EMERGENCY SUPPORT FUNCTION (ESF) #10 annex – OIL AND HAZARDOUS MATERIALS

**[Insert County Name]**

Emergency Operations Plan (EOP)

ESF Annex

[Date]

TABLE OF CONTENTS

[PLANNING AGENCIES 2](#_Toc191553326)

[PRIMARY AGENCY 2](#_Toc191553327)

[SUPPORTING AGENCIES 2](#_Toc191553328)

[PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS 3](#_Toc191553329)

[PURPOSE 3](#_Toc191553330)

[SCOPE 3](#_Toc191553331)

[SITUATION 4](#_Toc191553332)

[MISSION AREAS AND CORE CAPABILITIES 4](#_Toc191553333)

[PLANNING ASSUMPTIONS 5](#_Toc191553334)

[CONCEPT OF OPERATIONS 7](#_Toc191553335)

[GENERAL CONCEPT 7](#_Toc191553336)

[COUNTY EOC ACTIVATION 7](#_Toc191553337)

[DEMOBILIZATION OF THE COUNTY EOC 7](#_Toc191553338)

[LOCAL COORDINATION 7](#_Toc191553339)

[ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 8](#_Toc191553340)

[ORGANIZATION 8](#_Toc191553341)

[ASSIGNMENT OF RESPONSIBILITIES 8](#_Toc191553342)

[PRIMARY AGENCY RESPONSIBILITIES 8](#_Toc191553343)

[SUPPORTING AGENCY RESPONSIBILITIES 8](#_Toc191553344)

[EOC ESF-10 RESPONSIBILITIES 9](#_Toc191553345)

[INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (IDEM) RESPONSIBILITIES 9](#_Toc191553346)

[LOCAL RESPONSIBILITIES 9](#_Toc191553347)

[EMERGENCY SUPPORT FUNCTION GENERAL TASKS 10](#_Toc191553348)

[COMMUNITY LIFELINES 15](#_Toc191553349)

[LIFELINE AND ESF OBJECTIVES AND TASKS TIMELINE 16](#_Toc191553350)

[APPENDIX A – REFERENCES, RELATED PLANS AND PROCEDURES 21](#_Toc191553351)

[APPENDIX B – ACRONYMS 22](#_Toc191553355)

# DISCLAIMER

This template was created by the Indiana Department of Homeland Security (IDHS) to assist Indiana county emergency management agencies (EMAs) and their stakeholders in the development of an Emergency Operations Plan (EOP).

This template provides ***SAMPLE*** language based off the State Emergency Operations Plan, but IDHS has tailored it for a more county-specific approach. Included are charts and diagrams to assist county emergency managers with identifying and documenting their specific needs. This template follows Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 and National Incident Management System (NIMS) guidance.

This template can be scaled up or down and **modified to follow each county’s unique organizational structure, activation protocol, threat and hazard assessments and current capability and capacity gaps.** This template follows all federal, state and Emergency Management Accreditation Program (EMAP) guidance.

IDHS welcomes feedback on this template. The goal is to provide county stakeholders with best practices and the most comprehensive product for county EMAs and stakeholders in their planning initiatives.

***REMOVE THIS PAGE PRIOR TO PUBLISHING THE COUNTY DOCUMENT***

# PLANNING AGENCIES

Within each Emergency Support Function (ESF) annex, an agency or organization has been given the designation of primary, supporting, non-governmental or local agency based on their authorities, resources and capabilities. The primary agency identifies the appropriate support agencies that fall under this annex. The primary agency collaborates with each entity to determine whether they have the necessary resources, information and capabilities to perform the required tasks and activities within each phase of emergency management. This includes activations in the county Emergency Operations Center (EOC) and impacted areas. Though an agency may be listed as a primary agency, it does not control or manage those agencies identified as supporting agencies. The agencies listed below are members of the Whole Community Planning Team for this annex.

## PRIMARY AGENCY

**[Insert Name of Primary Agency]**

## SUPPORTING AGENCIES

With coordination from **[Insert County Name]**, supporting agencies will strive to build, maintain, and promote a process of effectively preparing for, protecting against, mitigating against, responding to and recovering from the challenges and demands of hazards which could affect our citizens and communities.

|  |  |
| --- | --- |
| **[Insert name of supporting agencies/ departments/ organizations]** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Indiana Department of Homeland Security (IDHS) |  |
| Indiana Department of Environmental Management (IDEM) | Federal Emergency Management Agency (FEMA) |
| Indiana Fire Chiefs Association (IFCA) | United States Coast Guard (USCG) |
| Office of Indiana State Chemist (OISC) | Environmental Protection Agency (EPA) |

# PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

## PURPOSE

The purpose of Emergency Support Function #10(ESF-10) – Oil and Hazardous Materials is to provide the resources and personnel to meet the overall health, safety and welfare of the public and environmental-related needs of **[Insert County Name]** before, during and after emergency or disaster events. In addition to oil, objectionable substances and hazardous materials response and decontamination, ESF-10 provides short and long-term environmental cleanup.

