

Ascension Parish LEP C

(Local Emergency Planning
Committee)

EMERGENCY NOTIFICATION PROCEDURES TIER II FACILITIES



**Ascension Parish, Louisiana
March 2013**

For the purpose of integrated emergency management, and to provide guidance for the use and management of the Ascension Parish LEPC's emergency procedures, the following protocol has been developed. These procedures will be included in the ESF 10 HAZMAT section (formally annex H) of the all hazards plan and will also be used as a standalone procedure between the Ascension Parish petrol chemical industry, the 911 center, and the Ascension Parish Office of Homeland Security and Emergency Preparedness.

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The Ascension Parish LEPC chemical release emergency notification procedures listed below consists of five primary components.

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- 4. Protective Actions:**
 - a: Adjacent Facility Radio Warning**
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Attachment A: Protective Action Record 911 Center

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1. Emergency Classifications Levels.

These levels, and the associated protective actions, are initiated in conjunction with the facility site specific maps. It is the facilities' responsibility to be familiar with these classification levels and protective actions. Likewise, each facility understands that when a classification level is reported to the 911 Center they are also ordering the protective actions to be initiated. ***The Rule of thumb is: Notify first, calculate later, and when in doubt choose the next higher classification of emergency.***

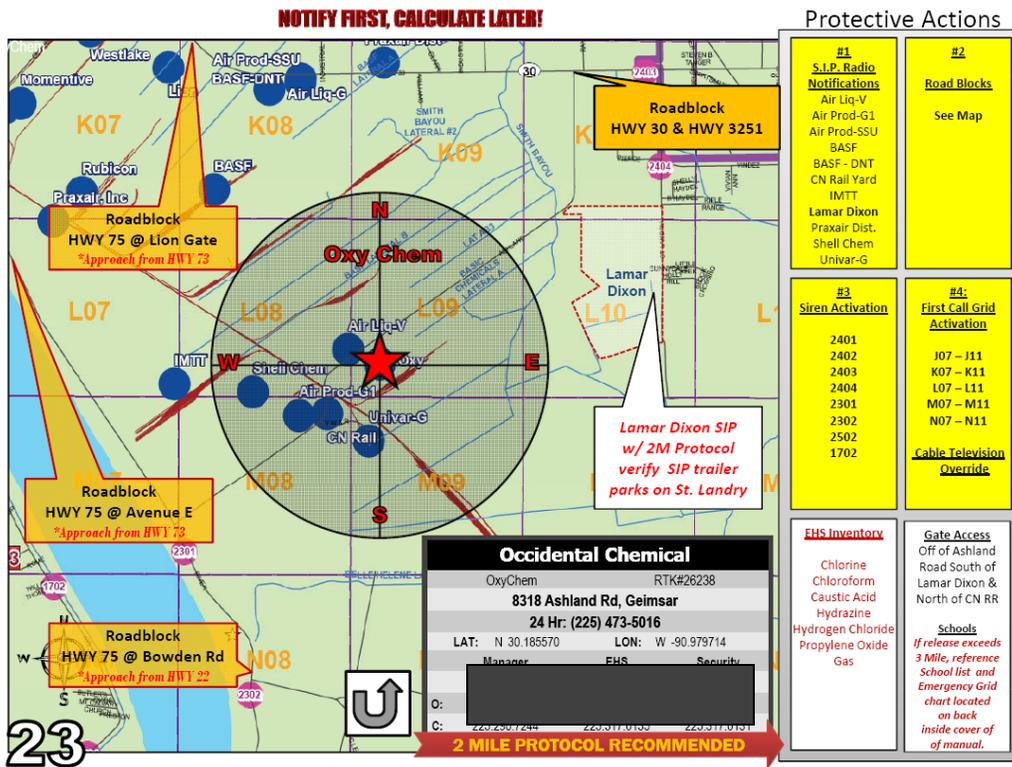
- a. **Unusual Event:** This incident may or may not exceed the reportable quantity. This is an incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have the potential to escalate to a more serious emergency but has an extremely low probability to do so. No external protective actions will be implemented and no emergency response assistance is expected to be required.
- b. **Alert:** The 911 Central Dispatch Center will notify adjacent chemical facilities by radio to **Monitor** the situation. This is an incident that currently does not affect the local general population, but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions will be implemented and additional assistance may be requested from emergency response agencies.
- c. **Site Area Emergency:** The 911 Central Dispatch Center will establish pre identified roadblocks and warn adjacent chemical facilities by industry radio to **initiate a Protective Posture**. An emergency has either already had some affect on the near-site population or is anticipated to do so. This classification would be used in situations where a limited number of travelers or residents have been affected or a much larger number could possibly be affected. Protective actions will be implemented and emergency response assistance would be necessary. A Unified Command between the facility in which the incident is occurring and emergency responders will be established.
- d. **General Emergency:** The 911 Central Dispatch Center will initiate all protective actions including a radio roll call notifying facilities by to **Shelter In Place or Evacuate depending on incident**. This is an emergency that has affected or has the potential to affect large portions of the parish near site population. This is the most severe of the emergency classification levels and protective actions

will be necessary. All emergency resources would be activated and assistance will be requested from emergency response agencies.

