Kitsap County Washington

Hazardous Materials Emergency Response Plan 2017

Local Emergency Planning Committee (LEPC)

Prepared by:
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February 15, 2017
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The Kitsap County Local Emergency Planning Committee (LEPC) developed the following Hazardous Materials Emergency Response Plan (ERP) to identify and implement hazardous materials emergency preparedness and response procedures in accordance with Chapter 118-40 of the Washington Administrative Code (WAC). The ERP details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies for the purpose of ensuring a mutual understanding and to assure a coordinated plan of action is implemented between the appropriate agencies within Kitsap County.

The ERP provides a process for routine or catastrophic emergencies resulting in a hazardous materials event. It can be activated by first responders or by the Kitsap County Emergency Operations Centers under Emergency Support Function #10.

The Kitsap County LEPC directs each office, department and agency to study the ERP and to prepare and/or update, as needed, their supporting plans and operating procedures as may be needed to effectively implement the ERP in the event of a hazardous material event.

The Kitsap County LEPC is responsible for the administration and distribution of the ERP and will issue changes as required. An Addendum to this plan provides information on the roles and responsibility of Kitsap’s LEPC, meetings, and annual review of this plan.

LEPC Chairperson

________________________________________            _____________
(Name)                                                     Date

Director, Kitsap County Department of Emergency Management

________________________________________            ______________
Michael Gordon                                          Date

Chair, Emergency Management Council

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## KITSAP COUNTY LEPC
### HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

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</table>
# Table of Contents

I. INTRODUCTION .................................................................................................1
   - Purpose
   - Scope
   - Policies and Legal Authorities

II. SITUATIONS, ASSUMPTIONS, and LIMITATIONS ............................................2
    - Situations
    - Assumptions
    - Limitations

III. CONCEPT OF OPERATIONS ...........................................................................6
     - General
     - Direction and Control
     - Release Identification
     - Notification
     - Emergency Response
     - Public Safety
     - Responder Safety
     - Resource Management
     - Containment / Clean-Up
     - Documentation and Investigation
     - After Action Review

IV. RESPONSIBILITIES ..........................................................................................16
    - Kitsap County Agencies
    - State Agencies
    - Non-Governmental Agencies
    - Regulated Facilities
    - Motor Transport Companies, Ferry System and Railroads Serving Kitsap County
I. INTRODUCTION

Purpose

This plan establishes the policies and procedures under which Kitsap County will operate in the event of a hazardous materials incident, oil spill, or other event involving the release of hazardous materials. This plan is designed to prepare Kitsap County and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

The plan provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

Scope

This ERP is a coordinating document. In general, it does not provide operational instructions. The LEPC/ERP is a support document under ESF-10 Oil and Hazardous Materials, an annex of the Kitsap County Comprehensive Emergency Management Plan (CEMP). This document will provide supplemental support and information should ESF-10 be activated. In most cases, the LEPC will provide information and coordination for those routine, minor hazardous materials events. Kitsap County Department of Emergency Management (DEM) Standard Operating Procedures, first responder operating guides and facility emergency response plans provide operational instruction for response to hazardous materials events.

Agencies and facilities within Kitsap County that are covered by this ERP shall incorporate requirements of this ERP into their operational and emergency plans. Where practical, this ERP will address the relevant State and Federal requirements by reference, rather than reproducing them in this document.

For the purposes of this Plan, hazardous materials are defined as any chemical which poses a physical hazard or a health hazard as defined under 40 CFR Part 302 or as otherwise stipulated in this document. In addition, radioactive and non-radioactive materials and explosives in reportable quantities, as well as other chemical hazards, are included as hazardous materials.

Policies and Legal Authorities

Kitsap County Statutes and Regulations

- Kitsap County Code, Chapter 2.104.
- City of Bainbridge Island Ordinance 86-26, Interlocal Agreement for Emergency Management Services and Ordinance 68-22, Emergency Proclamation
• City of Bremerton Municipal Code 2.26 Emergency Management Organization
• City of Port Orchard Interlocal Agreement for Emergency Services and Ordinance 1712, Designation of Hazardous Materials Incident Command Agency and Mutual Aid Agreements
• City of Poulsbo Municipal Code 2.26 Emergency Management Organization

**Washington State Statutes and Regulations**

- RCW 38.52.070—Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures
- Chapter 70.136 RCW—Hazardous materials incidents
- RCW 90.56.020—Director responsible for spill response (Department of Ecology).
- Chapter 38.52 RCW—Washington State Intrastate Mutual Aid Compact
- Chapter 118-40 WAC—Hazardous chemical emergency response planning and community right-to-know reporting.
- Chapter 296-824 WAC—Emergency response.

**Federal Statutes and Regulations**

- Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA)
- 40 CFR Part 355—Emergency Planning and Notification
- U.S. Code: Title 42, Chapter 116, Section 11003a-g—Comprehensive Emergency Response Plans

**Mutual Aid Agreements**


**II. SITUATIONS, ASSUMPTIONS, and LIMITATIONS**

**Situation**

Hazardous materials are commonly stored, used, transported, or manufactured in the local area. This includes not only operations within Kitsap County, but operations in counties adjacent to Kitsap County where hazardous material emergencies may affect residents of Kitsap County.

The EPCRA applies to agencies and facilities where hazardous materials in excess of Threshold Planning Quantities are used or stored, or where extremely hazardous
materials are used or stored. These agencies and facilities make annual reports to the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC). A list of these facilities and agencies within Kitsap County is provided in Appendix A.

Kitsap County has several military installations that contain a variety of systems that have the potential of a hazardous materials event. The Department of Defense (DOD) has numerous emergency response plans and is responsible for responding to and recovery from the event. Kitsap County ERP is designed to support their response and protect the citizens of Kitsap County. Kitsap County responders train and exercise with DOD responders to improve response capabilities. The DOD is represented on the LEPC.

Numerous types of hazardous materials are used, stored, or transported in and through Kitsap County. Some are common and familiar, such as gasoline and diesel fuel, which means the hazards associated with these substances are generally familiar. Other hazardous substances are not as familiar. Chlorine, for example, is used in various forms throughout the county to disinfect treated water and swimming pools. It can cause serious respiratory distress if breathed, or significant burns if allowed to contact unprotected skin. Another hazardous substance commonly used in Kitsap County is sulfuric acid, which is a component of lead acid storage batteries. Acids can also cause severe burns if allowed to contact unprotected skin.

This is obviously earthquake country and Kitsap County prepares jurisdictions and County response partners to be ready for secondary earthquake impacts. As such, hazardous materials storage may be susceptible to shaking and ground movement that may create a secondary emergency. Naval installations alongside Puget Sound waters could experience inland or remnants of a Northwest tsunami. Kitsap County HIVA noted below, Mitigation Plan, and Coastal and Risk studies provide assessments and map data for study by those responsible for the storage of hazardous materials.

In addition to the hazards of stored chemicals, hazardous chemicals are transported throughout the county via road, rail and sea. Chemicals are transported over the County’s extensive road network. Accidents involving the transportation of chemicals could be just as catastrophic as accidents involving stored chemicals, possibly more so, since the location of a transportation accident would not be predictable. The major routes used to transport hazardous materials within Kitsap County include State Routes 3, 16, 104, 160, 166, 303, 304, 305, 307 and 308. In addition, hazardous materials may be transported within Kitsap County by the Puget Sound & Pacific RR’s rail line that enters Kitsap County from Mason County, travels through Bremerton and, then, branches off to either 1) Gorst, Navy Yard City and terminating at the Puget Sound Naval Shipyard or 2) Chico, Silverdale and terminating at Naval Base Kitsap/Bangor or by pipeline.

The Kitsap County Hazard Identification and Vulnerability Assessment (HIVA) provides an evaluation of the threat posed by hazardous materials within Kitsap County. The HIVA is located on the DEM web site at http://www.kitsapdem.org/emergency-plans.aspx.

Kitsap County has limited response capability for hazardous material incidents through its fire districts/departments, the Washington State Patrol, and the Department of Ecology. Washington State Patrol is the default Incident Commander for hazardous material
incidents within Kitsap County unless designated otherwise. For large incidents involving hazardous materials outside the scope of local responder capabilities, the local military installations, Puget Sound Naval Base-Bangor and Puget Sound Naval Base-Bremerton, as well as the Naval Shipyard may also provide response assistance.

A spill of bulk hazardous materials could result in fire, explosion, toxic cloud, or direct contamination of people, property and the environment. The effects may involve an isolated local site or may encompass multiple square miles. Health problems may be immediate, as would be the case with the corrosive effects on skin and lungs, or they may take time to display symptoms, such as cancer from a carcinogen. Significant property damage could range from immediate destruction through explosion to permanent contamination by a persistent hazardous substance. Some hazardous materials incidents may contaminate the soil or water of an area posing a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

**Assumptions**

- An accidental release of hazardous materials could pose a threat to the local population or environment.

- A hazardous materials incident may be caused by or occur as collateral damage resulting from another emergency, such as flooding, a major fire or earthquake. All major natural disasters should be assumed to contain a hazardous materials element until inspected and cleared.

- A major transportation hazardous materials incident may require the evacuation of citizens from any location in Kitsap County along State Routes 3, 16, 104, 160, 303, 304, 305, 307 or 308, those areas adjacent to the Puget Sound & Pacific RR's rail line that enters Kitsap County from Mason County, travels through Bremerton and, then, branches off to either 1) Gorst, Navy Yard City and terminating at the Puget Sound Naval Shipyard or 2) Chico, Silverdale and terminating at Naval Base Kitsap/Bangor or those areas adjacent to a pipeline.

- The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

- Wind shifts and other changes in weather conditions during the course of an incident may necessitate changes in protective action recommendations.

- If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

- Residents with access and functional needs may require assistance when evacuating.
• Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems.

• The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used in all of Kitsap County hazardous materials incidents from through response and recovery of the event per the requirements of Federal, State, and Local laws.

