

# Dallas County Community College District



**ESF #10**

**Oil and Hazardous Material Response**

**(1.0)**

DCCCD Emergency Management



Approval and Implementation

**Dallas County Community College District  
Emergency Support Function #10 – Oil & Hazardous Material Response  
Annex**

This Emergency Operations Plan Annex is hereby approved for the Dallas County Community College District. This plan annex is effective immediately and supersedes all previous editions.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Chancellor  
Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Dallas County Community College District

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Emergency Support Function 10 – Oil and Hazardous Material Response

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## **ESF Coordinator**

### **District Emergency Manager**

4343 IH30  
Mesquite, TX 75150  
Phone: 972-860-4048

## **Support and External Agencies**

### **Cedar Hill Fire Department**

1212 W Beltline Road  
Cedar Hill, TX 75104  
Phone: 972-291-1011

## **Primary Department/Agency**

### **DCCCD Public Safety & Security**

1601 South Lamar Street  
Dallas, TX 75215  
Phone: 214-378-1624

### **Coppell Fire Department**

265 Parkway Blvd.  
Coppell, TX 75019  
Phone: 972-304-3610

### **Dallas Fire Department**

1901 Irving Blvd.  
Dallas, TX 75207  
Phone: 214-670-5466

### **DFW Department of Public Safety**

2400 Aviation Drive  
DFW Airport, TX 76230  
Phone: 972-973-3210

### **Farmers Branch Fire Department**

13333 Hutton Drive  
Farmers Branch, TX 75234  
Phone: 469-289-3270

### **Garland Fire Department**

1500 Hwy66  
Garland, TX 75040  
Phone: 972-781-7100

## Support and External Agencies

### **Lancaster Fire Department**

1650 North Dallas Ave.

Lancaster, TX 75134

Phone: 972-218-2600

### **Irving Fire Department**

845 W Irving Blvd

Irving, TX 75060

Phone: 972-721-2514

### **Mesquite Fire Department**

1515 N. Galloway Ave.

Mesquite, TX 75149

Phone: 972-216-6267

## Authority

See Emergency Operations Plan, Authority.

## Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Dallas County Community College District. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities, and neighboring jurisdictions.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Director in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire

services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

## **Purpose**

The purpose of ESF 10 is to identify the internal and external departments responsible for Oil and Hazardous Material Response that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support Oil and Hazardous Material Response during an emergency or disaster.

## **Scope**

Emergency Support Function 10:

- May be activated for any emergency involving hazardous materials including chemical, biological, and radiological incidents.
- Coordinate the response to and recovery from a hazardous materials release.
- Document and provide proper notifications of spills or releases as required by the District's Environmental Management System.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

## **Situation**

Dallas County Community College District is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

See the EOP Hazard Summary or the separately published District Hazard Analysis for the potential emergencies that may impact Dallas Community College District.

## Assumptions

The district makes the following planning assumptions:

- Hazardous materials events may trigger shelter or evacuation requirements with little to no notice.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

## Concept of Operations

### General

A common operating procedure within the district and across local jurisdictions provides the framework for Oil and Hazardous Material Response. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

## Organization

- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

## Activation

- If ESF 10 requires activation, the EOC Director or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

## Direction and Control

- The Incident Command System (ICS) is used by district personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

## Emergency Support Function Operations

The emergency support function will primarily take action in the following phases:

- **Preparedness**

- Maintain the District's Environmental Management System (EMS), published separately, to identify the types and quantities of hazardous materials present within the district, potential release situations, and possible impacts.
  - The environmental management system provides for Hazmat education, proper licensing, and hazardous material quantity limitations.
  - Radiological, hazardous material and petroleum inventories on campus will be maintained in the EMS.
- Review and update this annex.
- Participate in any exercises, as appropriate.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- Develop procedures to document costs for any potential reimbursement.
- **Response**
  - Identify involved hazardous materials; continuously evaluate hot, warm, and cold zones established by IC; and coordinate with ESFs for warning, communications, and executing protective actions if necessary.
  - When requested by the EOC Director, immediately respond to EOC.
  - Obtain, prioritize and allocate available resources.
  - Activate the necessary equipment and resources to address the emergency.
  - Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
  - Coordinate assistance as needed by the IC, EOC Director, or EOC Policy Group, as appropriate.
  - Ensure that ESF 10 team members or their agencies maintain appropriate records of costs incurred during the event.

## Responsibilities

### **ESF Coordinator**

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

### **ESF Primary Agency**

- Serves as the lead agency for ESF 10, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 10 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, IS-700, and IS-800 on line classes should be completed by assigned personnel. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

### **ESF Support and External Agencies**

- Local fire departments or hazardous material response agencies will generally serve as IC during such emergencies.
- Support the primary agency as needed.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.

