed chemicals and chemical categories (in other words, if you "released" a chemical that is not identified on these lists, you don't have to submit a form on it.) (See the list of regulated "EPCRA Section 313" chemicals in back of this guide.)

Who's Regulated:

Some of EPCRA's requirements cover a much larger universe of companies than others. These are: Anyone who has "threshold planning quantities" of any EHSs must comply with the requirement to contact state and local emergency planners, along with the fire department, with this information. Anyone who keeps certain hazardous chemicals on-site at or in excess of certain quantities has to submit MSDSs to the fire department and state and local emergency planners. That is, if the hazardous chemical was present at the facility at any one time in a quantity equal to or greater than 10,000 pounds during the previous year, you have to submit the MSDS on it.

In addition, if any "extremely hazardous substances" were kept at the site in excess of 500 pounds, or their threshold planning quantity, whichever is less, then you also have to submit the MSDSs for

these substances.

In lieu of sending actual MSDSs, you can send a list of the chemicals covered by these documents, as long as you group the chemicals on the list by hazard categories (e.g., explosives, fire hazards, reactive hazards) and describe any hazardous component of the chemical that the MSDS identifies. Only if you equal or exceed certain thresholds will you have to submit chemical inventory forms to state and local officials and fire fighters. These thresholds are the same as the ones that determine whether you have to submit MSDSs. For instance, if you kept an EHS at the site last year in a quantity equal to or greater than 500 pounds (about the weight of one 55-gallon drum of chemicals), or equal to or greater than its "threshold planning quantity" (whichever is less), you have to submit the chemical-inventory forms for these substances.

Again, EPA refers to these forms as "Tier I and II." Tier I Forms are due to EPA by March 1 of each year. Submission of the more detailed Tier II is required only upon request by state local emergency response officials.

Toxic chemical release forms (EPA Form Rs) only have to be submitted by each July 1 by facilities that meet the following criteria:

They have 10 or more full-time workers

Their SIC code is in the 20 to 39 category (i.e., manufactures)

They exceed certain chemical thresholds for 300 listed substances and chemical categories: 1) manufactured or processed more than 25,000 pounds of listed

chemical during the reporting year; and/or 2) otherwise used more than 10,000 pounds of the listed toxic (e.g., using a solvent for degreasing or chlorine for wastewater treatment.)

EPA sometimes refers to these listed chemicals as "EPCRA Section 313" substances. These chemicals and the EHSs are identified on different lists, although the same chemical may appear on both lists.

Keep Track of Chemical Types and Amounts

The EPCRA requirements necessitate that managers keep track of the types and amounts of chemicals that are brought on-site. Many companies have established chemical inventories, often on computer files, to serve this purpose. This system would allow you to identify any chemicals that meet these regulatory thresholds several months before the deadlines for submitting information on them. It would also allow you to prevent these chemicals from being brought on-site at all, or in an amount that brings the facility under these rules.

Things to Remember

The rule on submitting MSDSs is on one-time requirement, unless you eventually receive more information on the chemical. You have to submit a revised MSDS to the state and local officials, as well as to the fire department, within three months of finding out any significant new information on it.

If you start using a new hazardous chemical on which you have not yet submitted an MSDS, and it exceeds this rule's regulatory threshold (e.g., you have kept more than 10,000 pounds of it on-site), you have to submit an MSDS or list within three months to the SERC, LEPC, and fire department.

The MSDS and chemical-inventory rules do not regulate chemicals that are used for personal, family, or household purposes; foods, drugs, or cosmetics regulated by the Food and Drug Administration; substances used in research laboratories, hospitals, and other medical facilities; and chemicals used in routine agricultural operations.

Hazardous wastes are also not considered regulated chemicals under these rules.

The difference between Tier I and II forms is that Tier II forms request very specific information about the chemical and where it is located on-site. Tier I forms, on the other hand, request only the name of the facility and owner/operator, emergency contacts, and the hazard types and locations of the chemicals present at the facilities.

You don't have to submit tier IIs to local and state officials unless they request them, but you can submit them voluntarily, because they contain all the data required by Tier I, and they may be eventually requested anyway.

Note: Gallatin County LEPC requires only Tier II Forms and will not accept Tier I forms - See Section 4.12

Section 5.05 - Community Right to Know

It is the responsibility of the Local Emergency Planning Committee secretary to appoint a Public Relations Director for the group or handle these duties him or herself.

The public has a right to know of hazardous materials in the county. If they have questions about any of the hazardous materials in the county, they have a variety of options.

All of the information found by the LEPC will be kept on file for a period of 10 years in the following locations:

- Bozeman Public Library
- Belgrade Public Library
- Gallatin County Clerk and Recorder
- LEPC Web Site (www.readygallatin.com)

If the information is unavailable in those locations, Emergency Management must be notified with a written request for the information needed. Emergency Management has sixty days to supply information requested.