• When a hazardous materials release occurs on a military installation, the dedicated emergency responders and emergency management organization will respond and support field operations. In the event the emergency goes beyond the installation, Kitsap County Emergency Management and local first responders will manage off-base response and recovery operations.

Limitations

• This plan does not imply that a perfect response will be practical or possible. No plan can shield individuals from all events.

• Responders will attempt to coordinate the plan and response according to standards.

• Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and local resources may become overwhelmed.

• There may be little to no warning during specific events to trigger the need to implement operational procedures. The success or failure of all emergency plans depends upon effective tactical execution.

• Successful implementation of this plan depends on timely problem identification, the capabilities of available resources at the time of the incident, and effective information exchange between responding organizations and the facility or transporter.

• Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.
III. CONCEPT OF OPERATIONS

General

The Kitsap County Local Emergency Planning Committee’s (LEPC) role is to assist emergency response agencies within Kitsap County in preparing and reviewing hazardous material response plans and procedures.

The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify CenCom, the County’s 911 Public Safety Answering Point. Releases that are emergent in nature, should always be reported via the 911 system. However, the facility may also have reporting procedures that direct them to the National Response Center (NRC), which may initiate response through the State Emergency Management Duty Officer. In the event of a release, facility representatives may also serve as an important resource to provide technical assistance and advice to responding agencies regarding how to best contain the release and to protect the public and environment.

All agencies responding to the release will do so only to the extent of their personnel’s level of training and qualification, available resources, and capabilities. The Incident Commander’s (IC) first priority will be to determine the appropriate protective action for responders and the public; disseminate recommendations; and to implement them. When size, scope, and/or complexity of the incident exceed the capabilities of local first responders, the IC should request the assistance of additional resources. The IC initiates gaining access to these resources by way of CenCom and/or the Kitsap DEM Duty Officer.

Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures

Direction and Control

Hazardous Materials incidents will be managed using the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS). In accordance with RCW 70.136.030, unless otherwise assumed by another local agency, incident command responsibility for managing hazardous materials incidents, defaults to the Washington State Patrol (WSP). However, local fire agencies are typically the initial responding agency. As such, they will be called upon to respond to the incident. In accordance with their agency response plans and procedures, they will initiate incident command; assess the incident’s size, scope, and complexity; initiate incident stabilization and/or mitigation efforts; and will determine if WSP needs to assume incident command responsibility.

Reference: Appendix B – Incident Command Agency

The Incident Commander is responsible for managing all on-scene incident related activities. As a general guideline, initial response activities should concentrate on addressing the immediate need to isolate the area; implement traffic control measures; and contain the release, while formulating and implementing measures to protect
Incident Commander’s should give early consideration to:

- Notify the DEM Duty Officer to initiate access to supporting resources.
- Utilize the Public Information Officer (PIO) function as the means for conveying protective measures to the public.

Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures

Reference: Kitsap DEM ESF-15 and Joint Information Center Manual

Release Identification

The methods and procedures for identifying and determining that a release has occurred and to define the scope of impact to the affected areas vary by incident location and personnel qualifications. In addition, the methods and procedures used to respond to incidents involving hazardous materials vary based on training and qualification levels. The National Fire Protection Association (NFPA) 472, Standard for Competence of Responders to Hazardous Materials, is the common reference used to define training standards and qualification levels.

In general, it is the responsibility of the On-Scene Commander to determine initial life safety isolation or evacuation areas. Emergency Management, if requested, would support the identification of and response to isolation zones and use manually plotting techniques as noted in the Hazardous Materials Response Procedures to determine initial downwind isolation zones. For events on Military Installations, isolation zones adjacent to the facilities have been identified for quick identification and emergency communications. Naval Installation Commanders will provide to Emergency Management, plume data from the Federal Radiological Monitoring and Assessment Center for events involving a radiological release. Once this information is received and validated, Emergency Management would revise projections and isolation areas.

Once identified, the On-Scene Commander must decide if public notification is necessary to warn the public, exercise shelter in place or evacuation, and/or take imminent life safety actions. This includes contacting Kitsap 911 to activate the Emergency Alert System (EAS), or using the media to provide instruction to the public. This can be accomplished through the use of KCDEM PIO and the activation of the Joint information Center (JIC).

Workers and responders must not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.

- **Awareness Level** – Personnel trained to the awareness level are persons who, in the course of their normal duties, could encounter an emergency involving hazardous materials and who are expected to recognize the presence of the hazardous materials, protect themselves, call for trained personnel, and secure the area.
Operations Level – Emergency Responders trained to the operational level shall be that person who responds to hazardous materials incidents for the purpose of protecting nearby persons, the environment, or property from the effects of the release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.

Technician Level – Responders trained to the technician level shall be that person who responds to hazardous materials incidents using a risk-based response process by which they analyze a problem involving hazardous materials, select the applicable decontamination procedures, and control a release using specialized protective clothing and control equipment.

Specialist Level – Responders trained to respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. As such they will be able to:

- Select and use proper specialized chemical personal protective equipment.
- Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- Determine and implement decontamination procedures.
- Develop a site safety and control plan.

Hazardous Materials Incident Commander – The Incident Commander (IC) shall be the person responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, must receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas, and the employer must so certify:

- Know and be able to implement Kitsap County’s hazardous materials response plan and incident command structure.
- Know of the state’s emergency response plan and outside resources available.
- Know and understand the hazards and risks associated with responders working in chemical protective clothing.
- Know and understand the importance of decontamination procedures.

Releases of hazardous materials in transit or at fixed facilities will most likely be observed...
by the agent, citizens and/or responders. The methods and procedures used to determine a release occurred will also vary by the qualification of the responder and the resources available to the agent. Is the responsibility of any agent responsible for the transportation or storage of hazardous materials to be trained to recognize a release and take initial response actions.

**Notification**

Hazardous materials release notifications come from multiple sources. The most reliable notifications come from the individual regulated facilities or responders. For releases that are emergent in nature, the facility is responsible for immediately reporting the release via 911. For both emergency and non-emergent releases on their site, the facility’s emergency coordinator, authorized representative, or otherwise designated responsible party is expected to provide reliable, effective and timely notification to SERC and/or the National Response Center in accordance with the facility's policies and EPCRA reporting requirements.

Hazardous materials release notifications reported via 911 are the primary method for initiating local response. In most cases, 911 will receive a call and will dispatch the appropriate fire and law enforcement agency. Other non-emergent reports such as illegal dumping, dirty runoff, or drainage concerns will be forwarded to the local public works department. The 911 center may also receive reports from the National Response Center (NRC) through the State Emergency Management Duty Officer.

Depending upon the incident’s scope, complexity, and significance, these reports may also include notifying Kitsap County DEM. The DEM Staff/Duty Officer will assist with determining the need to modify the level of response, assure proper reporting, assist with documentation, and final disposition. The Staff/Duty Officer has an available flow chart to help guide them through the decision-making process associated with numerous types of hazmat events and associated documentation. Comprehensive reporting guidelines, resource information, and contact information are maintained as addendums to Hazardous Materials reporting procedures maintained by DEM.

*Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures*

When a hazardous materials release is reported via 911 or through the NRC, Kitsap County is responsible for:

- Determining level of response and call out of fire, law and hazmat teams to the scene.

- Determining whether to enact a mutual aid agreement with U.S. Navy Region Northwest Fire & Emergency Services (NRNW F&ES) to deploy their Technician-level hazardous materials team.

- Notifying and coordinating with local and state agencies to provide technical support, decontamination, and cleanup as necessary to resolve the event.
- Conducting public warning and notification depending on the size and risk to the public.
- Activating the Emergency Operations Center (EOC) if the event warrants.
- Activating the Joint Information Center (JIC) for managing public information and instruction
- Conducting mass care activities including shelter-in-place or evacuation.

In the event public emergency warning and notification is warranted, DEM will activate the Emergency Alert System (EAS) to disseminate the applicable information such as evacuation instruction, shelter-in-place orders, etc. followed by ongoing release of information and instructions via local media outlets.

Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures

Emergency Response

Specific response policies, procedures, and practices are dependent upon the role and responsibilities of each individual agency. Therefore, each agency is responsible for development and maintenance of their own standard operating guidelines to the degree that is applicable to managing their role during emergency response. For private industry, a guide is provided in Addendum (5) to support their preparedness, response and recovery goals and actions. Kitsap County embraces common hazardous materials response policies, procedures and practices such as safety, identification, isolation and denial of entry, notifications, scene management and organizational responsibilities from publications such as National Fire Protection Association (NFPA) 472, Recommended Practice for Responding to Hazardous Materials Incidents. As such, individual agency guidelines should conform to the standards set in NFPA 472.

As a minimum, individual agency guidelines should include provisions for:

- Response planning – to include:
  - Developing and maintaining an incident response plan
  - Conducting training in accordance with NFPA 472, WAC 296-824, and WAC 296-305
- Determining response levels and their application
- Managing incident operations – to include:
  - Maintaining personnel accountability
  - Providing for rest and rehabilitation
  - Control of ignition sources (if applicable for their anticipated role)
- Determination and application of Control Zones
- Communication procedures
- The use of monitoring equipment (if applicable for their anticipated role)

- The use of personal protective equipment (if applicable) – to include:
  - The use and application of respiratory protective equipment
  - The use and application of chemical protective equipment
  - The use and application of thermal protection
  - Guidelines for selecting the appropriate level of protection

- Guidelines for managing incident mitigation efforts – to include:
  - Confinement and containment practices
  - Hazard types classification
  - Mitigation methods and techniques

- Decontamination procedures (if applicable) – to include:
  - Decontamination planning
  - The use and application of decontamination
  - Decontamination types, methods and procedures
  - Decontamination of personal protective equipment

- Medical monitoring procedures (if applicable) – to include:
  - The purpose and application of medical monitoring
  - Pre-entry medical monitoring criteria
  - Medical exclusion criteria
  - Medical monitoring criteria during entry
  - Post emergency medical monitoring criteria
  - Treatment protocol for entry team members

- Public information and instruction – to include:
  - Understanding the use and activation of the Emergency Alert System
  - Timely and accurate notification to media outlets for public dissemination
Collaboration with covered facilities PIOs on instruction to the public
- Working within a Joint Information System (JIC) or information Center (JIC)

Once CENCOM receives a hazardous materials release notification/report, CENCOM personnel process the notification/report and dispatch assigned Kitsap County emergency response resources. In turn, those resources will turn out from their public safety facility or field location, respond to and arrive at the release location.

