

April 2015

**EMERGENCY ASSISTANCE
TO A
HAZARDOUS MATERIALS SPILL**



**NEBRASKA EMERGENCY MANAGEMENT
AGENCY**

IN COOPERATION WITH
**NEBRASKA FIRE MARSHAL
NEBRASKA STATE PATROL
DEPARTMENT OF ENVIRONMENTAL QUALITY**

IMPORTANT NOTICE

In the event that you desire additional assistance with the management of a hazardous material spill, contact the Nebraska Emergency Management Office at the following numbers:

During normal office hours: (402) 471-7421

Evenings, Weekends, Holidays, etc: 1-877-297-2368

An on call duty officer will return your page if not during normal office hours.

Advise the person who answers that you have a hazardous material spill and desire assistance. Make sure you give the person who answers your name, organization, location of the incident and your return phone number. Specific information must be given including but not limited to; type of chemical spilled, size of spill, and life safety issues.

EMERGENCY ASSISTANCE TO A HAZARDOUS MATERIALS SPILL

INTRODUCTION

This guide has been established to assist in the activation of a state response to a hazardous materials release and is based on information gathered from the Nebraska Emergency Management Act, standard operating guidelines (SOG) of the Nebraska Hazardous Incident Team (NHIT) and the letter of agreement with the State Emergency Response Teams (SERT).

This guide should be used as a source of reference and is divided into the following sections;

Section 1: Hazmat Response Resources - This section contains the locations of the state credentialed hazmat teams, contact information and general resource capabilities of those teams.

Section 2: Activation of Response Entities - This section contains general information and activation procedures for responding parties and further explains the limit on funds that are available to the entity that requests a hazmat response.

Section 3: Resource Tracking - This section contains resource tracking sheets, sign in sheets, a local emergency declaration form and other pertinent information.

This guide was prepared by:

Nebraska Emergency Management Agency

2433 NW 24th Street

Lincoln, NE 68524

Phone (402) 471-7421

www.nema.nebraska.gov

Important Notice

If a significant hazardous material spill occurs and threatens life safety, environment or critical infrastructure and a state supported hazmat team is dispatched the following must be followed:

The incident commander or local emergency manager must notify NEMA that a regional hazardous materials team has been requested by calling the NEMA duty officer at 1.402.471.7421. Caller must have incident knowledge and be able to relay the threat of life safety, environment or critical infrastructure.

All expenses of the incident must be tracked in order for reimbursement to occur, tracking sheets are available in *Section 3, Resource Tracking*. As the total incident cost nears \$25,000, a second notification must be made to NEMA. A disaster declaration and approval of the Governor will be needed to expend more than the \$25,000 limit.

A more detailed account of what is expected is in *Section 2, Activation of Response Entities* of this guide.