An emergency or disaster could result from hazardous and radiological materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear power plants and facilities, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store or dispose of hazardous materials, including radioactive materials, could be damaged so that spill control apparatus and containment measures are not effective. Hazardous and radiological materials that are transported may be involved in rail accidents, highway collisions and waterway and airline mishaps.

## SCOPE

**[Insert County Name]** and the county Emergency Operations Center (EOC) recognize fifteen (15) Emergency Support Functions (ESF). This annex focuses on ESF-10, Oil and Hazardous Materials. The ESF-10 Annex is intended to be utilized in conjunction with the **[Insert County Name]** Emergency Operations Plan (EOP).

ESF-10 acts to meet the hazardous materials response needs of local, state, tribal, territorial, insular area and federal government agencies; non-governmental organizations; industry-essential service providers; other private sector partners; and individuals, families and households, including individuals with disabilities and those with access and functional needs.

This annex addresses the emergency phase of the county response and will direct the efforts to supplement the local emergency response actions immediately following a major incident or disaster. ESF-10 operations will contain, identify, cleanup, remove, dispose of or minimize releases of or prevent, mitigate or minimize the threat of potential releases of oil, objectionable substances or hazardous materials.

ESF-10 includes the appropriate actions to prepare for and respond to a threat to public health, welfare or the environment caused by actual or potential oil and hazardous materials incidents. In general, appropriate actions may include:

* Mitigate and minimize potential hazardous or radiological materials releases.
* Detect and assess the nature and extent of contamination (including sampling, analysis and environmental monitoring).
* Stabilize the release and prevention of the spread of contamination.
* Determine options for environmental cleanup and waste disposition.
* Implement environmental cleanup.
* Direct the storage, treatment and disposal of hazardous or radiological materials.
* Utilize scientific and technical expertise in conjunction with other responding agencies to respond to chemical, biological or radiological threats.
* Conduct all environmental cleanup activities, including all contaminated debris activities, building/structure decontamination/demolition and contaminated water/wastewater management.

Oil and hazardous materials, as used in this annex, are defined as the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) hazardous substances. Objectionable substances are defined by the Indiana Spill Rule (327 IAC 2-6.1).

## SITUATION

ESF-10 may be needed in any of the five (5) phases of emergency management (prevention, protection, mitigation, response and recovery). In the event the county Emergency Management Agency (EMA) Director determines the need for ESF-10 regarding any of the five (5) phases of emergency management, **[Insert Agency Name]** will act as the primary agency. ESF-10 will be responsible for implementing internal Standard Operating Procedures (SOPs) and/or Standard Operating Guides (SOGs) and protocols to ensure adequate staffing and administrative support for field operations, as appropriate, and the support of efforts in the EOC. ESF-10 personnel will coordinate the activation and deployment of assets to fulfill specific mission assignments that support essential activities in prevention, protection, mitigation, response and recovery efforts.

### Mission Areas and Core Capabilities

The National Preparedness Goal (NPG) identifies 32 core capabilities that are essential for the execution of the five (5) mission areas of prevention, protection, mitigation, response and recovery. ESF-10 supports the overarching core capabilities of Planning, Operational Coordination and Public Information and Warning, which apply to all mission areas. ESF-10 also supports the core capabilities Infrastructure Systems, Critical Transportation and Environmental Response/Health and Safety. Table 1 describes the core capability actions that ESF-10 most directly supports.