Public Safety

The primary objective of every hazardous materials response is to protect the people at risk. This includes the employees of the affected facility or transporter, citizens and visitors in the immediate area of the release and/or the projected plume, and emergency responders. Protection of the public during a chemical emergency is a complex undertaking. Evacuation is the recognized standard for population protection; however, shelter-in-place may be a more effective strategy and should be considered as a much more appropriate alternative for many hazardous materials incidents.

Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages. Therefore, decision-making should be based on the following merits:

- The advantage of evacuation is that it removes employees, citizens and visitors from the present and future exposure risks from being located within the affected area. The concept of removing the population from risk is also an acceptable and preferred strategy for many members of the public. Evacuations are however highly disruptive events that create other challenges such as traffic control and sheltering. An effective evacuation may take hours to complete, during which evacuees may be exposed to unsafe concentrations of the very toxic substance they are attempting to avoid.

- Shelter-in-place can be instituted in a relatively short period of time. The population does not have long distances to travel and they are, for the most part, familiar with their surroundings. The speed with which a shelter-in-place effort can be implemented may make it the only reasonable short-term protective option for hospitals, nursing homes and corrections facilities. However, the concept of shelter-in-place is a foreign notion to many citizens who will self-evacuate. Training and exercising sheltering-in-place plans for those facilities where it might prove useful will facilitate its use when it is needed. It should be considered only for incidents expected to last for a short duration.

Procedures for implementing the protective actions of evacuation or shelter-in-place are identified in the DEM SOP 2.0, Appendix E.

Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures

No single protective strategy is applicable in all situations whereas some incidents may be suited to either evacuation or shelter-in-place. The two strategies are not mutually
exclusive and may be combined to achieve the maximum population protection in some situations. For example, shelter-in-place for the public in an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the greatest number of people.

The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available.

Reference materials and resources which will aid the decision making process include:

- **Emergency Response Guidebook** (Current Edition),
- **Safety Data Sheets** (SDS)
- **Chemical Transportation Emergency Center** (CHEMTREC)
- **AIHA Emergency Response Planning Guidelines**
- **NIOSH Pocket Guide to Chemical Hazards**
- **CAMEO Chemicals**
- **Areal Locations of Hazardous Atmospheres** (ALOHA)
- **Mapping Applications for Response, Planning, and Local Operational Tasks** (MARPLOT)
- **Kitsap County Operating Plan and Standard Operating Procedures**

*Additional resources for oil spill response are provided in Addendum (2)*

The Incident Command (IC) is authorized to order the appropriate protective measures based on the type of threat, current weather conditions, condition of the population at risk, immediate response capabilities and mobilization timeliness, available transportation resources, time of day, and ability to communicate with the at risk population. The procedures for implementing the evacuation and shelter-in-place strategies are found within the ERP’s Appendix C - Public Safety Procedures.

Regulated facilities are required to have evacuation plans for employees and visitors. Washington State Administrative Code (WAC) 296-24-567 requires each facility to develop, practice, and maintain an emergency action plan (EAP) that includes, at a minimum:

- Evacuation procedures and route assignments;
- Procedures for employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

After discovering the existence of a hazardous materials release and taking notification/reporting actions, facility owners/operators would utilize their EAP, above, to respond to the release.

Precautionary evacuation plans for selected facilities within the ERP’s area of responsibility are found in Appendix D - Precautionary Evacuation Plans.

Responder Safety

It is essential that on-scene response personnel are adequately protected from the adverse effects of hazardous materials contamination so they can safely perform their role of protecting the public and mitigating the incident. The safety of response personnel must be the Incident Commander’s first priority and shall be managed in accordance with NFPA 471, NFPA 472, WAC 296-305, and WAC 296-824. Additionally, Kitsap Public Health District is responsible for the Medical Surveillance Plan under WAC 296 for the ongoing health monitoring of response personnel. During radiological events, the Washington Department of Health and various Federal radiological response agencies will provide protection and monitoring of responders and the public. In Kitsap County with minimal industrial hazardous materials other than those on Military Installations, the responsibility of large scale isolation and management of contaminated areas would fall on the responsibility of the Department of Defense and Energy assets. As such, highly trained response teams would establish controlled areas to support responder safety, containment, and remedial cleanup and restoration.

For events outside military installations, on-scene commanders will place the safety of responders first based on the situation. Prior to teams entering the Hot Zone, a Safety Officer shall be appointed to oversee and account for responder safety. If the IC does not appoint a Safety Officer for some reason, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations, and develop additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend, or terminate any activity they deem to be unsafe. Safety Officers must be trained to the level of the incident, i.e., an incident such as a gasoline spill where responders engage with operations level mitigation efforts, requires a Safety Officer trained to the operations level.

All responders to a hazardous materials incident will:

- Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.
- Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.
Resource Management

The response and recovery resources available to support the Kitsap County Hazardous Materials Emergency Response Plan incorporate agreements with local, state, and federal agencies. During response operations, resources are acquired by way of pre-existing mutual-aid, interagency agreements, or emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070. Response resources immediately available through mutual-aid and interagency agreements are identified in the DEM SOP 2.0, Appendix D. A limited list of resources is provide in Appendix E. Information on resources provided by local Naval Installations is considered sensitive information and limited to the information provided in Appendix E.

Reference: Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures and ESF-10 Oil and Hazardous Materials Response

Either individually or collectively, Kitsap County emergency response agencies don’t possess a “Technician-level” hazardous materials team. Their highest capability is only at the “Operations” level.

A list of common categories of hazardous materials emergency response resources available to Kitsap County emergency response agencies can be found in Appendix “E” Response Resources.

Should the severity, scope or impact of a hazardous materials release within Kitsap County require the response of a Technician-level hazardous materials team, then, under the auspices of a formally-executed, written mutual aid agreement, U.S. Navy Region Northwest Fire & Emergency Services (NRNW F&ES) will respond. NNRW F&ES is comprised of U.S. Navy emergency response resources assigned to protect U.S. Navy facilities situated within Kitsap County and includes a Technician-level hazardous materials team.

Any need for the response of additional Hazardous Materials Emergency Response Teams to mitigate an event would result in a formal mutual aid request being made by Kitsap County through Washington’s Fire Mobilization Plan.

No facility or industry hazardous materials emergency response resources are either formally or informally committed to the Kitsap County LEPC.

Containment / Clean-Up

As per RCW 4.24.314, the spiller is responsible for costs incurred in the cleanup of a hazardous materials incident. If the spiller is unknown or there is a dispute with the spiller about cost recovery, cleanup efforts will be undertaken by the Department of Ecology and/or the Environmental Protection Agency.

Coordination of spill containment and clean-up begins with the designated Incident Command agency. However, Kitsap County will not accept any financial responsibility for cleanup or disposal of hazardous substances owned and/or spilled by others.
Waterborne spills may begin with local response, but eventually be turned over to the Department of Ecology or U.S. Coast Guard for response, recovery and determination of any financial responsibility of the spiller. Under most circumstances, the spiller is responsible for cleanup, disposal and property damage. General guidelines for first responders including the spiller are:

- Identify, contain and treat hazardous materials to protect the public from exposure.
- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Follow decontamination procedures to limit area of contamination and restrict further spread of hazardous materials.
- Plan for restoration and mitigation of damage to the environment.

As the event moves into the cleanup and restoration phase, those activities will be turned over to the spiller or state and federal authorities as warranted.

In an event involving the activation of the Kitsap County EOC and ESF-10, the EOC will support recovery processes regardless of the organization or agency involved in cleanup. The Disaster Manager will monitor and evaluate the need to maintain EOC operations and at such a time deactivate the EOC.

A Local Facility Hazardous Materials Preparedness, Response and Recovery Guide is provided in Addendum (5) to support facility planning. The guide provides a limited list of hazardous materials spill contractors is available through the Department of Ecology.

**Documentation and Investigation**

Documentation of incident response activities and investigation reports are the responsibility of each participating agency. The Kitsap County DEM shall maintain an incident report log to document incidents within Kitsap County. Reporting procedures shall be conducted in accordance with the guidelines established in the DEM SOP 2.0, Appendix A. Addendum (5) provides a checklist for spill report requirements.

**Reference:** Kitsap DEM SOP 2.0, Hazardous Materials: General Instruction and Reporting Procedures

**Hazardous Materials Spill After-Action-Review**

Depending on the size and complexity of a hazardous materials spill, it is up to the responding agency to evaluate the overall response capabilities and performance of responders. In most cases, the after action review will be conducted in house with primary responders for which most have established programs for emergency event evaluation. In most cases, hazardous materials spills are relatively small and local response agencies will determine quickly any discrepancies noted during the response. Other events that may involve numerous responders will require a more formal approach to evaluating response and note necessary improvements. Regardless, a priority of the LEPC meetings
is to review and note any significant issues and/or frequency of issues and determine if training, exercises or additional planning and equipment can improve performance. Agencies are encouraged to conduct AARs immediately following a non-routine event and follow-up with any procedural or safety changes.

IV. RESPONSIBILITIES

Kitsap County Department of Emergency Management

The Kitsap County Department of Emergency Management (KCDEM) has been designated as the Community Emergency Response Coordinator for the Kitsap County Local Emergency Planning Committee’s (LEPC) Hazardous Materials Emergency Response Plan (ERP). KCDEM is available 24/7 during normal work hours and/or through Kitsap 911 after hours. The staff receives all National Response Center Reports and the staff or on-call duty officer respond as needed to these reports. Refer to Appendix E for contact information.