SECTION 1 – HAZMAT RESPONSE RESOURCES

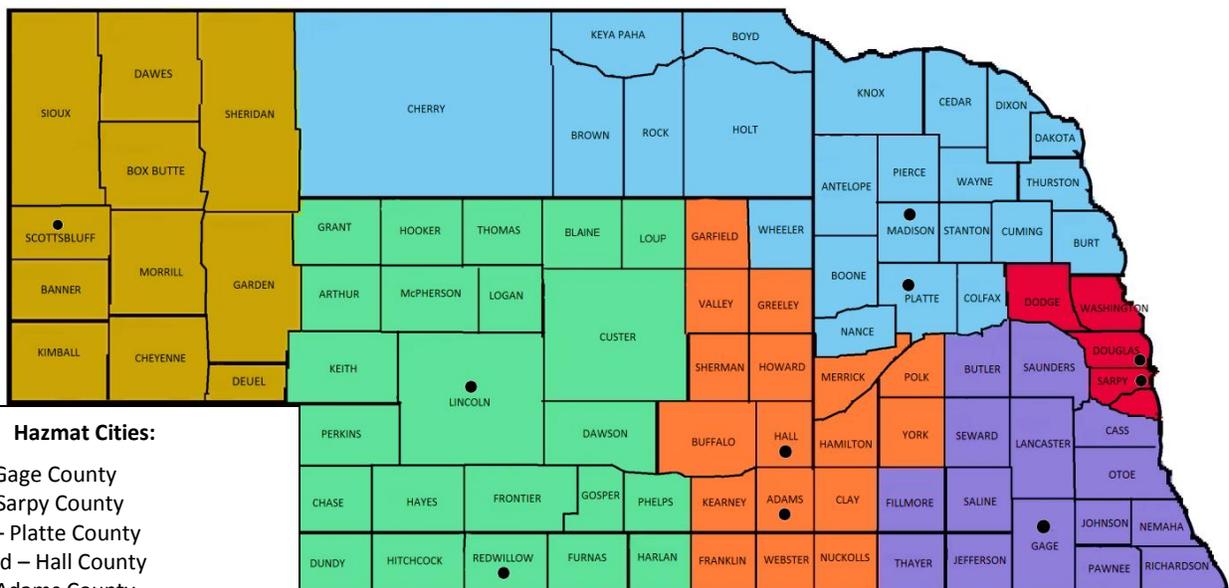
Nebraska Hazardous Incident Team (NHIT)

The NHIT team includes members from the State Patrol, State Fire Marshall and Dept. of Environmental Quality. Members are employees of their respective agencies and reside across the state. A NHIT member or team is dispatched through the Nebraska State Patrol. Four NHIT Trailers are strategically located with the members to ensure a quick response to an incident and are located in the Counties of Lancaster, Antelope, Lincoln and Cheyenne. The NHIT is considered a State response asset; therefore a Governor’s declaration isn’t needed to activate members.

State Emergency Response Teams (SERT)

Previously known as “MOU Hazmat Teams”. Teams are located in Beatrice, Bellevue, Columbus, Grand Island, Hastings, Omaha, Norfolk, North Platte, McCook (Red Willow Rural) and Scottsbluff. Each department has a team of hazardous materials technician level, incident commander and safety officer personal.

Response members of either the SERT/NHIT will assume positions in the response but in no instance will they assume the position of incident commander.



Hazmat Cities:

- Beatrice – Gage County
- Bellevue – Sarpy County
- Columbus – Platte County
- Grand Island – Hall County
- Hastings – Adams County
- Norfolk – Madison County
- North Platte – Lincoln County
- Omaha – Douglas County
- Red Willow Rural – Red Willow County
- Scottsbluff – Scotts Bluff County

State Map indicating the locations of the 10 SERT teams

EMERGENCY CONTACT NUMBERS

Response Entity	Day Phone	After Hours
Nebraska Emergency Management	402.471.7421	877.297.2368
State Patrol Dispatch Troop A - Omaha		402.331.3333
Troop B - Norfolk		402.370.3456
Troop C – Grand Island		308.385.6000
Troop D – North Platte		308.535.8047
Troop E – Scottsbluff		308.632.1211
Troop Headquarters – Lincoln		402.479.4921
State Emergency Response Teams (SERTs)		
Beatrice Fire	24 Hr #	402.223.4080
Bellevue Fire	24 Hr #	402.593.4111
Columbus Fire	24 Hr #	402.910.8490
Grand Island Fire	24 Hr #	308.385.5370
Hastings Fire	24 Hr #	402.461.2350
Norfolk Fire	24 Hr #	402.644.8700
North Platte Fire	24 Hr #	308.535.6760
Omaha Fire	24 Hr #	402.444.5716
Red Willow Western Rural	24 Hr #	308.345.3450
Scottsbluff Fire	24 Hr #	308.436.6666
Nebraska Hazardous Incident Team (NHIT)		
Nebraska State Patrol	402.471.4545	
Nebraska Fire Marshal	402.471.2027	
Nebraska Department of Environmental Quality	402.471.2186	402.471.4545
Spill Reporting		
Nebraska Department of Environmental Quality	402.471.2186	402.471.4545
Union Pacific Railroad		888.877.7267
Burlington-Northern Railroad		800.832.5452
CHEMTREC		800.424.9300

SECTION 2 – ACTIVATION OF RESPONSE ENTITIES

In the event of a large release that overwhelms the response capacities at the local level outside resources may be requested. The following guidelines will be used in determining what level of resources are requested and thus allocated.