## Spill Response Procedures

Minor spills may be contained by the properly trained responsible party with notification to the EMC of the event.

Releases of hazardous materials or greater quantities of oil or dangerous chemicals that necessitate the activation of this ESF require technical response. For more significant spills, the District response to Oil and Hazardous Material spills will be as follows:

- Classify incident, provide basic situation information to emergency dispatch either by radio or a call to 911, and identify response resources required. See Incident Classification at the end of this checklist.
  - Level I – Incident
  - Level II – Emergency
  - Level III – Disaster
- Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.
- Identify hazardous material being released.
  - Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.
- Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment.
- Ascertain extent of danger to general public; determine specific areas and vulnerable facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.

- Develop initial action plan to contain and control the release of hazardous materials.
- Determine appropriate protective actions for the campus community. If evacuation is contemplated, check evacuation route status and trigger the appropriate ESFs. If shelter is contemplated for an air release, deactivate all HVAC systems and trigger the appropriate ESFs.
- Initiate warning and issue protective action recommendations for the campus community as identified in Support Annex A, Warning.
- Warn other communities or vulnerable facilities that may be threatened by the Hazmat release.
- If possibility exists of casualties that are contaminated with hazardous substances, ensure emergency medical units and hospitals are so advised.
- If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions.
  - If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.
- Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations as outlined in the District's Environmental Management System, published separately.
  - If the District is responsible for the release, Dallas County Community College District must make required notifications to state and federal agencies.
  - If the responsible party cannot be identified/located, the District should make required notifications, making it clear that the responsible party is presently unknown.
- If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.
- If additional response resources are required request them.

- Invoke mutual aid agreements.
- Summon hazmat response contractor, if one is under contract.
- Request assistance from the State through the Disaster District.
- Continuously document actions taken, resources committed, and expenses incurred.
  - Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.
- Provide updated information on the incident to the public through media releases.
- When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or vulnerable facilities.
- Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.
- If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.
- When it is determined to be safe to end protective actions, advise the public and functional and accesses needs institutions and, if an evacuation occurred, manage the return of evacuees through the appropriate ESFs.
- Conduct post-incident review of response operations.

## **Oil and Hazardous Material Event Classifications**

In accordance with the Emergency Operations Plan of the State of Texas, the event classifications for oil and hazardous material releases are:

- **Level I – Incident.** An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This

situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

- **Level II – Emergency.** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
- **Level III – Disaster.** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## **Response Personnel Safety**

Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety general guidelines include the following:

### ***Medical surveillance***

- Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

### ***Hot zone***

- This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

### ***Personal Protective Equipment (PPE)***

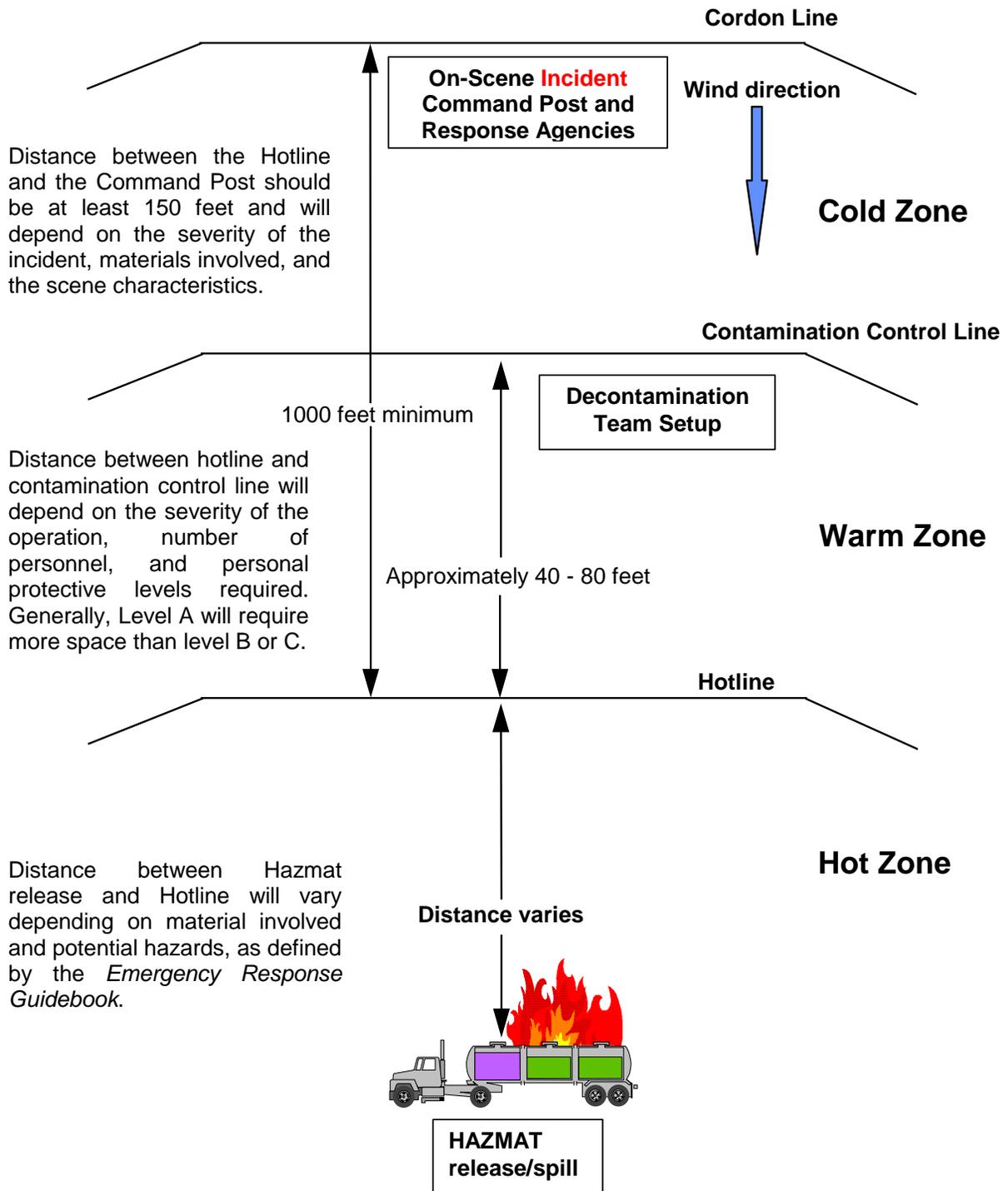
- All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.
- Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:
  - Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
  - Fully encapsulating chemical-resistant suit.
  - Coveralls.
  - Long cotton underwear (optional).
  - Cotton glove liners (optional)
  - Chemical-resistant gloves.
  - Chemical-resistant boots.
  - Hard hat, under suit (head injury hazard area).
  - Disposable inner gloves and boot covers.

- 2-way intrinsically safe radio communications.
- Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:
  - SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
  - Chemical resistant clothing (splash protection).
  - Long cotton underwear (optional).
  - Coveralls or other disposable clothing.
  - Gloves (outer), chemical resistant.
  - Gloves (inner), chemical resistant.
  - Boot covers (outer), chemical resistant.
  - Hard hat (head injury hazard area).
  - 2-way radio communications.
- Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
  - Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
  - Chemical resistant clothing (coveralls, hooded, one or two-piece chemical splash suit, or chemical resistant coveralls).
  - Gloves, chemical resistant.
  - Boots (outer) chemical resistant, steel toe and shank.
  - 2-way radio communications.

## *Safety Procedures*

- OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- Personnel entering the Hot Zone area should not proceed until a backup team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.

# Hazmat Scene Setup



## On-Site Chemicals Above Reportable Quantities

The Environmental Protection Agency's Consolidated List of Chemicals Subject to the Emergency Planning and Community Right To-Know Act (EPCRA), or "List of Lists," Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and Section 112(r) of the Clean Air Act are applicable to District reporting of hazardous chemicals housed on-site.

The District, as of January 2016, maintains no hazardous material inventory of reportable quantities as identified by EPCRA. The District chemical inventories are maintained on a department level and collected by the college's MSDS vendor. This document shall be updated to include any reportable hazardous material quantities should they be reached and trigger EPCRA requirements.

## Terms and References

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Acronyms	
<b>DCCCD</b>	Dallas County Community College District
<b>EMS</b>	Environmental Management System
<b>EOC</b>	Emergency Operations or Operating Center
<b>ESF</b>	Emergency Support Function
<b>HVAC</b>	Heating, Ventilation, and Air Conditioning
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IP</b>	Internet Protocol
<b>MAA</b>	Mutual Aid Agreement
<b>MOU</b>	Memorandum of Understanding
<b>SOPs</b>	Standard Operating Procedures

## Definitions

<b>Emergency Operations Center</b>	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
<b>Inter-local agreements</b>	Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements (MAAs) and can include memorandums of understanding (MOUs).
<b>Standard Operating Procedures</b>	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).