In general, KCDEM acts as a coordinating agency designed to evaluate hazardous materials events and support local responders and incident commanders in coordinating resources and providing supplemental support for the protection of citizens in Kitsap County.

When appropriate, Kitsap County Department of Emergency Management (KCDEM) shall:

- Develops plans, conduct training and exercise staff and others responsible for response to hazardous materials events.
- Function as the lead jurisdictional agency for the Kitsap County LEPC.
- Designate an Agency Representative to coordinate work with the Kitsap County LEPC.
- Function as the Kitsap County ERP’s designated Community Emergency Response Coordinator.
- Pre-incident, provide hazardous materials incident preparedness-type public education to Kitsap County residents, employers and visitors.
- Through an activated Kitsap County EOC, provide coordination, information, notification, liaison, planning, logistics and administrative/finance support tasking for the IC, as requested. Activate ESF-10 as appropriate.
- Alert and warn the general public during hazardous materials incidents by making them aware about the type and scope of the incident and by providing them with public information messages about recommended actions that they should take to protect themselves.
Kitsap County Fire Agencies

When appropriate, the City of Bremerton Fire Department, Central Kitsap Fire & Rescue, Bainbridge Island Fire Department, South Kitsap Fire & Rescue, North Kitsap Fire & Rescue, and the Poulsbo Fire Department shall:

- Provide a limited initial response to hazardous materials incidents based on responder training and expertise, apparatus, vehicles, equipment and supplies.

- Initiate incident command and shall act as the designated Incident Commander (IC), except in areas where the Washington State Patrol (WSP) is so designated.

- When acting as IC, establish an Incident Command Post (ICP) near the incident scene through which on-scene responder and support staffing, apparatus, vehicles, equipment and supplies are managed, coordinated and controlled.

- As may be required, support the establishment of a Unified Command-type of IC co-located at a common ICP.

- Notify 911 when the magnitude and/or complexity of an incident exceeds the capabilities of the initial responders and if any additional resources are required. 911 will coordinate with DEM Staff or Duty Officer for additional support.

- Coordinate with KCDEM and the Kitsap County Emergency Operations Center (EOC), if activated.

- Identify hazardous materials within training levels without compromising responder safety.

- Provide for the safety of the general public by whatever means necessary.

- Isolate the area affected by hazardous materials incident in accordance with the U.S. Department of Transportation’s (USDOT) Emergency Response Guidebook (ERG) or other appropriate information resources.

- Effectively deploy fire agency staffing, apparatus, vehicles, equipment and supplies.

- Deploy mutual aid resources, as requested.

- As may be required, support the U.S. Navy Region Northwest Fire/Emergency Services Hazardous Materials Emergency Response Team (HMERT).

- Based upon responder training and expertise, apparatus, vehicles, equipment and supplies, provide hazardous materials decontamination operations and emergency medical care and transportation for responders and the general public who are either exposed to hazardous materials or injured on-scene at hazardous materials incidents.

- Support medical monitoring for hazmat entry teams.
Based upon responder training and expertise, apparatus, vehicles, equipment and supplies, assist in the containment and control of hazardous materials releases and the control of fires involving hazardous materials.

As applicable, support the origin and cause investigation of hazardous materials and their release, whether the root cause is accidental or criminal.

As may be required, liaison with designated jurisdictional prosecutorial agencies in support of the aforementioned investigatory tasking.

Perform other, appropriate on-scene support tasking, as requested.

As may be required, assign an Agency Representative to the EOC, if activated.

As required notify the fire marshal to investigate the cause of the hazardous materials event and any further action by law to investigate criminal intent.

When appropriate, the U.S. Navy Region Northwest Fire/Emergency Services HMERT shall:

- Minimally respond as a mutual aid resource to hazardous materials incidents as technician level responders to support initial response agencies, as requested.

- Assess on-scene actions taken by initial responders.

- Provide hazardous materials incident management training and expertise, apparatus, vehicles, equipment, and supplies.

- Perform on-scene assignments as directed by the IC, such as implementing the phases of the Incident Action Plan (IAP) dealing with Hazardous Materials Operations Group operations, supporting the Incident Safety Officer (ISO) as Assistant Safety Officer – Hazardous Materials, performing substance identification testing and determining the proper level of responder personal protective equipment (PPE), decontamination operations, medical care, the configuration of exclusionary zones and any additional agencies requiring notification about the incident.

When appropriate, the City of Bainbridge Island Police Department, the City of Bremerton Police Department, the City of Port Orchard Police Department, the City of Poulsbo Police Department, the Kitsap County Sheriff’s Office, the Port Gamble S’Klallam Tribe Department of Public Safety, and the Suquamish Tribe Police Department shall:

- Upon request, provide law enforcement resources to support operations at hazardous materials incidents.

- As may be required, support the establishment of a Unified Command-type IC co-located at a common ICP.

- Perform on-scene assignments as directed by the IC, such as denying the general
public access to the incident scene, denying inappropriately-attired responders into certain exclusion zones within the incident scene, providing physical security at the ICP, planning for and executing those public evacuation processes contained within the IAP, securing evacuated private and public property, disseminating just-in-time-type alerting and warning messages to the general public in the field and providing those tasks that promote effective responder movement to, within and from the incident scene.

- Support origin and cause investigations involving hazardous materials and their release; whether the root cause is accidental or criminal.
- As required, liaison with designated jurisdictional prosecutorial agencies in support of criminal investigation.
- Perform other, appropriate on-scene support tasking, as requested.
- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.
- As required, conduct an investigation if the hazardous materials event involved a possible criminal act and is not subject to state or federal investigations

When appropriate, the City of Bainbridge Island Department of Public Works, the City of Bremerton Department of Public Works & Utilities, the City of Port Orchard Department of Public Works, the City of Poulsbo Department of Public Works, the Kitsap County Department of Public Works, the Port Gamble S’Klallam Tribe Utilities Program, and the Suquamish Tribe Administration Department/Maintenance Sub-Department shall:

- Based upon responder and personnel training and expertise, vehicles, equipment and supplies, assist in the containment and control of hazardous materials releases.
- As may be required, support the establishment of a Unified Command-type IC co-located at a common ICP.
- Support law enforcement agencies in the performance of such IC-directed, on-scene assignments as denying the general public access to the incident scene, planning & executing those public evacuation processes contained within the IAP and promoting effective responder movement to, within and from the incident scene.
- As applicable, provide responders, vehicles, equipment and supplies to implement mitigation, protection and repair measures to ensure the integrity and safety of key facilities and infrastructure – including “lifeline” utility systems affected by a hazardous materials incident.
- Support the incident’s Logistics Section (LOGS) in the transportation of personnel, supplies, food and equipment in support of incident operations by providing personnel and vehicles.
• Perform other, appropriate on-scene support tasking, as requested.

• As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

When, appropriate, the Kitsap County Sewer District No. 7, the Kitsap County Public Utility District No. 1, the West Sound Utility District No. 1, the Crystal Springs Water District No. 3, the Manchester Water District No. 11, the Rocky Point Water District No. 12, the North Perry Water District No. 13, the Sunnyslope Water District No. 15, the Silverdale Water District No. 16 and the Old Bangor Water District No. 19, Kitsap County Public Works, Cities of Bremerton, Bainbridge Island, Poulsbo and Port Orchard Public Works shall:

• As applicable, provide personnel, vehicles, equipment and supplies to implement mitigation, protection and repair measures to ensure the integrity and safety of key facilities and infrastructure – including “lifeline” utility systems affected by a hazardous materials incident.

• Based upon responder and personnel training and expertise, vehicles, equipment and supplies, assist in the containment and control of hazardous materials releases.

• As may be required, support the establishment of a Unified Command-type IC, co-located at a common ICP.

• Support the incident’s LOGS in the transportation of personnel, supplies, food and equipment in support of incident operations by providing personnel and vehicles.

• Perform other, appropriate on-scene support tasking, as requested.

• As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

When appropriate, the Kitsap County Public Health District shall:

• Take such measures as the County Health Officer deems necessary to promote and protect public health.

• As may be required, support the establishment of a Unified Command-type IC co-located at a common ICP.

• Assess the public health implications of a hazardous materials incident and take appropriate actions.

• In conjunction with the Washington State Department of Ecology and the Washington State Department of Health, assist public and private water and sewer agencies in the investigation and mitigation of impacts from the effects of a hazardous materials incident.

• As may be required, provide information to the general public through a Joint
Information Center (JIC) about a hazardous materials incident’s public health implications and strategies how to avoid or minimize contamination from that type of hazardous materials release.

- As may be required, direct the closure of contaminated sites.
- Make a final determination about when contamination from a hazardous materials release no longer poses a public health risk.
- As may be required, initiate actions to reopen once-contaminated sites when their threat to public health has been properly mitigated.
- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

When appropriate, the **Kitsap County Transit Authority** shall:

- Support law enforcement agencies in the performance of such IC-directed, on-scene assignments as planning and executing those public evacuation processes contained within the IAP.
- Support the incident’s Logistical need by providing transportation of personnel, supplies, food and equipment as requested.
- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

When appropriate, the **Bainbridge Island School District, the Bremerton School District, the North Kitsap County School District, the Central Kitsap County School District and the South Kitsap County School District** shall:

- Support law enforcement agencies in the performance of such IC-directed, on-scene assignments as planning and executing those public evacuation processes contained within the IAP.
- Support the incident’s Logistical needs by providing transportation of personnel, supplies, food and equipment as requested.
- When school is in session, provide temporary shelter, feeding, welfare inquiries and information for school site populations affected by a hazardous materials incident.
- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

**Washington State Agencies**

When appropriate, the **Washington State Patrol (WSP) shall**:

- Act as designated IC at hazardous materials incidents on State highways and – as
may be required – in areas specifically designated by a local political entity.

- As may be required, support the establishment of a Unified Command-type IC co-located with other Kitsap County agency responders at a common ICP. Incident circumstances may dictate the inclusion in the established Unified Command system of other Kitsap County, State, Tribal and Federal agencies.

- Provide law enforcement resources to support operations at hazardous materials incidents.