Nebraska Hazardous Incident Team (NHIT)

The local fire chief or emergency manager may request a NHIT response by contacting their State Patrol troop area office. NHIT members are trained to a hazmat technician level and will serve in an advisory role in most situations. Should the response expand other NHIT members will be requested and a response team will be initiated.

NHIT members are employees of their respective State agencies and any response by the NHIT is the responsibility of that agency, therefore no expenses shall be incurred by the local entity requesting them.

State Emergency Response Teams (SERT)

The local fire chief or emergency manager may request a SERT response if the local response capacities are overwhelmed, a spill is too large to contain, there is a lack of local expertise or a NHIT member has determined the necessity of a larger response.

The Nebraska Emergency Management Agency MUST be notified if a SERT is called out. If the response exceeds the limit set below a disaster declaration must be signed and sent in.

1. To request a SERT call the closest MOU hazmat team. It is the responsibility of the local Incident Commander (IC) or their designee to:
 - a. Call NEMA to advise them of the request for the team.
 - b. Call the local emergency manager (EM), advise them of the incident, that a team has been requested and request the local EM complete and send an Incident Status Report (ISR) to NEMA.
 - c. When the hazmat team arrives on scene complete a check-in sheet recording the time of arrival, personnel by name and vehicles by type.
 - d. Request an approximate cost per hour from the hazmat team leader and keep track of the dollars obligated. Any costs over 25,000 dollars will be the responsibility of the local jurisdiction unless (all three conditions must be met):
 - i. NEMA has been advised of the need for the hazmat team to remain at the scene.
 - ii. A local declaration of emergency has been declared and
 - iii. The Governor's Office has approved continued funding of the response by issuing a Proclamation of a State Declaration of Emergency. Be aware that a request for a State Declaration to continue to use of the Governor's Emergency Fund for the hazmat

team response is not guaranteed with conditions 1) and 2) above are met.

- e. When the hazmat team demobilizes:
 - i. Complete the check out portion of the check in/checkout form including the time of demobilization.
 - ii. If a hazmat team demobilization is phased, record the time of departure of each element including personnel names and vehicles.

(Source: Governor's Guide to Local Elected Officials May 2013 Annex C: Hazardous Materials Assistance Program www.nema.nebraska.gov)

- 2. When requesting a SERT the following information must be provided to the responding team:

Incident size & location (private, State or Federal land)

Life safety issues (has an evacuation been ordered)

Chemical released (is it a extremely hazardous substance)

Reimbursement Billing

All documentation from the incident must be received, reviewed and approved by the Incident Commander and mailed to NEMA. Under State law and regulations, if NEMA does not receive the documentation identified above, NEMA will not reimburse the team and the payment will become the responsibility of the requesting local jurisdiction.

Bills must be submitted to NEMA within 30 days of the incident.

Reimbursement requests should be sent to NEMA c/o Operations Section Chief at 2433 NW 24th Street, Lincoln, NE 68524.

SECTION 3 – RESOURCE TRACKING

The attached ICS forms shall be used in a large hazmat spill and must accompany the final bill submitted to NEMA for reimbursement.

Sample County Disaster Declaration

If response nears the limit of \$25,000 a disaster declaration must be completed and sent into NEMA. A sample form is attached.

Hazardous Materials Information Form

Gather as much information as possible prior to calling in a hazmat team and/or reporting to NEMA.