Further, the public is invited to all general meetings of the LEPC which are held on the Third Thursday of every month at 7:30 am. The schedule is subject to change by a vote. The schedule is posted on the DES Website (www.readygallatin.com).

Section 5.06 - Emergency Operations Center

Location: 319 East Tamarack Street, Bozeman, Mt. 59715

Center Description: Designed to manage and coordinate resources in the event of a critical hazardous materials spill or other emergency and disaster situations.

Activation: Can be activated by any local government entity.

SECTION 5.07 - Population Protection

Access Control - Fire		Assignment List- GCIMS-204
		Operational Period - thru Jan. 1, 2007
LE Command - GCSO Shift Commander		Access Control Sector - (Name)
Your supervisor is: LE Command	Talk to your supervisor on: SAR Repeater	Your job is to: Control access to the incident area

Organizational Structure

Fire IC	LE Command - 6-__ GCSO Shift Commander	LE Sector/Task Force Access Control
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Assignment(s)/Units for initial response

Name(s)	Unit ID	Name(s)	Unit ID

Check-In & Briefing Location / Time:	Rally Location / Time:
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Assignment(s):
 Connect with LE Command on SAR Repeater, Document access control request from LE Command.
 Deny access to everyone except responders, local residents and people going to assist local residents.
 Give Access Control Sector any important resident information regarding special needs occupants, special hazards (include address, names, and disposition)
 Tell Access Control Sector of any disabled vehicles, road blockages, one lane roads, unrated bridges
 Reaction Teams will be staged and will respond and handle calls for assistance.
 Pay attention to surrounding fire and weather conditions. Report changes to Access Control Sector.
 Connect with LE Command to place orders. Water, food, porta-potty, fuel for LE, SAR, & Roads.

Special Instructions/Safety Message:
Place physical barriers between you and traffic - Respect traffic - Wear reflective vest
 Employ **LCES** all the time:
 Assign **Lookouts** - connect lookouts to operating forces with direct radio communications
 First call, immediate answer **Communications**...with your Sector and co-workers.
 Locate and practice **Escape** routes for all operating forces.
 Locate and practice getting to **Safety** zones. Know the escape routes. Know where you are going.

Communications Summary- Sector/Division/Group/Task Force(more comm info on GCIMS 208)

If you want to talk to: (listen to these ☐)	Channel	If you want to talk to:	Channel
Units in Access Control Sector	Silver	Units in Evacuation Sector	Blue
LE Command	SAR Rptr	Units in Reaction Sector	Silver
Other LE Sectors(Evac, React)	SAR Rptr	Check-In and Staging	Gold
		Fire Sectors or Task Forces	Ruby

prepared by: GCSO Staff	by:	Date(and time)
Evacuation- Fire		Assignment List- GCIMS-204 Operational Period - thru Jan. 1, 2007
		LE Command - GCSO Shift Commander
Evacuation Sector -		(Name)
Your supervisor is: LE Command	Talk to your supervisor on: SAR Repeater	Your job is to: Notify residents of hazard

Organizational Structure

Fire IC	LE Command - 6-__ GCSO Shift Commander	LE Sector/Task Force Evacuation
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Assignment(s)/Units for initial response

Name(s)	Unit ID	Name(s)	Unit ID

Check-In & Briefing Location / Time:	Rally Location / Time:
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Assignments:

1. Connect with LE Command on SAR Repeater, Document evacuation request from LE Command.
2. Deploy GCSO and LE Mutual Aid to Evacuation areas. Reaction Teams will respond and assist.
3. Make contact with assigned residents/residences and advise of warning or order
4. **WARNING:** Hand out information; advise of hazard, document addresses contacted. If no one is home, leave information in a conspicuous place
5. **Order:** Read and handout Evacuation Order, document addresses contacted. If no one is home, post the Evac Order conspicuously. Tell occupants how much time they have before they should leave.
6. If occupants refuse to comply with Evacuation Order, have them sign the Refusal Form. **NOTE: GCSO policy and MCA do not allow for forced removal of occupants on an evac order. If necessary for safety consider Neg. Endangerment or disorderly conduct. Advise Evac sector if those circumstances prior to enforcement .**
7. Mark homes that you have "contacted" with yellow "Sheriff's" tape.
8. After assigned area has been notified, get next assignment or control access and patrol to protect.
9. Connect with LE Command to place orders. Water, food, porta-potty, fuel for LE, SAR, & Roads.

Special Instructions/Safety Message:

- Pay attention to fire and weather. Wind, or wind changes, makes fire move.
- Talk to Fire Sectors or Task Forces in your area on Ruby.