- Perform on-scene assignments as directed by the IC, such as denying the general public access to the incident scene, denying inappropriately-attired responders into certain exclusion zones within the incident scene, providing physical security at the ICP, planning for and executing those public evacuation processes contained within the IAP, securing evacuated private and public property, disseminating just-in-time alerting and warning messages to the general public in the field and providing those tasks that promote effective responder movement to, within and from the incident scene.

- Support origin and cause investigations involving hazardous materials and their release; whether the root cause is accidental or criminal.

- As may be required, liaison with designated jurisdictional prosecutorial agencies in support of any criminal investigation.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

When appropriate, the **Washington State Department of Ecology** shall:

- Provide emergency response to reported hazardous materials incidents.

- Represent State laws and interests at hazardous materials incidents by serving as the State On-Scene Coordinator (SOSC) in a Unified Command-type IC system.

- Coordinate its response efforts with other local, State, Tribal and Federal agencies.

- Ensure that hazardous materials incident source control, containment, clean-up and disposal are appropriately accomplished.

- Maintain current resource lists of clean-up contractors, disposal sites, specialized equipment and supplies and technical specialists for hazardous materials incidents.

- Support the origin and cause investigation of hazardous materials and their release; whether the root cause is accidental or criminal.

- As may be required, liaison with designated jurisdictional prosecutorial agencies in support of the aforementioned investigatory tasking.

- Coordinate hazardous materials clean-up and disposal if the responsible part is
non-responsive or unknown.

- Support the incident’s IC by providing on-scene coordination and technical assistance tasking pertaining to hazardous materials source control, containment, clean-up, disposal, recovery, Natural Resource Damage Assessment (NRDA) assessment and activities, laboratory analysis and evidence collection for criminal action.

- Establish clean-up and disposal standards for a hazardous materials incident in accordance with State and Federal statutes.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

- As may be required, serve as a liaison to the U.S. Environmental Protection Agency (EPA).

When appropriate, the **Washington State Department of Health** shall:

- In conjunction with the Kitsap County Public Health District and the Washington State Department of Ecology, assist public and private water and sewer agencies in the investigation and mitigation of impacts from the effects of a hazardous materials incident.

- As may be required, support the establishment of a Unified Command-type IC located at a common ICP.

- Take such measures as the State Health Officer/Chief Science Officer deems necessary to promote and protect public health.

- Support the incident’s IC by providing on-scene coordination and technical assistance tasking pertaining to hazardous materials (designated types) source control, containment, clean up and disposal - such as illegal drug labs, pesticides and radioactive materials.

- As may be required, provide information to the general public through a JIC about a hazardous materials (designated types) incident’s public health implications and strategies how to avoid or minimize contamination from that type of hazardous materials release.

- Make a final determination when contamination from a hazardous materials (designated types) incident no longer poses a public health risk.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

- As may be required, serve as liaison to the U.S. Center for Disease Control (CDC).

When appropriate, the **Washington State Department of Transportation** shall:
• Based upon responder training, expertise, vehicles, equipment and supplies, assist in the containment and control of hazardous materials releases.

• As may be required, support the establishment of a Unified Command-type IC co-located at a common ICP.

• Support law enforcement agencies in the performance of such IC-directed, on-scene assignments as denying the general public access to the incident scene, planning and executing those public evacuation processes contained within the IAP and promoting effective responder movement to, within and from the incident scene.

• As applicable, provide responders and personnel, vehicles, equipment and supplies to implement mitigation, protection and repair measures to ensure the integrity and safety of key facilities and infrastructure – including “lifeline” utility systems – affected by a hazardous materials incident.

• Support the incident’s LOGS in the transportation of personnel, supplies, food and equipment in support of incident operations by providing personnel and vehicles.

• As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

• As may be required, serve as a liaison to the USDOT.

**Non-Governmental (NGO) Agencies**

The **American Red Cross** shall:

• Through coordination with KCDEM, provide temporary shelter, feeding, welfare inquiries and information services for the general public displaced by the hazardous materials incident.

• As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

The **CHI/Franciscan Health/Harrison Medical Center** shall:

• Provide designated levels of patient care at their Bainbridge Island, Belfair and Port Orchard urgent care facilities for those patients exposed to hazardous materials or those patients injured at hazardous materials incidents.

• Provide designated levels of patient care at their Bremerton Center for those patients exposed to hazardous materials or those patients injured at hazardous materials incidents. **All patients who have been contaminated with hazardous materials will go to Harrison Medical Center, Bremerton, regardless if field decontamination has been conducted.**

• Function as the designated Medical Control for basic life support and advanced life
support emergency medical service providers in Kitsap County.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

**Puget Sound Energy** shall:

- As applicable, provide personnel, vehicles, equipment and supplies to implement mitigation, protection and repair measures to ensure the integrity and safety of key facilities and infrastructure – including “lifeline” utility systems affected by a hazardous materials incident.

- As may be required, provide information to the general public through a JIC about “lifeline” utility system outages.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

**Cascade Natural Gas Corporation** shall:

- Based upon responder training and expertise, vehicles, equipment and supplies, assist in the containment and control of hazardous materials releases.

- As may be required, support the establishment of a Unified Command-type IC co-located at a common ICP.

- As applicable, provide personnel, vehicles, equipment and supplies to implement mitigation, protection and repair measures to ensure the integrity and safety of key facilities and infrastructure – including “lifeline” utility systems affected by a hazardous materials incident.

- As may be required, provide information to the general public through a JIC about a hazardous materials incident’s public safety implications, strategies how to avoid or minimize impacts from a hazardous materials release and about “lifeline” utility system outages.

- As may be required, assign an Agency Representative to the incident’s ICP.

- As may be required, assign an Agency Representative to the Kitsap County EOC, if activated.

**Regulated Kitsap County Facilities**

- Facilities storing extremely hazardous substances must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information.

- Report chemical inventories to the Washington State Emergency Response Commission (SERC), the Kitsap County LEPC and the jurisdictional Kitsap County fire agency charged with serving the facility.
- Submit a Tier Two Emergency and Hazardous Chemical Inventory Report for the facility and other facility information as required by local, State, Tribal or Federal statutes.

- Prepare a sustainable, National Incident Management System (NIMS)-compliant facility Hazardous Materials Emergency Plan (HMEP) and provide same to the Kitsap County LEPC, as requested in accordance with WAC 296-824-20005. The facility HMEP shall include an evacuation plan component for facility employees, visitors and vendors. As required, the evacuation plan component may also include residents, employers and visitors in immediate proximity to the facility.

- Train, equip and exercise facility personnel to appropriately execute the facility HMEP.

- Coordinate facility HMEP development, execution and sustainability with the jurisdictional Kitsap County fire agency charged with serving the facility.

- Notify CENCOM/911 when a hazardous materials incident occurs at the facility, along with other local, State, Tribal or Federal agencies as required or as necessary.

- As may be required, assign an Agency Representative to the incident’s ICP.

Motor Transport Companies, Ferry Systems, and Railroads Serving Kitsap County

- Prepare a sustainable, NIMS-compliant company HMEP – including Kitsap County-specific provisions, as applicable – and provide same to the Kitsap County LEPC, as requested.

- Train, equip and exercise company personnel to appropriately execute the company HMEP.

- Notify CENCOM/911 when a hazardous materials incident occurs involving a company’s truck, trailer, locomotive or railcar, along with other local, State, Tribal or Federal agencies as required or as necessary.

- As may be required, assign an Agency Representative to the incident’s ICP.

V. TRAINING

Kitsap County DEM does not provide qualification training to hazardous material emergency responders. Agencies and facilities must ensure that all of their hazardous materials workers and emergency responders are provided training in accordance with federal and state standards. Such training will be commensurate with their employers or organization’s plan and policies.

When available and scheduled, Kitsap DEM Training opportunities can be found on the department website at [www.kitsapdem.org](http://www.kitsapdem.org) Additional training opportunities through local,
state and federal agencies are located in Appendix F of this document.

It is the responsibility of individual organizations to determine the level of training for responders who have a role in hazardous materials response. As required, they should also have an active training program to manage and document training in hazardous materials as noted below.

Specific training for radiological events is at the discretion of the response agency. There are no specific requirement for agencies outside naval installations, although when the opportunity for training is available, agencies are recommended to take advantage of the training.

Hazardous materials response training requirements are governed by WAC 296-824-30005, which meets or exceeds the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) established a standard (NFPA 472) of professional competence for responders to hazardous materials incidents. For information, levels of responder training per WAC 296-824-30005 are as follows:

- **Awareness Level** – Personnel trained to the awareness level are persons who, in the course of their normal duties, could encounter an emergency involving hazardous materials and who are expected to recognize the presence of the hazardous materials, protect themselves, call for trained personnel, and secure the area.

- **Operations Level** – Emergency Responders trained to the operational level shall be that person who responds to hazardous materials incidents for the purpose of protecting nearby persons, the environment, or property from the effects of the release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.

- **Technician Level** – Responders trained to the technician level shall be that person who responds to hazardous materials incidents using a risk-based response process by which they analyze a problem involving hazardous materials, select the applicable decontamination procedures, and control a release using specialized protective clothing and control equipment.

- **Specialist Level** – Responders trained to respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities. As such they will be able to:
  - Select and use proper specialized chemical personal protective equipment.
  - Perform specialized control, containment, and/or confinement operations.
within the capabilities of the resources and personal protective equipment available.

- Determine and implement decontamination procedures.
- Develop a site safety and control plan.

- **Incident Commander** – The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources.

### National Incident Management System

As required under HSPD 5 and 8 and the mandatory use of ICS for emergencies, all first responders and personnel who report to County EOCs, must be trained and credentialed in ICS based on their role and responsibility during emergencies. Kitsap County DEM manages ICS training in Kitsap and provides ongoing NIMS training through their annual training plan.