Note: Each TIER II facility located in Ascension Parish must become very familiar with the classification levels listed above. To ensure rapid initiation of protective actions only these levels will be initially reported to the 911 Central Dispatch Center. Administrative reporting through the UHMRF will be accomplished after protective actions are implemented.

2. Facility Site Specific Maps and Plan

- a. A site specific plan and map has been developed for each TIER II facility within Ascension Parish. This map contains the following key data:
 - i. Facility points of contact.
 - ii. Gate access locations.
 - iii. Shelter in place radius.
 - iv. Adjacent chemical facilities.
 - v. Roadblock locations.
 - vi. Siren identification numbers.
 - vii. First Call activation grids.
 - viii. A brief EHS list.
- b. This site map will be located near each industry radio in every TIER II facility, the 911 Central Dispatch Center, the Emergency Operations Center, and selected response vehicles. The objective of this map is to provide one common operating picture for all agencies involved in response.



- c. The Ascension Parish emergency classification level form should be referenced for proper determination of the level of emergency. The rule of thumb: When in doubt choose the next higher classification of emergency. Once an emergency classification level is reported to the 911 Center, a dispatcher will use the document above to initiate protective actions based upon a specific facility's location.
- d. Data on the Ascension Parish UHMRF (*Uniform Hazardous Materials Reporting Form*) will be gathered by Central dispatch once the protective actions are initiated. This form is issued by the 911/ Central Dispatch center. See **Attachment B** for sample.

3. Industry Radio or 911 Telephonic Communications

a. Industry Radio System

The Ascension Parish Communications District and APSO has assigned the GAMA and HAZMAT talk groups to industry as a replacement for the telephone ring down system that was installed in each plant control room, the 911 center and the EOC during the 1980's. It operates on an 800 MHZ trunking system and is owned and maintained by the Ascension Parish Communications District and the Ascension Parish Sheriff's Office. The sheriff's office

maintains a twenty-four hour dispatcher on duty to monitor and coordinate communications activities on the industry channels.

b. Industry Radio Monitoring

- i. All identified TIER II facilities are required to monitor the GAMA channel at all times.
- ii. Identified facilities will participate in a radio check roll call every 24 hours. A 911 dispatcher will initiate the roll call and follow up with all negative responses by telephone.
- iii. An industry radio roll call report will be generated each month and distributed to GAMA members, and their respective plant managers, through the Office of Homeland Security and Emergency Preparedness to ensure proper orientation and participation.

c. Industry Radio Talk Groups

- i. The industry radio system operates on two separate talk groups. They are designated as follows:
 1. GAMA: Used for incident notification, alerting, monitoring and requests for aid. See section 5 for specific emergency classifications.
 2. HAZMAT: Used as a coordination channel for Emergency Responders and incident facility/ operator.
- ii. The GAMA channel is the preferred method of alerting the 911 Central Dispatch Center of an emergency.
- iii. The HAZMAT channel will typically be used for on scene emergency communications to lower the volume of traffic on the main GAMA channel. This is done to maintain an open channel on the main GAMA talk group for clear communications between industry and the 911 center.
- iv. 911 Central Dispatch can be notified through Industry Radio, by dialing 911 or commercial telephone line by dialing (225) 621-8300 and pressing "1" once the automated answering service comes online.
- v. **It is strongly recommended** that the industry radio be used for initial notification of an incident using the Emergency Classification Levels outlined in section 1.

4. Protective Actions

a. Adjacent Facility Radio Warning

The warning of adjacent chemical manufacturing facilities by industry radio begins at the "alert" emergency classification level and is linked to the site specific map. The 911 Dispatch center will automatically accomplish this once a classification is ordered by the reporting facility.

b. Road Block Establishment

Road block establishment begins at the "site area" emergency classification level and is linked to the site specific map. The 911 Dispatch Center will automatically accomplish this once a classification is ordered by the reporting facility.

c. CAER Siren Activation

The petrol-chemical alerting and warning siren system is owned and maintained by the Ascension Parish CAER Committee. Activation of these sirens is linked to the "General Emergency" classification level. The responsibility for activation of the sirens rests with the TIER II facility through the reporting of a general emergency classification level. The 911 Central Dispatch Center is responsible for triggering specific sirens based upon the data within the site specific map. Dispatchers will only activate sirens at the request of the facility or the unified command on scene through an emergency classification level.

d. FirstCall Community Alerting System

FirstCall is the Ascension Parish telephone alerting system which was purchased in 2007. It has two streams for information:

- a.) an Outbound Alert System and
- b.) an Inbound Information System.