Employ LCES all the time:

Assign Lookouts - connect lookouts to operating forces with direct radio communications

First call, immediate answer Communications...with your Sector and co-workers.

Locate and practice Escape routes for all operating forces.

Locate and practice getting to Safety zones. Know the escape routes. Know where you are going.

Communications Summary- Sector/Division/Group/Task Force(more comm info on GCIMS 208)

If you want to talk to: (listen to these ☐)	Channel	If you want to talk to:	Channel
Units in Evacuation Sector	Blue	Units in Access Control Sector	Silver
LE Command	SAR Rptr	Units in Reaction Sector	Silver
Other LE Sectors(Access/React)	SAR Rptr	Check-In and Staging	Gold

		Fire Sectors or Task Forces	Ruby
prepared by: GCSO Staff	by:	Date(and time)	
LE Command - Fire		Assignment List- GCIMS-204	
		Operational Period - thru Jan. 1, 2007	
LE Command - GCSO Shift Commander		Gallatin County Sheriff's Office	

Organizational Structure

Fire IC	LE Command - 6-___ GCSO Shift Commander	LE Sectors/Task Forces Access Control, Evacuation, Reaction
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Assignment(s)/Units for initial response

Sectors & name(s)	Unit ID	Sectors & name(s)	Unit ID
Access Control Sector		Reaction Sector	
Evacuation Sector			

Check-In & Briefing Location / Time:	Rally Location / Time:
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Assignments:

1. Connect with IC on Fire North. **Co-Locate** and establish Unified Command. Document LE request. Build plan for Access Control, Evacuation, & Reaction
2. Deploy GCSO and LE Mutual Aid units(Bel PD, Boz PD, MHP, MSU PD, SRT, others) to Access Control, Evacuation and Reaction Sectors.
3. Request SAR and Gall. Co. Roads Supr. be dispatched to GCSO Command's location.
4. Pay attention to surrounding fire and weather conditions. Report changes to Sectors.
5. Connect with Fire Command to place orders. Water, food, porta-potty, fuel for LE, SAR, & Roads.

Access Control Sector: Control Access

Assign and track units based on Access Control plan.

Evacuation Sector: Alert and or Evacuate at risk residents

Assign and track Sector units based on Evacuation areas.

Handout Evacuation Warning or Order packets and or complete Refusal Forms as necessary, document outcome.

Reaction Sector: Support Access Control and Evacuation Sectors with special tools

Form Reaction Units, 1 LE, 4 SAR in 2 rigs, 1 wrecker. Stage close to Evacuation areas.

Assign Reaction Units to reconnoiter areas ahead of evacuation.

Special Instructions/Safety Message:

1. Place physical barriers between you and traffic - Respect traffic - Wear reflective vest
2. Stay connected with local fire forces
3. Employ **LCES** all the time:
Assign Lookouts - connect lookouts to operating forces with direct radio communications
First call, immediate answer Communications...with your Sector and co-workers.
Locate and practice **Escape** routes for all operating forces.
Locate and practice getting to **Safety** zones. Know the escape routes. Know where you are going.

Communications Summary- Sector/Division/Group/Task Force(more comm info on GCIMS 208)

If you want to talk to: (listen to these ☺)	Channel	If you want to talk to:	Channel
Fire IC - Co-Locate with Fire IC	Face to Face	Units in Access Control Sector	Silver
LE Sectors(Access, Evac,React)	SAR Rptr	Units in Evacuation Sector	Blue

Fire Operations people		Fire West	Units in Reaction Sector	Silver
Check-In		Gold	Fire Sectors or Task Forces	Ruby
prepared by: GCSO Staff	approved by: James R. Cashell, Sheriff		Date(and time)	
Reaction- Fire			Assignment List- GCIMS-204	
			Operational Period - thru Jan. 1, 2007	
LE Command - GCSO Shift Commander			Reaction Sector - (Name)	
Your supervisor is: LE Command		Talk to your supervisor on: SAR Repeater		Your job is to: Help out. Move it, lift it, cut it.

Organizational Structure

Fire IC	LE Command - 6-__ GCSO Shift Commander	LE Sector/Task Force Reaction
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Assignment(s)/Units for initial response

Unit IDs & name(s)	# People / # Veh	Unit IDs & name(s)	# People / # Veh

Check-In & Briefing Location / Time:	Rally Location / Time:
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Assignments:

1. Connect with LE Command on SAR Repeater, Document Reaction request from LE Command.
2. Deploy GCSO, GCSAR, and wrecker to Staging Areas and evacuation areas
3. Connect with LE Command to place logistics orders. Water, food, porta-potty, fuel for LE, SAR, & wreckers.