### VI. EXERCISES

Kitsap County DEM will provide for and organize, at a minimum, an annual exercise of this plan to evaluate the effectiveness and feasibility of the plan and supporting procedures as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, table tops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness. In addition, Kitsap County DEM supports exercises conducted by regulated facilities and other response organizations.

Kitsap County DEM and other local response agencies exercise with Naval Installations on a variety of hazardous materials and at the discretion of naval exercise calendars. Information on the results of these exercises is shared with local agencies, but due to the sensitive nature of the information is not stored outside the Installation. Generally, DEM AARs are limited to local response elements.

Kitsap County DEM will follow the Homeland Security Exercise and Evaluation Program (HSEEP) as a standard for exercise design, conduct and evaluation. As such, exercises will be documented in an after action report and corrective actions will be identified and assigned in an improvement plan. The exercise improvement plan is provided to those agencies that participated in these events as well as discussed during meetings of the LEPC. Improvement plans are generally managed by DEM and every effort is made to purchase equipment, provide training, conduct follow-up exercises, or improve processes and plans to correct deficiencies.

The DEM exercise schedule will be updated annually and published separately. The annual exercise schedule will be based on the exercise plan included as Appendix G. It is flexible due to unknown exercise opportunities after promulgation. Organizations interested, should contact Kitsap County Emergency Management for upcoming events.
VII. EPCRA REPORTING

All facilities within Kitsap County receiving, storing and/or using extremely hazardous substances (EHS) must notify the SERC and LEPC in accordance with Section 302 – Notification of Extremely Hazardous Substances (see 40 CFR Part 355).

Facilities must submit Safety Data sheets (SDS) or an SDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district in accordance with Section 311 (see 40 CFR Part 370.30). An SDS list is preferred.

Facilities storing chemicals must provide specific information about chemicals on site to the SERC, LEPC and local fire department/district using the Tier II Form in accordance with Section 312 (see 40 CFR Parts 370.40 and 370.42).

The Toxics Release Inventory (TRI) requires certain facilities to submit an annual toxic chemical release report if they have 10 or more employees and if they manufacture, process, or use specified chemicals in amounts greater than threshold quantities (see 40 CFR Part 372). This report, commonly known as Form R, covers releases and transfers of toxic chemicals to various facilities and environmental media, and allows EPA to compile the national Toxic Release Inventory (TRI) database. A listing of industries subject to this requirement may be found on the EPA website at https://www.epa.gov/toxics-release-inventory-tri-program.

Per EPCRA Section 304, a facility must immediately notify any potentially-affected SERCs and LEPCs of a chemical release in excess of the reportable quantity for the substance when the release could result in exposure of persons outside the facility property boundaries. When chemical releases go beyond the facilities property boundaries, the facility must immediately (within approximately 15 minutes) provide verbal notification to the NRC, for CERCLA chemicals, and to the LEPC, State Emergency Response Commission (SERC) and applicable Tribal Emergency Response Commission (TERC).

Kitsap County Department of Emergency Management is the designated agency to receive initial notification of a hazardous materials incident. The notification to Kitsap County 911 satisfies the requirement for the responsible party to verbally notify the LEPC and the appropriate fire department. When reporting the spill, the responsible party must provide 911 with the following information:

- Chemical name
- Whether the substance is classified as an EHS
- Estimation of the quantity released
- Time and duration of the release
- Location of release (air, water, land)
- Known/anticipated acute or chronic health risks associated with the emergency
- Proper precautions (evacuation or shelter-in-place)
- Name and phone number of the contact person
- Safe routes of entry into the site for emergency response personnel.

Responsible parties are also required to notify the SERC and the National Response Center (NRC). Verbal notifications to the SERC should be made through the State Emergency Operations Officer (SEOO) in the State Emergency Operations Center (SEOC) Alert and Warning Center.

- Washington SERC – 1-800-258-5990
- National Response Center – 1-800-424-8802

Written follow-up reports must be submitted to the Washington State Department of Ecology representing the SERC, within 30 days. See the Department of Ecology website for additional information on spill reporting and local contact information.

Additional reporting information is provided in Addendum (5) *Local Facility Hazardous Materials Preparedness, Response and Recovery Guide*.

**VIII. REFERENCES**

- US Department of Transportation and Transport Canada, Emergency Response Guidebook.
- Public Law 99-499 – Superfund Amendment and Reauthorization Act (SARA)
- Code of Federal Regulations, 40 CFR Chapter I, Subchapter J—Superfund, Emergency Planning, and Community Right-To-Know Programs
- United States Code, Title 42, Chapter 116—Emergency Planning and Community Right-To-Know
- Washington Administrative Code Chapter 118-40 – Hazardous Chemical Emergency Response Planning
- National Response Framework, ESF #10 – Oil and Hazardous Materials
- Kitsap County Comprehensive Emergency Management Plan 2015 and ESF-10 Oil and Hazardous Materials Response
- Puget Sound Regional Catastrophic Plan
- Kitsap County Damage Assessment Plan
• Northwest Area Contingency Plan and Navy Region Northwest Contingency Plan
• Kitsap County Fire Area Command Plan
• Kitsap County “Changing Gears” Plan
• Kitsap County Joint Information Center Plan
• Kitsap County EAS Plan
• Local Navy Emergency Response Plan/s/
• Federal Radiological Emergency Response Plan (FREP)

IX. ACRONYMS

ALOHA  Areal Locations of Hazardous Atmospheres
ARC    American Red Cross
AWC    Alert and Warning Center
CAA    Clean Air Act
CAIRA  Chemical Accident/Incident Response and Assistance
CAMEO  Computer Aided Management for Emergency Operations
CEMP   Comprehensive Emergency Management Plan
CENCOM Central Communications 911
CERCLA Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC Chemical Transportation Emergency Center
DEM    Department of Emergency Management
DIS    Washington State Department of Information Services
DNR    Washington State Department of Natural Resources
DOH    Washington State Department of Health
DPS    Department of Public Safety
DSHS   Washington State Department of Social and Health Services
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EHS</td>
<td>Extremely Hazardous Substances</td>
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<td>EMC</td>
<td>Emergency Management Coordinator</td>
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<td>Emergency Management Division</td>
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<td>EOP</td>
<td>Emergency Operating Plan</td>
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<td>EPCRA</td>
<td>Emergency Planning and Community Right-to-Know Act</td>
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<td>ERG</td>
<td>Emergency Response Guide Book</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>GLO</td>
<td>General Land Office</td>
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<td>HAZMAT</td>
<td>Hazardous Material</td>
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<td>HC</td>
<td>Hazardous Chemicals</td>
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<td>HIVA</td>
<td>Hazard Identification and Vulnerability Assessment</td>
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<td>ICP</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>LEPC</td>
<td>Local Emergency Planning Committee</td>
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<td>MARPLOT</td>
<td>Mapping Applications for Response, Planning, and Local Operational Tasks</td>
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<td>MSDS</td>
<td>Material Safety Data Sheet</td>
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<td>National Warning System</td>
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<td>National Incident Management System</td>
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<td>NRF</td>
<td>National Response Framework</td>
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<td>OSCCR</td>
<td>On-Scene Command and Coordination Radio</td>
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X. DEFINITIONS

ACCIDENT SITE - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, at which a release of listed chemicals occurs.

ACUTE EXPOSURE - Exposures, of a short duration, to a chemical substance that results in adverse physical symptoms.

ACUTELY TOXIC CHEMICALS - Chemicals that can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and result in severe illness. In extreme cases, death can occur when ingested, inhaled or absorbed through the skin.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

CHEM-TEL - A private company listed in the Emergency Response Guidebook that provides emergency response organizations with a 24-hour phone response for chemical emergencies.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN – The plan describes how an Army installation handles chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.
CHEMICAL TRANSPORTATION EMERGENCY CENTER - a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

COLD ZONE - The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

DECONTAMINATION - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

EMERGENCY - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY OPERATIONS CENTER (EOC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EXTREMELY HAZARDOUS SUBSTANCES - These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304. The EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

FACILITY - Fixed-site required to report under EPCRA.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of...
emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**HAZARD** - The chance that injury or harm will occur to persons, plants, animals or property.

**HAZARDOUS CONTROL ZONES** – The series of incident perimeters established by the Incident Commander to define and communicate the degree of hazard for a given area, to establish entry control points, and to establish a basis for defining and communicating the level of personal protection required for entry. Control Zones are further defined as:

- **Cold Zone** – The incidents outermost and safest control zone. The zone where, preferably, the Incident Command Post and other support functions are located so as not to expose them to any potential hazards.

- **Warm Zone** – The control zone established between the Cold and Hot Zones, where hazardous activities are supported and where the decontamination of exposed civilians, responders, and equipment is conducted.

- **Hot Zone** – The innermost control zone established that surrounds the immediate Hazard Area, specifically to encompass the hazard as a means to safe guard unprotected personnel outside the control zone.

- **Exclusion Zone** – The control zone established on an as needed basis, within the Hot Zone, where due to the imminent nature of the hazard or the need to protect evidence, no responders are allowed to enter.

**HAZARD ANALYSIS** - The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site, either at fixed site or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.

**HAZARDOUS CHEMICALS OR SUBSTANCES** - Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at www.ecy.wa.gov/epcra.

**HAZARDOUS MATERIAL** - A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or
transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products. Other toxic substances include some infectious agents, radiological materials and materials such as industrial solid waste substances.

HAZARDOUS SUBSTANCE - Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, or TERC, LEPC, and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, TERC, and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

HOT ZONE - The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

INCIDENT COMMANDER - The IC is the overall coordinator of the response team. Responsible for on-site strategic decisions and actions throughout the response phase and maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of Operations level and certified in the Incident Command System.

INCIDENT COMMAND SYSTEM (ICS) - An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability. ICS is a component of the National Interagency Incident Management Systems (NIMS).

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local hazardous materials plans.

NATIONAL RESPONSE CENTER - Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which
may activate the Regional Response Team or the National Response Team.

