EMERGENCY ASSISTANCE TO A HAZARDOUS MATERIALS INCIDENT

Updated: May 2022
IMPORTANT NOTICE

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

In the event that you desire additional assistance with the management of a hazardous materials incident, the incident commander or local emergency manager must contact the Nebraska Emergency Management Agency at the following numbers:

- Daytime Business Hours: (402) 471-7421
- Evenings, weekends, holidays: (402) 499-1219

An on-call watch officer will return your call if outside of normal office hours.

Advise the person who answers the phone that you have a hazardous materials spill and desire assistance. Make sure you give the person your name, organization, location of the incident and your return phone number. Specific information must be given including, but not limited to, the type of chemical spilled, the size of the spill, and any life safety issues. A Hazardous Materials Information form is included in Section 3: Resource Tracking.

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 approaches $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 available in Section 2: Activation of Response Entities.

Local State Patrol Dispatch Office: ____________________________

Nearest State Emergency Response Team: ________________________
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 Emergency Response Teams (SERT), the Nebraska Hazardous Incident Teams (NHIT), the Civil Support Team (CST), and the CBRNE Enhanced Response Force Package (CERFP) including contact information and general resource capabilities of these 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.
Section 1: Hazmat Response Resources

State Activated Resources:

Nebraska Hazardous Incident Team
The Nebraska Hazardous Incident Team (NHIT) includes members from the State Patrol, State Fire Marshal and Department of Environment and Energy. 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, Madison, Lincoln and Cheyenne. The NHIT is considered a State response asset; therefore, a Governor’s declaration is not needed to activate this response.

State Emergency Response Teams (SERT)
SERTs, previously known as “MOU Hazmat Teams”, are located in Beatrice, Columbus, Grand Island, Hastings, Norfolk, North Platte, Omaha, Red Willow and Scottsbluff.

Figure 1: State Map indicating the locations of the 9 SERTs
Response members of either the SERT/NHIT will assume positions in the incident command structure, but in no instance will they assume the position of incident commander.

National Guard Assets
72nd Civil Support Team (CST)
The mission of the CST is to support civil authorities at a domestic CBRNE incident site by identifying CBRNE agents/substances, assessing current and projected consequences, advising on response measures, and assisting with appropriate requests for additional support. It is a federally funded team with 24/7 mission readiness and fully integrates into the Incident Command System.
The CST includes 22 subject matter experts who specialize in detection and identification of unknown hazardous materials. The members can deploy as a full team or as a customizable support package. The CST is prepared to move out within 90 minutes of notification.

Nebraska CBRNE Enhanced Response Force Package (CERFP)

The mission of the CERFP is to respond to a chemical, biological, radiological, and nuclear (CBRN) incident and assist local, state, and federal agencies in conducting consequence management by providing capabilities to conduct patient decontamination, medical triage, fatality search and recovery, stabilization and casualty search and extraction.

The CERFP is a regional response team with members from both Army and Air National Guard. There are 200+ personnel who are trained to a minimum of awareness level. Specialty training includes incident command, decontamination and search and recovery. The CERFP is prepared to move within 6 hours of notification.

Activation of National Guard Assets

- Incident Occurs
- IC identifies need for the CST or CERFP
- IC or local emergency manager contacts State EOC (NEMA) at (877) 297-2368
- State EOC contacts NEMA Assistant Director
- NEMA Assistant Director contacts TAG and Governor
- Governor approves activation and JOC is informed
- JOC notifies unit of deployment
- Resources deploy within 90 minutes (CST) or 6 hours (CERFP)