Special Instructions/Safety Message:

Pay attention to fire and weather. Wind, or wind changes, makes fire move.
Talk to Fire Sectors or Task Forces in your area on Ruby.
Wear reflective vest
Place physical barriers between you and traffic - Respect traffic
Employ **LCES** all the time:
Assign Lookouts - connect lookouts to operating forces with direct radio communications
First call, immediate answer **Communications...**with your Sector and co-workers.
Locate and practice **Escape routes** for all operating forces.
Locate and practice getting to **Safety zones**. Know the escape routes. Know where you are going.

Communications Summary- Sector/Division/Group/Task Force(more comm info on GCIMS 208)

If you want to talk to: (Listen to these ▢)	Channel	If you want to talk to:	Channel
Units in Reaction Sector	Silver	Units is Access Control Sector	Silver
LE Command	SAR Rptr	Units in Evacuation Sector	Blue
Other LE Sectors-Access/ Eva	SAR Rptr	Check-In and Staging	Gold
		Fire Sectors or Task Forces	Ruby

prepared by:	by:	Date(and time)
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GCSO Staff		
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Narrative Commo for LE Command

Co-Locate with Fire IC, talk to Fire IC face to face.

Talk to Fire Operations people on Fire West

Talk to your Sectors(Access Control, Evacuation, Reaction) on SAR Repeater

Talk to Check-In on Gold

Talk within Access Control Sector on Silver

Talk within Evacuation Sector on Blue

Talk within Reaction Sector on Silver

If you want to talk to:	Channel	If you want to talk to:	Channel
Fire IC - Co-Locate with Fire IC	Face to face	Units in Access Control Sector	Silver
Fire Operations people	Fire West	Units in Evacuation Sector	Blue
Your Sectors-Access, Evac, React	SAR Repeater	Units in Reaction Sector	Silver
Check-In	Gold		

If you want to talk to:	Channel	If you want to talk to:	Channel
LE Units in Access Control Sector	Blue	Units in Evacuation Sector	Silver
LE Command	SAR Repeater	Units in Reaction Sector	Silver
Other LE Sectors- Evac, React	SAR Repeater	Check-In	Gold
Fire Sectors or Task Forces	Ruby		

If you want to talk to:	Channel	If you want to talk to:	Channel
LE Units in Evacuation Sector	Blue	Units in Access Control Sector	Silver
LE Command	SAR Repeater	Units in Reaction Sector	Silver
Other LE Sectors-Access, React	SAR Repeater	Check-In	Gold
Fire Sectors or Task Forces	Ruby		

If you want to talk to:	Channel	If you want to talk to:	Channel
Units in Reaction Sector	Silver	Units in Access Control Sector	Silver
LE Command	SAR Repeater	Units in Evacuation Sector	Blue
Other LE Sectors-Access, Evac	SAR Repeater	Check-In	Gold
Fire Sectors or Task Forces	Ruby		

GCSO - Start here

Gallatin County Sheriff's Office
Assignment - GCIMS 204 LE - (thru 01/01/2007)

1st Arriving Deputy

Do these things:

1. Check In with Fire IC on Fire North, GOLD or face to face
2. Pick LE Staging Area location, announce on North Repeater.
3. **Co-Locate** with Fire IC. Make plan.
4. Use Commo Plan to move responding Deputies off North Repeater.

2nd and later arriving Deputies

Do these things:

1. Check In with LE Command.
2. Go to LE Staging Area, call LE Command and advise "Staged".

3. **Get Assignment/channel/supervisor from LE Command.**

Communications Plan

If you want to talk to: (listen to these ▯)	Channel	If you want to talk to:	Channel
Fire IC - Co-Locate with Fire IC	Face to Face	Units in Access Control Sector	Silver
LE Sectors(Access, Evac,React)	SAR Rptr	Units in Evacuation Sector	Blue
Fire Operations people	Fire West	Units in Reaction Sector	Silver
Check-In	Gold	Fire Sectors or Task Forces	Ruby

GCSO - 1st Supervisor

Gallatin County Sheriff's Office
Assignment - GCIMS 204 LE - (01-01-2007)

1st Arriving Supervisor

Do these things:

1. Check In with LE Command.
2. Find and Co-Locate with LE Command.
3. Support LE Command or assume LE Command.
4. Use Commo Plan to assign Deputies. Track Deputies.
5. Plan and staff ahead.
6. Get in the effected community early.
7. If residents are in the smoke they should have been contacted and given the warning information

Later arriving Supervisors

Do these things:

1. Go to LE Staging Area, call LE Command and advise "Staged".
2. **Get Assignment/channel/supervisor from LE Command.**
3. Supervise Sector. Track Deputies assigned to your Sector.