**ON-SCENE** - The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

**PLUME** - A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, or odorless and may not be visible to the human eye.

**PRIMARY AGENCY** - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the EOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

**REGULATED FACILITY** - A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities produce, use, or store EHSs in quantities which exceed threshold planning quantities or they store one or more HS in a quantity of 10,000 pounds or more at any one time. Facilities that meet either criterion must annually report their chemical inventories of such materials to the SERC, LEPCs, local fire department. When appropriate, the tribe must be reporting to the Tribal Emergency Response Commission (TERC).

**REPORTABLE QUANTITY** - The minimum quantity of hazardous substances released, discharged, or spilled that must be reported to federal, state, local and/or tribal authorities pursuant to statutes and EPCRA regulations.

**RESPONSE** - Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to: emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

**RISK MANAGEMENT PLAN** - Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted to the EPA. RMP guidance is available at http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/RMPS/htm.

**SUPPORT AGENCY** - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency.

**TABLETOP EXERCISE** - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and
assignment of responsibilities in a non-threatening format under minimum stress.

**TITLE III** - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. The law requires site-specific planning for extremely hazardous substances, participation in the planning process by facilities storing or using hazardous substances and notifications to the SERC or LEPC of releases of specified hazardous substances. It also provides a mechanism for information sharing on hazardous chemicals and emergency plans for hazardous chemical events to the public.

**TOXIC SUBSTANCES** - Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxics Release Inventory Report annually to the US EPA and the Washington SERC. A current list of substances covered, reporting guidance, and software is available at the US EPA TRI website at www.epa.gov/tri.

**TOXICITY** - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**VULNERABLE FACILITIES** - Facilities which may be of particular concern during a HAZMAT incident because they 1) are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails), 2) fulfill essential population support functions (power plants, water plants, transportation facilities, fire/police/EMS dispatch center), or 3) include large concentrations of people (shopping centers, recreation centers, ferry terminals and transportation centers).

**WARM ZONE** - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.
### Appendix A – Regulated Facilities-Kitsap County

(As of Oct 1, 2016)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Emergency Contact Name</th>
<th>Emerg Contact Phone 24 hr Phone</th>
<th>Facility Location</th>
<th>POC Title</th>
<th>POC Name</th>
<th>POC Phone</th>
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<tbody>
<tr>
<td>Manchester Environmental Laboratory</td>
<td>Tony Morris</td>
<td>360-871-8714/360-915-3694</td>
<td>7411 Beach DR E. Port Orchard</td>
<td>EC Manager</td>
<td>Tony Morris</td>
<td>360-871-8714</td>
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<tr>
<td>Group Health Corp Silverdale Medical Center</td>
<td>Eilene Celis</td>
<td>253-874-7965/206-391-2368</td>
<td>10452 Silverdale Way NW Silverdale</td>
<td>SR EH and S MGR</td>
<td>Alex Truchot</td>
<td>206-988-2909</td>
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<tr>
<td>Kitsap County Public Works Pump STA 71</td>
<td>Patrick Kongslie</td>
<td>360-981-1765/911</td>
<td>10878 NE W Kingston Rd Kingston</td>
<td>Operations/Maintenance Supervisor</td>
<td>Patrick Kongslie</td>
<td>360-337-5768</td>
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<tr>
<td>Kitsap County Public Works Pump STA 3</td>
<td>Patrick Kongslie</td>
<td>360-981-1765/911</td>
<td>End of Washington Avenue Silverdale</td>
<td>Operations/Maintenance Supervisor</td>
<td>Patrick Kongsli</td>
<td>360-337-5768</td>
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<tr>
<td>Kitsap County Public Works Pump STA 24</td>
<td>Patrick Kongslie</td>
<td>360-981-1765/911</td>
<td>12351 Brownsville NE Poulsbo</td>
<td>Operations/Maintenance Supervisor</td>
<td>Patrick Kongsli</td>
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<td>Kitsap County Public Works Pump STA 17</td>
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<td>Clear Creek RD S Near Bangor Base Silverdale</td>
<td>Operations/Maintenance Supervisor</td>
<td>Patrick Kongsli</td>
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<tr>
<td>Kitsap County Public Works Kingston WWTP</td>
<td>Patrick Kongsli</td>
<td>360-981-1765/911</td>
<td>32055 Kingston Rd NE Kingston</td>
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<td>Patrick Kongsli</td>
<td>360-337-5768</td>
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<td>Kitsap County Public Works Central Treatment Plant</td>
<td>Patrick Kongsli</td>
<td>360-981-1765/911</td>
<td>12351 Brownsville Hwy Poulsbo</td>
<td>Operations/Maintenance Supervisor</td>
<td>Patrick Kongsli</td>
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<tr>
<td>US DOC NOAA NWFSC Manchester Research Station</td>
<td>John Buzitis</td>
<td>206-302-2438/206-419-6135</td>
<td>7305 East Beach DR Port Orchard</td>
<td>Assistant SECO</td>
<td>Jon Buzitis</td>
<td>206-302-2438</td>
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<tr>
<td>Costco Wholesale #13</td>
<td>Mike O'Hara</td>
<td>360-392-9213/425-890-4137</td>
<td>10000 Mickelberry Rd NW Silverdale</td>
<td>Manager-Environmental Support</td>
<td>Rose Thompson</td>
<td>425-313-6674</td>
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<td>West Sound Utility District Well 1 Pump Station</td>
<td>Michael Wilson, Brent Winters</td>
<td>360-876-2545, 360-876-2545</td>
<td>1431 Retsil RD Port Orchard, 2764 Water Lane SE Port Orchard</td>
<td>Utility Specialist III</td>
<td>Bill Latham</td>
<td>360-876-2545</td>
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<td>West Sound Utility District Salmonberry Pump Station</td>
<td>Michael Wilson, Brent Winters</td>
<td>360-876-2545, 360-876-2545</td>
<td>1431 Retsil RD Port Orchard, 2764 Water Lane SE Port Orchard</td>
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<td>360-876-2545</td>
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<td>West Sound Utility District Lund Ave</td>
<td>Michael Wilson, Brent Winters</td>
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<td>1431 Retsil RD Port Orchard, 2764 Water Lane SE Port Orchard</td>
<td>Utility Specialist III</td>
<td>Bill Latham</td>
<td>360-876-2545</td>
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<td>West Sound Utility District Karcher Creek Pump Station</td>
<td>Michael Wilson, Brent Winters</td>
<td>360-876-2545, 360-876-2545</td>
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<td>Utility Specialist III</td>
<td>Bill Latham</td>
<td>360-876-2545</td>
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Kitsap County Hazardous Material Emergency Response Plan (LEPC) (CEMP Annex K)
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<td></td>
<td>Adrian Pragnell</td>
<td>360-373-0274/253-318-3901</td>
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<td>Jiffy Lube Store 3425</td>
<td>Steve Werner</td>
<td>425-791-2204</td>
<td>2253 Bethel Rd SE Port Orchard</td>
<td>Compliance Specialist</td>
<td>James Willis</td>
<td>972-812-7935</td>
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<tr>
<td></td>
<td>Mike Tolzman</td>
<td>972-812-7967</td>
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<td>Jiffy Lube Store 2994</td>
<td>Steve Werner</td>
<td>425-791-2204</td>
<td>5057 Bethel Rd SE Port Orchard</td>
<td>Compliance Specialist</td>
<td>James Willis</td>
<td>972-812-7935</td>
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<tr>
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<td>Mike Tolzman</td>
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<tr>
<td>Jiffy Lube Store 2227</td>
<td>Steve Werner</td>
<td>425-791-2204</td>
<td>6305 State Hwy 303 NE Bremerton</td>
<td>Compliance Specialist</td>
<td>James Willis</td>
<td>972-812-7935</td>
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<td>Mike Tolzman</td>
<td>972-812-7967</td>
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<td>Jiffy Lube Store 2083</td>
<td>Steve Werner</td>
<td>425-791-2204</td>
<td>3515 Kitsap Way Bremerton</td>
<td>Compliance Specialist</td>
<td>James Willis</td>
<td>972-812-7935</td>
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<td>972-812-7967</td>
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<td>Jiffy Lube Store 2066</td>
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<td>425-791-2204</td>
<td>9584 Ridgetop Blvd NW Silverdale</td>
<td>Compliance Specialist</td>
<td>James Willis</td>
<td>972-812-7935</td>
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<tr>
<td>WSP Poulsbo</td>
<td>Scott Woodruff</td>
<td>360-357-2611/800-260-4214</td>
<td>22065 Viking Way Poulsbo</td>
<td>Hazmat Specialist</td>
<td>Carlen Volk</td>
<td>360-705-7861</td>
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<td></td>
<td>Jim Enlow</td>
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<td>Verizon Wireless Ware Hwy 16</td>
<td>Craig Matthews</td>
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February 15, 2017
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<td>Centurylink Kingston CO</td>
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<td>Centurylink Burley CO</td>
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<td>253-372-5184</td>
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<tr>
<td>US Navy Fleet and Industrial Supply Center</td>
<td>Ken Avery Control Room Watch</td>
<td>360-476-8762/360-340-4727 360-476-2127/360-340-4217</td>
<td>7501 Beach DR E Port Orchard</td>
<td>Deputy Env Dir</td>
<td>Douglas Tailleur</td>
<td>360-476-2664</td>
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<td>Sprint United MGT CO Bremerton Call Center</td>
<td>EHS Help Line Brian Wiedower</td>
<td>877-347-4457 913-762-5957/877-347-4457</td>
<td>1400 NE McWilliams RD Bremerton</td>
<td>EHS Area Manager</td>
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<td>Ferrellgas Port Orchard</td>
<td>Jeremy Robinson Shane Hunt</td>
<td>360.620.6644 360.631.3013</td>
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<td>Gavin Dinnel</td>
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<td>Airgas USA LLC Bremerton</td>
<td>Dan Gillihan Toby Erickson</td>
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<td>5373 Auto Center Way Ste 101 Bremerton</td>
<td>Branch Manager</td>
<td>Kristoffer Wright</td>
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<td>US Navy PSNS Bremerton</td>
<td>Watch Officer Emer Dispatch</td>
<td>360-476-3467 360-476-3333</td>
<td>1400 Farragut Ave Bremerton</td>
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<td>Lesley Doyle</td>
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<td>PSE Poulsbo Service Center</td>
<td>Gordie Johnston 24 Hr Operator</td>
<td>360-340-3716 425-882-4681</td>
<td>22887 State Hwy 3 NW Poulsbo</td>
<td>Sr Reg Compliance Analyst</td>
<td>Anna Wingfield</td>
<td>425-462-3822</td>
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<td>PSE Green Mountain Microwave Site</td>
<td>David Terry 24 Hr Dispatch</td>
<td>425-688-7259/425/882/4690 425-882-4650</td>
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*Kitsap County Department of Emergency Management maintains a file containing contact information and type and quantity of hazardous materials stored by regulated organizations in Kitsap County under the TIER II Reporting System.*
## Appendix B – Incident Command Agency

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Appendix C - Public Safety Procedures

Shelter-in-Place

The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by the incident commander, in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, the incident commander (or designee) will instruct the affected population to shelter-in-place. This notification will be made using all means of communication available.