Table . ESF-10 CORE CAPABILITY ACTIONS

|  |  |
| --- | --- |
| **CORE CAPABILITY** | **ESF #10 – OIL AND HAZARDOUS MATERIALS** |
| **PLANNING** | Conduct a systematic process engaging the whole community, as appropriate, in the development of executable strategic, operational and/or community-based approaches to meet defined objectives. |
| **OPERATIONAL COORDINATION** | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| **PUBLIC INFORMATION AND WARNING** | Provide technical expertise to support preparing county public information related to the environmental response in support of ESF-15.   * It is recognized, however, that in some cases it may be necessary for responding agencies to communicate with the media/public on tactical operations and matters affecting public health and safety directly from the scene, particularly during the early stages of the emergency response. |
| **INFRASTRUCTURE SYSTEMS** | **For incidents where infrastructure is contaminated by oil or hazardous materials:**   * Assess the nature and extent of contamination and coordinate the clean-up and/or decontamination of infrastructure. |
| **CRITICAL TRANSPORTATION** | **For incidents where transportation infrastructure or routes are contaminated by oil or hazardous materials:**   * Help identify safe evacuation and ingress routes; assess the nature and extent of contamination; and coordinate the clean-up and/or decontamination of infrastructure and routes.   **For incidents involving a blast or explosion associated with a CBRN threat agent resulting in a contaminated debris field:**   * ESF-1 leads county actions to clear critical transportation routes of CBRN-contaminated debris during the emergency phase, in consultation with ESF-10. * ESF-10 assumes leadership for management of CBRN-contaminated debris after the emergency phase is over. |
| **ENVIRONMENTAL RESPONSE/HEALTH AND SAFETY** | * Conduct actions to detect and assess the nature and extent of oil, objectionable substances and hazardous materials releases. * Take appropriate actions to stabilize the release and prevent the spread of contamination; conduct environmental cleanup actions; decontaminate buildings and structures; and manage waste. * Follow applicable health and safety requirements from ESF-10 responders. |

## PLANNING ASSUMPTIONS

For successful preparedness and response operations to take place, the following key assumptions are listed to gauge participation and support provided by **[Insert County Name]** stakeholders and those at the state and federal levels:

* Actual or potential releases of oil, objectionable substances or hazardous materials may occur on a daily basis, either by accident or as the result of an intentional/terrorist act.
* An oil or hazardous materials incident may progress to a point where it becomes a serious threat to human health and safety and to the environment.
* Multiple oil, objectionable substances or hazardous materials incidents may occur simultaneously on land or in waters following a major disaster such as a flood, earthquake, tornado or terrorist attack.
* Local response agencies will be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of oil, objectionable substances or hazardous materials releases.
* Response personnel, cleanup crews and response equipment may have difficulty reaching the hazmat site because of the damage sustained by the transportation infrastructure.
* Additional response and cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
* There will be concern about facilities located in or near the affected area even if a natural or other catastrophic disaster does not cause situations where there are actual releases.
* Laboratories utilized for analyzing hazardous materials samples may be damaged, destroyed or unable to meet the demand volume.
* Facilities that store or use oil, objectionable substances or hazardous materials may be damaged or destroyed.
* Petroleum refineries and storage may be damaged or destroyed. Petroleum retailers may sustain damage and require assistance.
* Pipelines may rupture.
* Degradation of tanks, drums or holding ponds, can occur and spill control apparatus and containment measures may not be effective at fixed facilities (e.g., chemical plants, tank farms, laboratories, hazardous waste sites) which produce, generate, use, store or dispose of oil, objectionable substances or hazardous materials.
* Exceptions to current disposal practices and emissions may be necessary during major disasters.
* Disposal of waste materials, soil and other materials will be at a permitted site and handled by a private contractor, when possible, with the responsible party being liable for associated costs of the response, remediation of the affected area and disposal.
* There may be potential releases of materials not typically considered hazardous, but which pose a threat to human health or welfare, property or to the environment.

# CONCEPT OF OPERATIONS

## GENERAL CONCEPT

The role of **[Insert County Name]** during emergency response is to supplement local efforts before, during and after a disaster or emergency. Emergency Support Function #10 (ESF-10) shall coordinate the use of available oil and hazardous materials response resources and equipment in areas impacted by emergencies or disasters, to manage and support the immediate and long-term needs of the county and local jurisdictions.

ESF-10 shall ensure and promote a common operating picture (COP) through communicating with ESFs, the county Emergency Operations Center (EOC) Operations Section and private sector partners, as applicable.

## county eoc activation

During an EOC activation, ESFs may be activated depending on the incident and activation level. During a disaster response, each ESF representative in the county EOC will remain under the administrative control of their agency head; however, they will function under the supervision of the county Emergency Management Agency (EMA) Director. Notification of activation will be made via **[EDIT: phone, email and/or text message]**.

The EOC is always activated at a Level IV for Daily Operations; however, the activation level will be elevated for planned events, incidents, disasters or other response operations as needed. Activation level details are outlined in the county Emergency Operations Plan (EOP) Base Plan.

## demobilization of the county eoc

Emergency Support Functions will be demobilized from emergency response as objectives are accomplished and the need for their participation diminishes. During demobilization, it is the responsibility of the ESF primary agency to ensure all paperwork, such as equipment time records, personnel time records, accident reports and mechanical inspections have been completed, are accurate and are submitted to the appropriate EOC personnel.