**Figure 2: Activation process for National Guard resources**
## Emergency Contact Numbers

<table>
<thead>
<tr>
<th></th>
<th>Day Phone</th>
<th>After Hours</th>
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<tbody>
<tr>
<td>Nebraska Emergency Management Agency</td>
<td>(402) 471-7421</td>
<td>(402) 499-1219</td>
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<tr>
<td><strong>State Patrol Dispatch</strong></td>
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<tr>
<td>Troop A (Omaha)</td>
<td>24 Hour #</td>
<td>(402) 479-4921</td>
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<tr>
<td>Troop B (Omaha)</td>
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<td>(402) 479-4921</td>
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<tr>
<td>Troop C (Lincoln)</td>
<td>24 Hour #</td>
<td>(308) 535-8047</td>
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<td>Troop D (North Platte)</td>
<td>24 Hour #</td>
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<tr>
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<td>(308) 535-8047</td>
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<tr>
<td>Troop Headquarters (Lincoln)</td>
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<td>(402) 479-4921</td>
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<td><strong>State Emergency Response Teams</strong></td>
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<tr>
<td>Beatrice Fire</td>
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<td>(402) 223-4080</td>
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<td>Columbus Fire</td>
<td>24 Hour #</td>
<td>(402) 564-8127</td>
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<td>Grand Island Fire</td>
<td>24 Hour #</td>
<td>(308) 385-5370</td>
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<td>Hastings Fire</td>
<td>24 Hour #</td>
<td>(402) 461-2350</td>
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<td>Norfolk Fire</td>
<td>24 Hour #</td>
<td>(402) 644-8700</td>
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<td>North Platte Fire</td>
<td>24 Hour #</td>
<td>(308) 535-6782</td>
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<td>Omaha Fire</td>
<td>24 Hour #</td>
<td>(402) 444-5716</td>
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<td>Red Willow Western Rural</td>
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<td>(308) 345-3450</td>
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<td>Scottsbluff Fire</td>
<td>24 Hour #</td>
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<td>Nebraska State Patrol</td>
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<td>(402) 479-4921</td>
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<td>Nebraska Fire Marshal</td>
<td>(402) 471-2027</td>
<td>(402) 641-7194</td>
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<tr>
<td>Nebraska Department of Environment and Energy</td>
<td>(402) 471-2186</td>
<td>(402) 479-4921</td>
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<tr>
<td><strong>National Guard Assets</strong></td>
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<tr>
<td>72nd Civil Support Team</td>
<td>(402) 471-7421</td>
<td>(402) 499-1219</td>
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<td>Nebraska CERFP</td>
<td>(402) 471-7421</td>
<td>(402) 499-1219</td>
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<td><strong>Spill Reporting</strong></td>
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<td>Nebraska Department of Environment and Energy</td>
<td>(402) 471-2186</td>
<td>(402) 479-4921</td>
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<tr>
<td>Union Pacific Railroad</td>
<td>24 Hour #</td>
<td>(888) 877-7267</td>
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<tr>
<td>Burlington-Northern Santa Fe Railroad</td>
<td>24 Hour #</td>
<td>(800) 832-5452</td>
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<tr>
<td>CHEMTREC</td>
<td>24 Hour #</td>
<td>(800) 424-9300</td>
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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 Team (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.

To request a SERT call the closest MOU hazmat team. It is the responsibility of the local Incident Commander or their designee to:

a. Call NEMA to advise them of the request for the team.

b. Call the local emergency manager to advise them of the incident and that a team has been requested. The local EM will need to complete and send an Incident Status Report 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 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.

e. When the hazmat team demobilizes, complete the check-out portion of the check-in/check-out form including the time of demobilization.

Source: Governor’s Emergency Fund Guidelines for Public Officials – January 2018
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 Preparedness and Operations Section Manager at 2433 NW 24th Street, Lincoln, NE 68524.

72nd Civil Support Team (CST) & CBRNE Enhanced Response Force Package (CERFP)
The CST or the CERFP are deployed through the State Emergency Operations Center by NEMA under authorities and direction of the office of the Governor. Deployment of either team must have the approval of the Adjutant General and the Governor. Local resources must be overwhelmed (response capabilities aren’t available at the scene or through mutual aid) at time of request.

Information Required at Time of Request
When requesting a state/federal hazmat resource 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 an extremely hazardous substance)
Section 3: Resource Tracking

Below are several documents that will be necessary 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 included in attachment 3 of the county’s Local Emergency Operations Plan, Basic Plan.

Hazardous Materials Information Form
Gather as much information as possible prior to calling in a hazmat team and/or reporting to NEMA. A sample form is attached, but other forms may be used.

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. Members 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 billed for, but not listed on the ICS 211 will not be paid.
# Hazardous Materials Incident Report

## INITIAL CONTACT INFORMATION

(Check one): ________ REPORTED/ACTUAL INCIDENT ________ DRILL/EXERCISE

1. Date/Time of Notification: ___________ Report received by: ____________________________
2. Reported by (name & phone number or radio call signs): ____________________________
3. Company/agency and position (if applicable): _________________________________________
4. Incident address/descriptive location: ____________________________________________
   __________________________________________
   __________________________________________
5. Agencies at the scene: __________________________________________________________
   __________________________________________

## HAZARDOUS MATERIAL INVOLVED

7. Nature of emergency: (check all that apply)
   ___ Leak   ___ Explosion   ___ Spill   ___ Fire   ___ Derailment   ___ Other
   Description: ________________________________________________________________
   __________________________________________
   __________________________________________