The *Outbound* System is part of the EAS. The FirstCall outbound telephone alerting system is owned and maintained by the Ascension Parish Office of Homeland Security and Emergency Preparedness. Activation of this system is linked to the general emergency classification level. The responsibility for activation of

this system rests with the TIER II facility through the reporting of the general emergency classification level. The 911 Central Dispatch Center is responsible for triggering specific First Call sectors based upon the data within the site specific map. Dispatchers will only activate this system at the request of the facility or the unified command on scene by emergency classification level.

e. Cable Television / Radio Station Override

The media override alerting system is maintained by the 911 Central Dispatch Center and the Ascension Parish Office of Homeland Security and Emergency Preparedness. Activation of this system is linked to the General Emergency classification level, which is the most severe classification. The responsibility for activation of this system rests with the TIER II facility through the reporting of an emergency classification level. The 911 Central Dispatch Center is responsible for triggering media overrides based upon the data within the site specific map. Dispatchers will only activate this system at the request of the facility or the unified command on scene.

Message content will be reviewed by Incident Commander on Scene, the Ascension OHSEP, the Ascension Sheriff and/or Chief Deputy for format and content.

5. Long Range Verification and Control

Emergency procedure notification standards will be maintained through scheduled annual audits for each TIER II facility, after action reviews, and incident investigations.

ATTACHMENT A**Protective Action Record 911 Center**

Emergency Classification Level Ordered	
Unusual Event: _____	Requested by: _____
Alert: _____	Name: _____
Site Area Emergency: _____	Company: _____
General Emergency: _____	Date/Time: _____
Adjacent Plants Alerted or Sheltered in Place by Radio	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Roadblocks Established	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
Sirens Activated (ID Numbers)	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
First Call Activation By:	
Industry Sectors: _____	or Grids: _____
Media Override	
Yes: _____	No: _____
Sheriff Police-Information	
Origin of Call? Telephone _____ E911 _____ Industry Radio _____	
Officer Call Sign _____ Dispatched at _____ Arrived At _____	
Disposition: Code _____	

ATTACHMENT B**Ascension Parish UHMRF 911 Center***(Uniform Hazardous Material Reporting Form)***ASCENSION PARISH
UNIFORM HAZARDOUS MATERIALS REPORTING FORM**

Courtesy Call (<input type="checkbox"/>) Reportable (<input type="checkbox"/>) Parish _____		APSO Case # _____
		LSP Incident # _____
		Date _____ / _____ Time _____
Caller's Name _____	Notified _____	
Caller's Phone # (_____) _____	Occurred _____	
	Secured _____	
Incident Location _____		
Company _____ Address _____		
Chemical Released _____		Quantity Released _____
		Reportable Quantity _____
Hazard Classification _____	ID # _____	EHS (<input type="checkbox"/>) Solid _____ Liquid _____ Gas _____
(Transportation Only)		
Did material go off-site? YES _____ NO _____	Released to: Land _____ Water _____ Air _____	
Any off-site protective action? YES _____ NO _____	Shelter _____ Evacuation _____ Road Blocks _____	
<hr/>		
Wind Direction _____	Fire: YES _____ NO _____ # _____	
Wind Speed _____	Injuries: YES _____ NO _____ # _____	
Temperature _____	Fatalities: YES _____ NO _____ # _____	
Precipitation: None _____ Rain _____ Hail _____		
	Sleet _____ Snow _____	
Additional Details _____		
<hr/>		
REPORT MADE BY _____		DATE _____

ATTACHMENT C

Emergency Classification Reporting Script

SAMPLE

1. Contact the 911 Central Dispatch Center using the industry radio.
(Dial 911 directly in the event that the industry radio is out of service.)

State clearly and slowly.

2. "911, this is _____ Facility Name _____ stand by for an emergency notification.
(repeat)
3. "911, this is _____ Facility Name _____, stand by for an emergency notification, do you copy?"

Dispatch will acknowledge: "This is 911, go ahead with your traffic."

4. "911, this is _____ Facility Name _____ we are declaring the following for this facility:
 - a. Emergency Classification is: _____,
 - b. Product is: _____,
 - c. Wind Speed is (to the/ from the) _____ @ _____,
 - d. This is _____ Caller's Name _____,
do you copy?

Dispatch will acknowledge:

" _____ Facility Name _____, I understand that you are declaring the following:

- Emergency Classification of: _____,*
- Chemical is: _____,*
- Wind Speed: is (to the/ from the) _____ @ _____,*
- Your name is _____ Caller's Name _____,
is this correct?"*

5. "911, this is _____ Facility Name _____, that is correct."

Dispatch will acknowledge: "Stand by to initiate protective actions."

Protective Actions Quick Reference Chart

<u>Protective Action</u>	Road Blocks	Radio Roll Call	Monitor	Protective Posture	Shelter	Sirens	FirstCall	TV Override
Classification								
Unusual Event								
Alert		Yes	Yes					
Site Area	Yes	Yes		Yes				
General Emergency	Yes	Yes			Yes	Yes	Yes	Yes

Once all protective actions are initiated for the specific emergency classification dispatch will contact the facility by radio to inform them of such.
Dispatch will also instruct the company to contact them by telephone to complete the UHMRF.