**LOCAL COORDINATION**

When a hazardous materials incident occurs, local response resources will receive notification from a dispatcher and will carry out the initial response. Local jurisdictions have emergency response plans for dealing with hazardous materials releases and some have the means for initial and, in many cases, final response to hazmat incidents. It is the responsibility of local jurisdictions to keep the public advised of an incident’s status and impacts. Local requests for state agency assistance are processed through the county Emergency Management Agency (EMA) and are submitted to the SEOC through WebEOC.

# organization and assignment of responsibilities

## organization

Emergency Support Function #10 (ESF-10) – Oil and Hazardous Materials works under the Operations Section of the county Emergency Operations Center (EOC). This position is staffed by **[Insert Agency Name]**. In the event of an oil and hazardous materials response, local, state, federal agencies and private sector organizations will coordinate spill response activities.

Each primary and supporting agency shall maintain internal Standard Operating Procedures (SOPs) and/or Standard Operating Guides (SOGs) or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall state prevention, protection, mitigation, response and recovery operations.

Specific roles and responsibilities of primary and supporting agencies during an incident or event are described below. Tasks include but are not limited to:

## ASSIGNMENT OF RESPONSIBILITIES

### Primary Agency Responsibilities

* Designate and train personnel to serve as the ESF-10 representative in the EOC.
* Provide the coordination of oil, objectionable substances and hazardous materials response resources to assist in critical functions and tasks before, during and after emergency events and disaster situations.
* Assist in the recovery, restoration and safety of infrastructure impacted by potential hazards or disaster events.
* Work with other county and local entities to determine the impact of the incident and resource gaps that may exist.
* Coordinate training for essential personnel who may be called upon to work in potentially impacted areas.
* Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

### Supporting Agency Responsibilities

* Identify new oil and hazardous materials response equipment, technologies or capabilities required to prepare for or respond to new or emerging public health threats and hazards.
* Provide information or intelligence regarding trends and challenges to search and rescue capabilities within **[Insert County Name]**.

### EOC ESF-10 Responsibilities

Please see primary agency responsibilities above and additional responsibilities below:

* Coordinate, prioritize and deconflict oil and hazardous materials resource needs of the county and local jurisdictions.
* Manage and direct task assignments that come through the EOC.
* Coordinate and request assistance from various supporting agencies.
* Provide situation reports through WebEOC to the SEOC.
* Participate in briefings, as needed.
* Manage the financial aspects of ESF-10.

### Indiana Department of Environmental Management (IDEM) Responsibilities

The Indiana Department of Environmental Management (IDEM) has specific responsibilities for oil, objectionable substances or hazardous materials incidents within the state of Indiana:

* Accurately assess the situation
* Recommend appropriate prevention, containment and abatement measures
* Stabilize releases through the use of berms, dikes or impoundments
* Cap contaminated soils or sludge
* Contain or retard the spread of the release or decontaminate or mitigate its effects
* Control drainage
* Establish fences, warning signs or other security or site-control precautions
* Remove highly contaminated soils from drainage areas
* Remove drums, barrels, tanks or other containers that contain oil, hazardous materials, agricultural chemicals or objectionable substances

### Local Responsibilities

* Local jurisdictions are responsible for the safety of people and property in their respective jurisdictions.
* Local responders are the initial responders to HAZMAT incidents.
* Hazardous materials response teams or other qualified local response personnel will determine the need for a state response and notify the county Emergency Management Agency or IDHS.
* All local entities must have up-to-date emergency response plans addressing oil and hazardous materials releases and have a means for initial response and in many cases, complete response to those types of incidents.

# EMERGENCY SUPPORT FUNCTION GENERAL TASKS

The following tables are comprised of essential tasks that may need to be completed by Emergency Support Function #10 (ESF-10) in all phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies of ESF-10. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster in **[Insert County Name]**. It will be the responsibility of ESF-10 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources.