Communications Plan

If you want to talk to: (listen to these ▯)	Channel	If you want to talk to:	Channel
Fire IC - Co-Locate with Fire IC	Face to Face	Units in Access Control Sector	Silver
LE Sectors(Access, Evac,React)	SAR Rptr	Units in Evacuation Sector	Blue
Fire Operations people	Fire West	Units in Reaction Sector	Silver
Check-In	Gold	Fire Sectors or Task Forces	Ruby
LE Command signed by Sheriff Cashell		GCSO Start Here	
Tracking			
ACPs - narrative		GCIMS 204 FRW	
ACP Map			
1 st Arriving Supervisor		Access Control 204	
Evac 204		Reaction 204	
Tracking			

Section 6 - Plans

SECTION 6.01a - Disposal Guide for Flammable Liquids

Gallatin County Fire Council Disposal Guide for Flammable Liquids

November 17, 1998

- I. Large quantity spills should be picked up with a tanker truck whenever possible. This requires a fuel transfer pump or vacuum truck and personnel familiar with fuel transfer precautions.
- II. Smaller spills, which cannot be picked up with a tanker, must be absorbed or emulsified.
 - A. Absorbent materials, in rolls and pads, may be used to absorb small spills.
 - B. Emulsifying agents may be mixed with hydrocarbon fuels, allowing them to be diluted with water. This method should be used only for small spills which can be flushed or dispersed in a safe open area. A small spill is one which is too small to be retrieved by other means (absorbent or tank truck).

No flammable liquids may be flushed into any water way, river, stream, or wet land area. Any flammable liquid that may flow or leak into a water way requires notification of the County DES office (Phone: 582-2350). The County DES office will notify the appropriate agencies. If the County DES office cannot be notified the Montana DES office must be notified (Phone: 841-3911)

The only time a flammable liquid will be flushed into the environment is if it fits the following guidelines:

- Less than 25 gallons of Diesel fuel
- Less than 25 gallons of Leaded fuel
- Less than 25 gallons of Unleaded fuel

When the liquid falls into one of the above categories, the flushing process shall consist of the application of a chemical dispersant, such as bio-safe, combined with a minimum of 1,000 gallons of water. If this resource is unavailable, then flushing should not be considered and instead, the spill should be absorbed for proper disposal.

- III. The spiller (if identified) must be given the opportunity to clean up his spill if he can do so, while adhering to appropriate regulations. Otherwise, a specialized hazardous materials cleanup contractor will be called. The County DES Department will maintain a list of cleanup contractors and distribute the list to all fire departments
- IV. Disposal of absorbent materials with flammable liquids (unidentified spiller) in quantities within the limits of the guideline, will be disposed by placing the material in a sealed container by identified contractor and taken to the County Land Fill for burial.

V. The County Environmental/Health Department will monitor and confirm the cleanup of all spills. They will verify all cleanups are performed as per recognized standard (DEQ).

VI. The Gallatin County Attorney in conjunction with the Gallatin County Sheriff will attempt to identify the unknown spiller and begin prosecution for illegal dumping of hazardous materials and recovery of costs.

Gallatin County Fire Council

SPILL REPORTING POLICY

The Gallatin County spill reporting policy is based upon:
the Montana Department of Environmental Quality, Spill Reporting Policy

I. CONTAINMENT AND CLEANUP OF SPILLS

All spills or releases of hazardous materials or other wastes, regardless of size, that pollute or threaten to pollute state waters must be contained, removed and managed to protect water quality. This policy is written under the authority of the Montana Water Quality Act (WQA) 75-5-101, MCA, and ARM 17.30.1045. The purpose of this guidance is to provide a brief summary on reportable quantities and how to report spills.

II. MONTANA DEQ NOTIFICATION REQUIREMENTS

All spills, except as noted below, shall be reported immediately to the state's Disaster and Emergency Services (DES) 24-hour phone number (406) 841-3911. In no one can be reached at that number, the spill may be reported to the Montana Department of Environmental Quality (DEQ) duty officer at (406) 431-0014.

The following types of spills are not required to be reported provided the spill does not enter or threaten to enter state water. And it is immediately contained, removed, and properly treated or disposed of in accordance with state regulations:

1. Ten barrels (420 gallons) or less of crude oil, produced water, injection water, or combination thereof.
2. Twenty-five (25) gallons or less of refined crude oil products, including but not limited to gasoline, diesel fuel, aviation fuel, asphalt, road oil, kerosene, fuel oil, and derivatives of mineral, animal, or vegetable oils.

III. ADDITIONAL INFORMATION

For additional information, please contact:

Ed Thamke, Section Chief
Montana Department of Environmental Quality
Enforcement Division
Complaint Management Section
Fax: (406) 582-2355
(406) 444-0379 Fax (406) 444-1923

Jason Shrauger, Deputy Director
Disaster & Emergency Services
Gallatin County
Phone: (406) 582-2350

HAZARDOUS MATERIALS CLEANUP CONTRACTORS

A current list of spill cleanup companies is available from the Montana Department of Environmental Quality.