8. Name of material(s) released/placard number(s): _________________________________

9. Release of materials:
   _____ Has ended  _____ Is continuing. Estimated release rate & duration: __________

10. Estimated amount of material which has been released: __________________________

11. Estimated amount of material which may be released: ____________________________

12. Media into which the release occurred: ________ air ________ ground ________ water

13. Plume characteristics:
   a. Direction (Compass direction of plume): c. Color: _____________________________
      __________________________________________
   b. Height of plume: ____________________________ d. Odor: _________________________

14. Characteristics of material (color, smell, liquid, gaseous, solid, etc): ________________

15. Present status of material (solid, liquid, and gas): _________________________________
16. Apparently responsible party or parties: _________________________________
   _________________________________
   _________________________________

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:
   Wind From: _______________ Wind Speed (mph): ___________ Temperature (F): ___________
   Humidity (%): _____________ Precipitation: _______________ Visibility: _______________

18. Forecast:

19. Terrain conditions:

HAZARD INFORMATION

(From ERG, SDS, CHEMTREC, or facility)

20. Potential hazards: _________________________________
    _________________________________
    _________________________________

21. Potential health effects: _________________________________
    _________________________________
    _________________________________

22. Safety recommendations: _________________________________
    _________________________________
    _________________________________

23. Recommended evacuation distance: _________________________________
    _________________________________
    _________________________________

EXTERNAL NOTIFICATIONS

24. Notifications made to: _________________________________
    _________________________________
    _________________________________
    _________________________________
    _________________________________
## DESCRIPTION OF INCIDENT

25. Estimated areas/ populations at risk: 

____________________________

26. Known damage/casualties: 

____________________________

27. Tools used for formulating protective actions
   ______ a. Recommendations by facility operator/responsible party
   ______ b. *Emergency Response Guidebook*
   ______ c. Material Safety Data Sheet
   ______ d. Recommendations by CHEMTREC
   ______ e. Results of incident modeling (CAMEO or similar software)
   ______ f. Other: 

28. Protective action recommendations: 
   _____ Evacuation   _____Shelter-In-Place   _____Combination   _____No Action
   _____ Other 

   Time Actions Ordered/Implemented

   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

29. Evacuation Routes Recommended: 

________________________________________________________________

30. Exposures:
   ______ a. Explosion
   ______ b. Fire
   ______ c. Environmental Damage
31. Actions taken to respond:

[Insert narrative here]

32. Location & disposal method of hazardous/contaminated materials

33. Incident report completed by: ___________________________
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<tr>
<th>1. Incident Name:</th>
<th>2. Operational Period:</th>
<th>Date From:</th>
<th>Date To:</th>
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<th>3. Incident Commander(s) and Command Staff:</th>
<th>7. Operations Section:</th>
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<tr>
<td>IC/UCs</td>
<td>Chief</td>
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<tr>
<td>Deputy</td>
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<td>Safety Officer</td>
<td>Staging Area</td>
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<td>Public Info. Officer</td>
<td>Branch</td>
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<td>Liaison Officer</td>
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<th>4. Agency/Organization Representatives:</th>
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<td>Agency/Organization</td>
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<tr>
<td>Deputy</td>
<td>Division/Group</td>
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<td>Documentation Unit</td>
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<td>Demobilization Unit</td>
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<td>Technical Specialists</td>
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<tr>
<td>Deputy</td>
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<td>Air Ops Branch Dir.</td>
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<td>Director</td>
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<td>Facilities Unit</td>
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<td>Ground Support Unit</td>
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<tr>
<th>9. Prepared by:</th>
<th>Name:</th>
<th>Position/Title:</th>
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ICS 203 IAP Page Date/Time: 
## INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:  
2. Incident Number:  
3. Check-In Location (complete all that apply):  
   - [ ] Base  
   - [ ] Staging Area  
   - [ ] ICP  
   - [ ] Helibase  
   - [ ] Other  
4. Start Date/Time:  
   - Date:  
   - Time:  

### Check-in Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:

|-------|--------|----------|------|------|-----------------------------|---------|------------------|---------------------|----------------|-------------------------------|-------------------------------|------------------|-----------------------------|-----------------|-------------------|------------------|-----------------------------|

ICS 211  
17. Prepared by:  
   - Name:  
   - Position/Title:  
   - Signature:  
   - Date/Time:  

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