Table . ESF-10 PREVENTION TASKS

|  |  |
| --- | --- |
| **ESF #10 – PREVENTION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Initiate a time-sensitive, flexible planning process that builds on existing plans and incorporates real-time ESF-10 intelligence. |
| **2** | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| **3** | Anticipate and identify emerging and/or imminent ESF-10 threats through observation and situational awareness. |
| **4** | Make appropriate assumptions to inform decision makers and counterterrorism professionals actions to prevent imminent attacks on ESF-10 in the homeland. |
| **5** | Continue to monitor changing trends in activity and aggressive behavior at the local, state and national level and adjust prevention tasking as it applies to ESF-10. |
| **6** | Establish and maintain partnership structures among protection elements to support networking, planning and coordination. |
| **7** | Present courses of action to decision makers to locate, interdict, deter, disrupt or prevent imminent attacks on the homeland and imminent follow-on attacks. |
| **8** | Share relevant, timely and actionable information and analysis with local authorities through a pre-established reporting system. |
| **9** | Identify possible ESF-10 terrorism targets and vulnerabilities. Ensure the security of equipment, facilities and personnel through assessments of capabilities and vulnerabilities. |
| **10** | Implement, exercise and maintain plans to ensure continuity of operations. |

Table . ESF-10 PROTECTION TASKS

|  |  |
| --- | --- |
| **ESF #10 – PROTECTION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Develop, validate and maintain SOPs or guidelines for both routine and emergency operations. Key operational concerns include but are not limited to:   * Identify and assess equipment, supplies and resources. * Alert, notify and activate personnel for work in the field or within the EOC. * Emergency communications and reporting procedures. |
| **2** | Develop and conduct training and education programs for ESF-10 personnel. Key training considerations include but are not limited to:   * Hazardous materials assessment, management and response. * Working in the field during emergency operations. * Working in an EOC during emergency conditions. * WebEOC or other computer applications. * Emergency communications and reporting procedures. * National Incident Management System / Incident Command. * Continuity of operations. * Mapping, GIS and other computer applications. |
| **3** | Develop and maintain a roster of essential primary and support agency contacts for ESF-10. Ensure critical information is captured. |
| **4** | Develop and maintain a database or system to collect information on essential resources and equipment. |
| **5** | Develop lists of resources needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other essential actions. |
| **6** | Coordinate mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency hazardous materials response needs. |
| **7** | Train ESF-10 personnel on technical standards and specifications for essential pieces of equipment related to hazardous materials response. |
| **8** | Train ESF-10 personnel on routine and emergency safety standards for both field operations and EOC support. |
| **9** | Train ESF-10 personnel on legislation, policies and administrative rules that relate directly to hazardous materials response, this ESF and its ability to provide emergency assistance. |
| **10** | Ensure necessary supplements to the ESF annex are developed and maintained. |
| **11** | Review the ESF-10 annex annually and update as needed. |

Table . ESF-10 MITIGATION TASKS

|  |  |
| --- | --- |
| **ESF #10 – MITIGATION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Identify areas that have hazardous material inventories which may pose a significant threat and assess the potential impact on critical infrastructure. |
| **2** | Identify oil and hazardous materials response resources within the state of Indiana and potential shortfalls or gaps that may exist. |
| **3** | Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for oil and hazardous materials response issues and concerns. |
| **4** | Establish partnerships with federal, state, local and municipal entities that share oil and hazardous materials response responsibilities. |
| **5** | Identify gaps in and coordinate mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to short and long-term emergency oil and hazardous materials response needs. |
| **6** | Identify and utilize technical standards and specifications for essential pieces of equipment related to short and long-term emergency oil and hazardous materials response needs. |
| **7** | Identify, establish and maintain routine and emergency safety standards for all oil and hazardous materials response personnel that comply with federal and state requirements and policies. |
| **8** | Identify, establish and maintain alternate oil and hazardous materials response facilities, equipment and assets for continuity of operations and essential oil and hazardous materials response services countywide. |
| **9** | Develop and implement activities relating to oil and hazardous materials response during emergencies or disasters to mitigate the identified threats. |
| **10** | Identify training gaps and needs relating to oil and hazardous materials response during emergencies or disasters. |
| **11** | Assist in developing legislation, policies and administrative rules that relate directly to oil and hazardous materials response, this ESF and its ability to provide emergency assistance. |
| **12** | Work with ESF-15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency oil and hazardous materials response issues. |