SECTION 6.01b - Gallatin Co. Fire Council SOP

Gallatin County Fire Council Standard Operating Procedure

03/03/99

XX. Response to Hazardous Materials Incidents:

General - All Gallatin County Fire Council Standard Operating Procedures apply to fire service response to hazardous materials incidents.

Service levels - There are three levels of fire service response to hazardous materials incidents. The three levels are:

Defensive

Defensive with technician support

Offensive

Technician support will include a minimum of two hazardous materials technicians assigned to an incident under the direction of a fire service incident commander.

Emergency Decontamination

Emergency decontamination will consist of a water rinse and a scrub with soap and water. Materials needed to provide this service include:

Hose and nozzles for two rinse positions

Buckets, soap and soft bristle brushes for two wash positions

Soap for multiple washings

Tyvek suits for covering responders after decon

Large plastic bags for storing turnout gear, equipment, and cloths

Markers or cones to mark decon area

Command Authority - see Gallatin County EOP - 96' and current Gallatin County Fire Council Standard Operating Procedures.

Communications - see current Gallatin County Fire Standard Operating Procedures.

Training - see applicable portions of 29 CFR 1910.120

Decision Making Process - see attached Initial Response Incident Command, Hazardous Materials decision Making Process, MSU-ES Montana Fire Services Training School, 03/03/99.

Standard Defensive Operations - see attached HazMat Emergency Response Task Force-Defensive Responder Operations, MSU-ES Montana Fire Services Training School, 01/23/99.

10. Indicators of Possible Chemical/Biological Agent use and Precautionary HazMat Situations
- see attached Indicators of Possible Chemical/Biological Agent use
and Precautionary HazMat Situations, MSU-ES Montana Fire Services Training
School, 03/03/99.

INDICATORS OF POSSIBLE CHEMICAL/BIOLOGICAL USE

- . Unusual dead or dying animals
 - . Lack of insects
- . Unexplained Casualties
 - . Multiple victims
 - . Serious illness
 - . Nausea, disorientation, difficulty breathing, convulsions
 - . Definite casualty patterns
- . Unusual liquids, spray or vapor
 - . Droplets, oily film
 - . Unexplained odor
 - . Low flying clouds/for unrelated to weather
- . Suspicious devices/packages
 - . Unusual metal debris
 - . Abandoned spray devices
 - . Unexplained munitions

INDICATORS OF PRECAUTIONARY HAZMAT SITUATIONS

- . Vapor plume - low fog - cloud
- . More than a single product mixing or potentially mixing
 - . Product is on fire or fire is impinging on container
- . Product is reacting with air or water - looks like it is boiling or bubbling
- . Victims are down and not responding
- . Victims complaining of dizziness, nausea, difficulty breathing, burning/reddened skin, diminished level of consciousness
- . Dead animals or plants
- . Fire with weird color flame or smoke
- . Container severely damaged - large crack dents, exposed to direct flame contact
- . Sound - rapid escape of gas or liquefied gas - loud roar, high pitch, crackling noise
- . Container cooking off or ruptured containers in area

Section 6.02 - MT DEQ Spill Reporting Policy

Montana Department of Environmental Quality Spill Reporting Policy

I. CONTAINMENT AND CLEANUP OF SPILLS

All spills or releases of hazardous materials or other wastes, regardless of size, that pollute or threaten to pollute state waters must be contained, removed and managed to protect water quality. This policy is written under the authority of the Montana Water Quality Act (WQA) 75-5-101, MCA, and ARM 17.30.1045. The purpose of this guidance is to provide a brief summary on reportable quantities and how to report spills.

II. MONTANA DEQ NOTIFICATION REQUIREMENTS

All spills, except as noted below, shall be reported immediately to the state's Disaster and Emergency Services (DES) 24-hour phone number (406) 841-3911. If no one can be reached at that number, the spill may be reported to the Montana Department of Environmental Quality (DEQ) duty officer at (406) 431-0014.

The following types of spills are not required to be reported provided the spill does not enter or threaten to enter state water. And it is immediately contained, removed, and properly treated or disposed of in accordance with state regulations:

1. **Ten barrels (420 gallons) or less** of crude oil, produced water, injection water, or combination thereof.
2. **Twenty-five (25) gallons or less** of refined crude oil products, including but not limited to gasoline, diesel fuel, aviation fuel, asphalt, road oil, kerosene, fuel oil, and derivatives of mineral, animal, or vegetable oils.