ICS 203 Organization Assignment Form

ICS 203 should be completed upon arrival of a hazmat team and will depict roles and responsibilities of the team as it relates to the overall scene. Member of a responding team should not be considered the IC but may take part in a unified command providing technical expertise.

ICS 211 Incident Check-In List

ICS 211 should list all resources brought to scene and should be reflective in the final bill submitted to NEMA. Resources not listed on the 211 but billed will not be paid.

REMEMBER: This document must be prepared and submitted to the Nebraska Emergency Management Agency on the **OFFICIAL LETTERHEAD** of the jurisdiction requesting state assistance. Fax to (402)-471-7268
Attn: PAO

SAMPLE COUNTY or MUNICIPALITY DISASTER DECLARATION

_____ has suffered a _____ (i.e., a disastrous tornado strike) that occurred on _____ causing severe damage to public and private property, disruption of utility service, and endangerment of the health and safety of the citizens of _____ within the disaster area. Therefore, the (Authorized Official for the jurisdiction) has declared a state of emergency authorized under Nebraska Statute R.R.S. 81-829.50, on behalf of _____ and will execute for, and on behalf of _____Jurisdiction_____ the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he deems necessary in the fulfillment of his/her duties.

Title _____

(Jurisdiction)

WITNESS my hand and the seal of
my office this _____ day of _____,
in the year _____.

Date

Clerk

**Hazardous Materials Information Form
For Responders / Dispatchers / On-Site Teams**

Essential Information:

1. Scene **LOCATION** (be specific): _____
2. **CONTACT PERSON** (Name): _____
Contact Telephone number: _____
3. **COMMAND POST LOCATION:** _____
4. **RADIO FREQUENCY:** _____
5. **CHEMICAL NAME/PLACARDS/UN NUMBER:** _____
6. Any **LEAKS, SPILLS, or FIRES:** _____

Secondary Information:

1. Any **SHIPPING PAPER** information: _____
2. **HAZARD CLASS(ES)** : _____
3. **SHIPPER** or **CARRIER** Name: _____
4. **CONTAINER SHAPE:** _____
5. **AMOUNT:** _____
6. Number of **INJURIES** or **EXPOSURES:** _____
7. **WEATHER:** _____ Wind Speed: _____ Direction: _____
Forecast: _____
8. Any Streams, Lakes, Rivers nearby: _____
9. What is the **IMMINENT DANGER:** _____
TO WHOM: _____
10. Time: _____ Date: _____ Nearest City: _____ County: _____

**RESPONDERS should COMMUNICATE this vital information
DISPATCHERS should ASK FOR this vital information**

ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
1. Incident Name		Op's Chief	
		Deputy	
2. Date	3. Time	a. Branch I	
		Branch Director	
4. Operational Period		Deputy	
Position	Name	Division/Group	
5. Incident Commander and Command Staff		Division/Group	
Incident Commander		Division/Group	
Deputy		Division/Group	
Safety Officer		Staging Area	
Information Officer			
Liaison Officer		b. Branch II	
6. Agency Representative		Branch Director	
Agency	Name	Deputy	
		Division/Group	
		Staging Area	
7. Planning/Intelligence Section		c. Branch III	
Plans/Intel Chief		Branch Director	
Deputy		Deputy	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Division/Group	
Demobilization Unit		Division/Group	
Technical Specialists		Division/Group	
Human Resources		d. Air Operations Branch	
Training		Air Operations Branch Director	
GIS		Air Tactical Supervisor	
		Air Support Supervisor	
		Helicopter Coordinator	
		Air Tanker Coordinator	
8. Logistics Section		10. Finance/Administration Section	
Logistics Chief		Finance/Admin. Chief	
Deputy		Deputy	
Supply Unit		Time Unit	
Facilities Unit		Procurement Unit	
Ground Support Unit		Compensation/Claims Unit	
Communications Unit		Cost Unit	
Medical Unit		Prepared by (Resource Unit Leader)	
Food Unit			