Table . ESF-10 RESPONSE TASKS

|  |  |
| --- | --- |
| **ESF #10 – RESPONSE TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Activate SOPs or guidelines for emergency operations that consider:   * The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources. * Alerting, notifying and activating personnel work in the field or within the EOC. * Emergency communications and reporting procedures. |
| **2** | Activate ESF-10 personnel for such mission essential tasks as:   * Assessing equipment, supplies and resources. * Responding to the field for emergency operations. * Contracting spill response and disposal services and support as necessary when responsible parties cannot be located, are unable or unwilling to respond. * Working in an EOC during emergency conditions. * Supporting local, district or statewide Incident Command structures. * Activating continuity of operations plans. * Developing and distributing maps and other pertinent oil, objectionable substances and hazardous materials response information. * Supporting decontamination efforts as needed. |
| **3** | Evaluate the ability to communicate with ESF-10 personnel and implement alternate communications if primary systems are down. |
| **4** | Identify the cause of the emergency event and develop and implement activities to prevent additional oil, objectionable substances and hazardous materials response related damage during response. |
| **5** | Work with ESF-13 (Public Safety) and ESF-1 (Transportation) to place barricades or other security measures as needed or required for oil, objectionable substances and hazardous materials response and the protection of citizens. |
| **6** | Work with ESF counterparts at the local, state, regional and national levels, as well as NGOs and private businesses/industry, as needed. |
| **7** | Post situation reports and critical information in WebEOC during EOC activations, as needed. |

Table . ESF-10 RECOVERY TASKS

|  |  |
| --- | --- |
| **ESF #10 – RECOVERY TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Work to eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster. |
| **2** | Establish partnerships and identify funding sources to address resource shortfalls or gaps for oil, objectionable substances and hazardous materials response issues and concerns. |
| **3** | Maintain open and ongoing communication with other federal, state, local and municipal entities in impacted areas and assist in their overall efforts for recovery operations. |
| **4** | Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised. |
| **5** | Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term emergency oil, objectionable substances and hazardous materials response needs and update based upon the lessons learned from the most recent emergency response. |
| **6** | Assess the current level of training on emergency safety standards for oil and hazardous materials response personnel to determine the appropriate application and compliance with federal and state requirements and policies. |
| **7** | Assess the current usage and application of alternate oil and hazardous materials facilities, equipment and assets for these essential services countywide to determine if there are issues that need to be addressed for future response operations. |

# COMMUNITY LIFELINES [remove if county is not using lifelines]

**[Insert County Name]** has adopted the Federal Emergency Management Agency’s (FEMA) eight (8) community lifelines into our prevention, protection, mitigation, response and recovery activities. Lifelines are services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

Table . HAZARDOUS MATERIALS LIFELINE DEFINITION, COMPONENTS AND ESSENTIAL ELEMENTS OF INFORMATION (EEI)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE   HAZARDOUS MATERIALS** | **DEFINITION** | | |
| **Icon  AI-generated content may be incorrect.** | Systems that mitigate threats to public health/welfare and the environment. This includes assessment of facilities that use, generate and store hazardous substances, as well as specialized conveyance assets and efforts to identify, contain and remove incident debris, pollution, contaminants, oil or other hazardous substances. | | |
| **COMPONENTS AND ESSENTIAL ELEMENTS OF INFORMATION (EEIs)** | | | |
| **FACILITIES** | | **INCIDENT DEBRIS, POLLUTANTS, CONTAMINANTS** | **CONVEYANCE** |
| * Status of hazardous material facilities * Amount, type and containment procedures of hazardous materials * Reported or suspected hazardous material/toxic release incidents * Status of hazardous material supply chain | | * Debris issues affecting the transportation system * Status of debris clearance operations * Reported or suspected hazardous material/toxic release incidents * Actual or potential radiological or nuclear incidents * Monitoring actions planned or underway for HAZMAT incidents | * Amount and type of hazardous material to remove * Availability of resources to support conveyance * Status of transportation, especially freight and pipeline |

# LIFELINE AND ESF OBJECTIVES AND TASKS TIMELINE

Table . ESF-10 GENERAL TASKS

|  |  |  |
| --- | --- | --- |
| **Objective** | **Support needed from** | **Mission-Essential Tasks** |
| **timeline: 0 – 24 hours** | | |
| To maintain the common operating picture (COP) and contribute to the Incident Action Plan (IAP) | \_\_ \_\_ | Provide situational information to the EOC. |
| \_\_ \_\_ | Gather intelligence for summarizing and placement into WebEOC; support developing the IAP. |
| \_\_ \_\_ | Reach out to local members of the Mutual Aid Box Alarm System (MABAS) to maintain situational awareness. |
| **timeline: 24 – 72 hours** | | |
| To continue maintaining the COP and contributing to the IAP | \_\_ \_\_ | Provide situational information to the EOC. |
| \_\_ \_\_ | Continue to collect intelligence from the field. |
| \_\_ \_\_ | Communicate the status and existing capabilities of all ESF-10 agencies to prioritize needs. |
| \_\_ \_\_ | Participate in developing the IAP with ESF-5 to determine needs and priorities. |
| **timeline: Beyond 72 hours** | | |
| To continue maintaining the COP and contributing to the IAP | \_\_ \_\_ | Provide situational information to the EOC. |
| \_\_ \_\_ | Continue to collect intelligence from the field. |
| \_\_ \_\_ | Participate in developing the IAP, based on needs and priorities. |
| \_\_ \_\_ | Continue coordination among ESF-10 agencies. |