III. ADDITIONAL INFORMATION

For additional information, please contact:

Ed Thamke, Section Chief
Montana Department of Environmental Quality
Enforcement Division
Complaint Management Section
Fax: (406) 582-2355
(406) 444-0379 Fax (406) 444-1923

Jason Shrauger, Deputy Director
Disaster & Emergency Services
Gallatin County
Phone: (406) 582-2350

Section 6.03 - Bozeman Schools

BOZEMAN PUBLIC SCHOOLS PLAN: Available at the Bozeman School Central Office- 404 West Main Street, Bozeman, MT 59715 - (406)522-6001

Section 6.04 - MT DOT

Department of Transportation

Interstate 90 runs the entire length of Gallatin County from Broadwater County in the west (mile post 271.7) to the Park County line in the east (mile post 321.7). I-90 serves as a major truck transportation route from coast to coast.

A high volume of hazardous materials is transported via this route on a daily basis.

Highway US-191 runs from Bozeman to West Yellowstone, which borders the Gallatin River. Hazardous materials are not allowed from Four Corners south.

Highway S-205 (old US 10) borders I-90 from Bozeman to Three Forks. There are commercial businesses all along this route, which must deal with hazardous materials.

Highway MT 84 runs west from Four Corners to the Madison County line (mile post 11.5). This route has light volumes of truck traffic.

Highway MT 86 runs north from Bozeman to the Park County line (mile post 30.9). This is a rural route with very little truck traffic.

Highway MT 64 runs from the junction of US 191 to the Big Sky ski area.

Highway US 287 runs west from the junction of US 191, which is 8 miles north of West Yellowstone to the Madison County line (mile post 6.7).

Highway US 20 runs west from West Yellowstone to the Idaho border. This route has some truck traffic, but with the restriction of hauling hazardous materials on US 191, it keeps the volumes down.

Section 6.05 - Sheriff's Office

SHERIFF'S OFFICE HAZ-MAT PROCEDURE

TOXIC SPILL INCIDENTS MAY POSE PROBLEMS OF EXTREMELY URGENT WARNING AND EVACUATION ACTIONS.

Special care is required to avoid contact with substances or vapors. In areas covered by a fire district, the fire district will establish initial I.C.. The Sheriff's Office will not respond unless requested by the fire district. In areas not covered by a fire district, dispatch will notify the Sheriff's Office shift supervisor. The Sheriff's Office will respond to the incident.

The first Sheriff's unit on scene will

Identify hazard from a distance.

Request additional personnel as needed (S.A.R., Posse, etc.).

Report information to dispatch and other responding units.

Secure the scene.

Provide traffic control, and establish traffic & perimeter control to ensure responding Emergency units can safely enter and exit the scene.

Implement evacuation procedures, if need be.

Brief other responding Sheriff's Office units on duties.

Identify and request special equipment needs (barricades, cones, etc.)

If there are indications that there may have been some criminal activity associated with the hazardous spill, the I.C. needs to contact the law enforcement agency with jurisdiction and request they respond.

Section 6.06 - Bozeman Deaconess Hospital

BOZEMAN DEACONESS HOSPITAL HAZARDOUS MATERIAL DECONTAMINATION PROTOCOL

PURPOSE: To provide rapid, efficient and safe decontamination care to individuals exposed to hazardous materials.

To prevent contamination from hazardous materials to the emergency department and personnel.

General Guideline:

Hospital will receive a call from dispatch when American Medical Response unit is sent to a scene with Hazardous Material spillage.

The Haz-Mat team on scene will fax an information sheet on the chemical causing contamination to the emergency department.

The engineering department will be notified to secure entrances to the emergency department until dispatch notifies the hospital that the hazardous materials danger is past. Barrier protection will be worn by engineering personnel.

Any person with possible contamination by hazardous materials presenting to the hospital will be triaged to the emergency department garage.

The hospital staff will call the Haz-Mat team to decontaminate those presenting to the emergency department with contamination from hazardous materials. The hospital staff may assist setting up the following decontamination area:

Five stations will be established in the emergency department garage. They are:

Disrobing area (contaminated clothing will be placed in a plastic bag).

Wading pool 1

Wading pool 2

Wading pool 3

Dressing area (Patient will be given hospital gown and robe).

The Haz-Mat team will perform the decontamination and neutralize contaminated water. **(No contaminated water is to be placed in the hospital drainage system at any time.)**

Neutralized water may be disposed of down the drain in the emergency department garage.

Once the patient is decontaminated, hospital personnel with protective apparel will take patient into the emergency department for medical treatment.

Section 6.07 - Health Department

Gallatin County Health Department: Available at Gallatin City / County Health Department located at 12 North 3rd Avenue, Bozeman, Mt. 59715 (406)582-3100.