Table . ESF-10 TASKS FOR HAZARDOUS MATERIALS

|  |  |  |  |
| --- | --- | --- | --- |
| **Lifeline Objective** | **ESF Objective** | **Support needed from** | **Mission-Essential Tasks** |
| **timeline: 0 - 24 hours** | | | |
| To prioritize leaks and spills based on human life | \_\_ \_\_ | \_\_ \_\_ | Field requests from local officials to provide assistance and resources as needed. |
| To deploy an ESF-10 representative to the EOC within four (4) hours | \_\_ \_\_ | Deploy ESF-10 representative to the EOC and be briefed. |
| \_\_ \_\_ | \_\_ \_\_ | Participate, as needed, in the EOC, supporting overall coordination of oil, objectionable substances and hazardous materials response assets and personnel during response operations. |
| ESFs 1, 4 | Coordinate with ESFs 1 and 4 to ascertain the actual capabilities for hazmat response and to obtain directions to accessible roads. |
| \_\_ \_\_ | Begin to identify major storage sites for oil, objectionable substances and hazardous materials in the affected area. Use databases (IDHS Community Right-to-know Tier II manager database, IDEM databases, Office of Indiana State Chemist (OISC) databases), IDEM, IDHS and OISC GIS map layers and incoming damage assessments where disaster damage could possibly have resulted in a release that could harm or threaten the lives of a significant number of people. |
| \_\_ \_\_ | Arrange to stage contaminated debris in each impacted county for proper disposal. |
| \_\_ \_\_ | Arrange staging/disposal areas for wood/vegetation debris and authorize emergency burning of wood/vegetation with air curtains per IDEM OAQ requirements. |
| To assess all reported hazmat incidents within 12 hours | \_\_ \_\_ | Coordinate state inspections to determine the status of chemical facilities using the Tier II Manager System, which shows chemical facility worst case release scenarios. |
| \_\_ \_\_ | Receive and log status of facilities and preliminary damage assessments. |
| ESF-12 | Working with ESF-12 (Energy), be aware of any possible pipeline breaks or leaks along the numerous pipelines crossing the state carrying various forms of petroleum, natural gas and other hazardous materials. |
| To prioritize leaks and spills based on human life (continued) | To request additional Level A hazmat teams through mutual-aid agreements and EMAC within 12 hours | * Contractors * ESF-7 | Coordinate with contractors and support personnel to expedite mitigation, remediation and cleanup. |
| ESF-7 | Call for federal resources: Type II hazmat teams and inspection teams. |
| * IFCA * ESF-7 | Request activation of the IFCA mutual-aid plan and coordinate deployment of these resources with ESF-7. |
| \_\_ \_\_ | \_\_ \_\_ | \_\_ \_\_ | Begin short-term environmental cleanup. |
| To make use of reference materials to determine lethality of events and proper ways to remediate | \_\_ \_\_ | \_\_ \_\_ | Present safety briefings as required. |
| \_\_ \_\_ | Obtain and use appropriate means of decontamination. |
| \_\_ \_\_ | Use reference materials for determining distance and levels of personal protective equipment (PPE) in use. |
| \_\_ \_\_ | Research special hazards class before entry. |
| **TIMELINE: 24 – 72 hours** | | | |
| To begin containing all hazmat releases | To answer all hazmat calls and update the SEOC within 30 hours | \_\_ \_\_ | Prioritize hazmat facilities for further investigation of damage or immediately clean up or contain the hazardous material(s), if possible. |
| \_\_ \_\_ | Monitor actions by petroleum, gas supply, chemical companies and agricultural chemical distribution companies to mitigate or correct any problems that threaten life, safety or health, especially in significantly populated areas. |
| * ESF 7 * EPA | In coordination with ESF-7 and EPA, review possible contractors and activate as necessary to address priority issues, if feasible. Deploy contractors to forward mobilization sites or staging areas. Private companies should mitigate and repair breaks, leaks and spills at their facilities and pipelines. |
| \_\_ \_\_ | Provide technical assistance to local governments in determining where to find emergency spill contractors to assist with cleanup and remediation. |
| \_\_ \_\_ | Continue to identify secure sites for temporarily storing hazardous materials in the affected area. |
| ESF-12 | Working with ESF-12 (Energy), continue to be aware of any possible pipeline breaks or leaks along the numerous pipelines crossing the state carrying various forms of petroleum, natural gas and other hazardous materials. |
| \_\_ \_\_ | Continue to monitor actions by petroleum, gas, chemical, agriculture chemical distribution companies and anhydrous ammonia-supply companies to mitigate or correct problems. |
| \_\_ \_\_ | Monitor transportation accidents involving oil, objectionable substances or hazardous materials on highways, railroads and navigable waterways that could contaminate groundwater, waterways or public water intakes. Share this information with affected political jurisdictions. |
| * USCG * EPA | Coordinate with USCG and EPA for large amounts of run-off and impacts to groundwater, lakes, streams and notify potentially impacted drinking water utilities. |
| ESF-7 | Request additional resources for hazmat response through the state, as necessary. |
| \_\_ \_\_ | *Hazmat responders:* Check in on-scene. |
| ESF-8 | *ESF-8:* Perform medical checks on hazmat responders. |
| \_\_ \_\_ | *Hazmat responders:* Strictly adhere to control zones. |
| \_\_ \_\_ | *Hazmat responders:* Don proper PPE. |
| \_\_ \_\_ | Use Simplex on-scene. |
| \_\_ \_\_ | Deliver updates to the ESF-10 representative at the EOC. |
| To begin air monitoring within 18 hours | * Contractors * FD hazmat teams * EPA | Perform air monitoring to determine impact to the public. |
| \_\_ \_\_ | Continue monitoring until the area of impact shows sufficient improvement. |
| **TIMELINE: BEYOND 72 HOURS** | | | |
| To finish containment and cleanup of hazmat releases | \_\_ \_\_ | \_\_ \_\_ | Begin long-term environmental cleanup. |
| \_\_ \_\_ | Restore areas damaged by spills. |
| \_\_ \_\_ | Continue prioritizing needs and begin to assess priorities for recovery. |
| \_\_ \_\_ | Continue coordination with ESF-10 support agencies. |
| ESF-7 | Request additional resources through EMAC or the federal government, as necessary. |
|  | To continue air monitoring through the first 96 hours | Contractors | Continue monitoring until the area of impact shows sufficient improvement. |
| To inspect waterways and test them for contaminants | \_\_ \_\_ | EPA | *EPA, Water Utilities and IDEM:* Determine the level of contaminants in waterways using water screening test kits and pull samples for laboratory analysis. |
| EPA | *EPA, Water Utilities and IDEM:* Give status reports about waterway contamination to the SEOC. |