Section 6.08 - Regional HazMat Team

HAZARDOUS MATERIALS - OPERATIONS LEVEL RESPONSE - BOZEMAN FIRE DEPARTMENT

All Fire Department members are members of the Hazardous Material Response Team in that it is all of our jobs to conserve life and property and minimize damage to the environment. The successful management of a Haz Mat incident depends on a team effort of all branches of Emergency Services. The following are procedures to be followed by first-arriving units at a dispatched or discovered Haz Mat incident:

- If responding units are unaware of a hazardous material incident, or first arriving units discover that an incident involves hazardous materials, they should immediately notify dispatch.
- Approach the scene and locate apparatus upwind and uphill if at all possible. Stay out of the product! (Vapor cloud or liquid)
- Only the first arriving units should approach the scene directly unless needed for immediate life saving rescue or suppression operations.
- The first arriving unit will establish a control zone or "Hot Zone" past which only those members wearing proper protective gear will be allowed entry. SCBA and full bunker gear must provide adequate protection before entry into the "Hot Zone" can be permitted.
- All personnel at or approaching the scene should wear and use all elements of the protective clothing package including SCBA on positive pressure mode. (Boots, Gloves on, Hoods on, etc.)
- Numbers of personnel should be kept to an absolute minimum.
- The scene should be established and controlled as soon as possible and command established.
- A "Hot Zone" should be established (area of maximum hazard).
- Air monitoring should be conducted on all air borne hazard potentials. (Flammable liquid spills, natural gas leaks etc.)
- A "Decontamination Corridor" must be established before entry into the "Hot Zone".

Section 6.09 Regional HazMat Team

HAZARDOUS MATERIALS-OPERATIONS LEVEL RESPONSE-BOZEMAN FIRE DEPARTMENT

- Entry will be restricted and those leaving the scene should be detained for medical treatment, providing of information and possible decontamination.

- Except for immediate lifesaving rescue, no major fire suppression or control will be initiated until the material involved and its hazards are identified.

- First arriving units will obtain as much information as possible (driver, plant manager, foremen, witnesses). This information will concern the situation at present, background events, persons exposed or injured, etc.

- Attempt to identify the product using labels, placards, brand names, product names, shipping papers, or whatever means are available.

- Information should be relayed to Squad 1 on the county Fire Mutual Aid channel relative to situation and products involved.

- In a spill or leak, or other product release, use tools or resources at hand to control spill down stream. Do not get in the product!

- Operations level trained personnel are allowed to turn off remote switches if no risk of exposure is present.

- Do not routinely flush any chemical including gasoline and oil into sewers, creeks, or other bodies of water. Flushing may be done if in small amounts or if rescue/life safety justifies the situation.

If flushing is done, use copious amounts of water.

- Shut off all potential sources of ignition.

Section 6.10 - Regional HazMat Team

HAZARDOUS MATERIALS-OPERATIONS LEVEL RESPONSE-BOZEMAN FIRE DEPARTMENT

- Assisting Fire Departments should be prepared to assist the Haz Mat Team with (but not limited to):
- Protective hose lines with sustained water supply
- Manpower
- Tools, lights, air, electric power
- Medical support of Haz Mat members

ADDITIONAL RESOURCES:

RESOURCE TEAM - A request from dispatch for a Resource Team will provide four team personnel (Gallatin County Hazardous Materials Response Team) off of shift if possible and Squad 1. This level of response can provide information on how to mitigate the situation, assist in identifying the chemical and or its hazards. A request for a Resource Team can be utilized if the first arriving units are unsure if a full HAZ MAT TEAM response is required.

GALLATIN COUNTY HAZARDOUS MATERIALS RESPONSE TEAM - A request from dispatch should be made:

- when firefighter protective clothing doesnot provide adequate protection.
- when a level B or level A entry is required.
- anytime actions are required where first arriving units are not trained.
- insufficient personnel are on scene.

Section 6.12 - Emergency Alert System

EMERGENCY ALERT SYSTEM: Available at the Bozeman Fire Department, located at 34 N Rouse Ave, Bozeman, MT 59715 - 406-582-2350

Section 7 - Appendix

Section 7.01 - Maps

MAPS: Available at the Gallatin County GIS Office, located at the Gallatin County Courthouse, 311 West Main Street - Room 102, Bozeman, MT 59715, 406) 582-3049. Also available in the Gallatin County EOC.

Section 7.02 - Emergency Assistance Numbers

EMERGENCY ASSISTANCE PHONE NUMBERS: Available at the Gallatin County 9-1-1 Office, located at the Law and Justice Center, 315 South 16th Avenue, Bozeman, Mt, 59715 (406)582-3150 or at the Emergency Operations Center when it is activated.

All hazardous materials incidents should be reported to the 9-1-1 dispatch center.

Section 7.03 - State Emergency Response Committee

State Emergency Response Committee Member List: Available at the Bozeman Fire Department, 34 North Rouse Avenue, Bozeman, MT. 59715 (406)582-2350