# Appendix A – REFERENCES, RELATED PLANS AND PROCEDURES

## references

* [FEMA’s ESF #10 – Oil and Hazardous Materials Response Annex, 2016](https://www.fema.gov/sites/default/files/2020-07/fema_ESF_10_Oil-Hazardous-Materials.pdf)
* State of Indiana ESF #10 – Oil and Hazardous Materials Annex, 2025

## related plans

* **[Insert County Name]** Emergency Operations Plan (EOP), year
* **[List related plans]**

## STANDARD OPERATING PROCEDURES

* **[List related SOPs]**

# Appendix B – ACRONYMS [ADD TO AS NEEDED]

|  |  |
| --- | --- |
| **ACRONYMS** | **FULL DESCRIPTION** |
| **CERCLA** | Comprehensive Environmental Response, Compensation and Liability Act |
| **COP** | Common Operating Picture |
| **EEI** | Essential Element of Information |
| **EMA** | Emergency Management Agency |
| **EMAC** | Emergency Management Assistance Compact |
| **EPA** | Environmental Protection Agency |
| **EOC** | Emergency Operations Center |
| **EOP** | Emergency Operations Plan |
| **ESF** | Emergency Support Function |
| **FEMA** | Federal Emergency Management Agency |
| **GIS** | Geographic Information System |
| **HAZMAT** | Hazardous Materials |
| **IAP** | Incident Action Plan |
| **IDEM** | Indiana Department of Environmental Management |
| **IDHS** | Indiana Department of Homeland Security |
| **IFCA** | Indiana Fire Chiefs Association |
| **MABAS** | Mutual Aid Box Alarm System |
| **NGO** | Non-Governmental Organization |
| **NPG** | National Preparedness Goal |
| **OAQ** | Office of Air Quality |
| **OISC** | Office of Indiana State Chemist |
| **PPE** | Personal Protective Equipment |
| **SEOC** | State Emergency Operations Center |
| **SOG** | Standard Operating Guideline |
| **SOP** | Standard Operating Procedure |
| **USCG** | United States Coast Guard |
| **WebEOC** | Web Emergency Operations Center |