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn-off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe.

It is important following a shelter-in-place event the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.

Evacuation

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to
minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

The IC or designee is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on available public transportation system and pick-up points.
- Details on what to bring and what not to bring to the shelter/reception center.
- Information on security within the evacuation zone.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Evacuees should also receive instructions to, time permitting:

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed; turn on local radio station for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
- Do not call your school or go to pick-up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick-up children.

In any event, the Incident Commander should rely on public notification and media to support instructions to the public to evacuate safely. The incident Commander, if necessary can contact 911 or KCDEM Duty officer for events involving imminent danger to the public and the use of the Emergency Alert System or National I-PAWS system. If not
imminent, access to social media and local radio or television programming can be established via an agency’s PIO or KCDEM PIO or Joint Information Center if activated. The PIO/JIC will work with the Incident Commander or Navy Base Commander for developing information and instruction to the public. Kitsap citizens should listen to local radio or television networks for information and instruction on the event in progress.

Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the expressed permission of the IC, in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. The following major thoroughfares will be utilized whenever possible to expedite the flow of evacuees.

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.

- **Walking**: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.

- **Private vehicle** (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.

- **Public Transit** (city/county bus, school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. Transit can be dispatched to support an
evacuation order when authorized/notified by state authority. School buses can be used to augment the overall evacuation once students at risk have been evacuated.

- **EMS vehicles** (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside Pierce County may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

Kitsap County Emergency Management, in conjunction with the American Red Cross, Salvation Army and other non-profit agencies operate shelters/reception centers in County. The services provided in these shelters/reception centers will be in accordance with ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services. Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Kitsap County EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceed the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.

Kitsap County SOP 2.0 series provides additional procedures for events affecting our military installations. It provides a process for effectively sheltering in place citizens who live adjacent to the facility and references evacuation plans for the facility. Kitsap also has an EAS Plan that outlines procedures for sending an EAS when imminent life safety is paramount. The website service has built in templates for shelter-in-place or evacuation orders.
Appendix D – Precautionary Evacuation Plans

With the exception of the large military installations, Kitsap County does not have any major commercial facilities requiring precautionary plans to shelter-in-place or evacuate citizens in the County. Any incident at a military installation will most likely result in implementing shelter-in-place or evacuation procedures rather than take a pre-cautionary approach. As such, the DEM Staff/Duty Officer will coordinate with Emergency Managers at the military installations to take appropriate action per installation procedures followed by County procedures to protect citizens from the hazardous materials.

Kitsap Standard Operating Procedures SOP-2.8 provides guidelines in assessing and taking action to protect citizens from a potential hazardous materials plume that may affect local communities. Maps of the areas, processes for evaluation of the hazardous plume, and EAS information is provided in the instructions. Kitsap County is a narrow peninsula with limited major roads that intersect possible evacuation points from the County. As such, local evacuation of specific areas is most likely to minimize chaos and overwhelming congestion on the major thorough fares used my first responders.

Navy Region Northwest 3440 Series Instructions outline the Region’s Emergency Management Program and emergency response procedures. It includes shelter-in-place and evacuation procedures for military members, employees of the base, and military families.
## Appendix E – Response Resources and Contact Information

<table>
<thead>
<tr>
<th>Resource</th>
<th>Organization</th>
<th>Contact info for Response</th>
<th>Other Contact Information</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Response Agencies</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Kitsap Emergency Management</td>
<td>360-307-5871 or 911 after hours</td>
<td>360-307-5871</td>
<td>Incident Coordination and public safety</td>
</tr>
<tr>
<td></td>
<td>Local Fire Districts</td>
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</tr>
<tr>
<td></td>
<td>Bainbridge Island Fire and Rescue</td>
<td>911</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>North Kitsap Fire and Rescue</td>
<td></td>
<td>206-780-7686</td>
<td>Incident Command, hazmat response, and public safety</td>
</tr>
<tr>
<td></td>
<td>Poulsbo Fire and Rescue</td>
<td></td>
<td>360-297-3619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Central Kitsap Fire and Rescue</td>
<td></td>
<td>360-779-3997</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bremerton Fire Department</td>
<td></td>
<td>360-447-3550</td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Kitsap Fire and Rescue</td>
<td></td>
<td>360-871-2411</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington State Patrol Region 8</td>
<td>911</td>
<td>360-473-0300</td>
<td>Incident Command, hazmat response and public safety</td>
</tr>
<tr>
<td></td>
<td>U.S. Coast Guard</td>
<td>Spills</td>
<td>206-217-6000</td>
<td>Response to spill at sea</td>
</tr>
<tr>
<td></td>
<td></td>
<td>206-217-6232</td>
<td></td>
<td>Incident Command</td>
</tr>
<tr>
<td></td>
<td>WA Department of Health/Radiological Protection</td>
<td>WA EMD1-800-258-5990</td>
<td>206-682-5327</td>
<td>Radiological Response and Protection</td>
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</table>

February 15, 2017
<table>
<thead>
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<th>Contact info for Response</th>
<th>Other Contact Information</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Navy Hazmat</td>
<td>CDO</td>
<td>360-627-4019</td>
<td>Hazmat level 1 Team for response to major events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>360-627-4024</td>
<td>NRNW ROC 315-5123</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Navy PSNS</td>
<td>360-476-3373</td>
<td>NRNW ROC 315-5123</td>
<td>Provide assistance and information for spill in Sinclair Inlet.</td>
</tr>
<tr>
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<td>PSNS Radiological</td>
<td>360-627-2700</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Ports in Kitsap County</td>
<td>1. Kingston</td>
<td>1. 360-297-3545</td>
<td>Responsible agent for response to port/marina spills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Poulsbo</td>
<td>2. 360-779-9905/2505</td>
<td>Check listing in Duty Book for Marinas and Yacht Clubs</td>
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<tr>
<td></td>
<td></td>
<td>3. Brownsville</td>
<td>3. 360-692-5498</td>
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<td></td>
<td></td>
<td>4. Bremerton</td>
<td>4. 360-674-2381</td>
<td></td>
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<td>5. Silverdale</td>
<td>5. 360-698-4918</td>
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</tr>
<tr>
<td></td>
<td>Suquamish Tribe</td>
<td>360-394-8507</td>
<td>Tone Thru 911 Suquamish Police 360-598-4324</td>
<td>Protection of Rights to fish along Puget Sound</td>
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<td></td>
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<tr>
<td></td>
<td>S'Klallam Tribe</td>
<td>360-297-6274</td>
<td>Tone Thru 911 S'Klallam Police 360-297-6244</td>
<td>Protection of Rights to fish along Puget Sound</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Support Agencies</td>
<td>Department of Ecology Spill Tracker</td>
<td>425-649-7000</td>
<td>Spill response and Tracking. Depending on size of spill will respond with spill team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>After hours Call State Emergency Management</td>
<td></td>
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<tr>
<td>Resource</td>
<td>Organization</td>
<td>Contact info for Response</td>
<td>Other Contact Information</td>
<td>Responsibility</td>
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<tr>
<td></td>
<td>Kitsap County Health District</td>
<td>360-337-5235&lt;br&gt;See Health District Emergency Contact Sheet</td>
<td>After Hours: 360-415-2005</td>
<td>Spill Response.&lt;br&gt;Quarantine&lt;br&gt;Analysis and Health Issues&lt;br&gt;May respond for Dept. of Ecology</td>
</tr>
<tr>
<td></td>
<td>Harrison Medical Center Bremerton</td>
<td>360-337-3911</td>
<td>EOC: 360-792-6512</td>
<td>Life saving and personal decontamination</td>
</tr>
<tr>
<td></td>
<td>Kitsap County Public Works</td>
<td>Open Line:&lt;br&gt;360-337-5777</td>
<td>After Hours:&lt;br&gt;Contact 911 for PW official on call</td>
<td>Spill response on public property or right-of-way&lt;br&gt;Removal of Hazmat or roadside waste&lt;br&gt;Road blocks, barriers</td>
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<tr>
<td></td>
<td>Kitsap County Commissioners/Mayors</td>
<td>Contact County Administration or City Hall</td>
<td>After Hours: Discuss with DEM Director or Coordinator</td>
<td>Update in case of Media Attention Declaration</td>
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<tr>
<td></td>
<td>WA Emergency Management Duty Officer WAEMD</td>
<td>1-800-258-5990&lt;br&gt;24 hour Duty Officer</td>
<td></td>
<td>Initial Mission Number&lt;br&gt;Contacting any other State Agency for response and Resources as needed</td>
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<td>WA Department of Natural Resources</td>
<td>Direct or via WA EMD</td>
<td></td>
<td>Protection of Natural Resources</td>
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<td></td>
<td>WA. Department of Fish and Wildlife</td>
<td>Director or via WA EMD</td>
<td></td>
<td>Protection of fish, wildlife and environment</td>
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<tr>
<td>Resource</td>
<td>Organization</td>
<td>Contact info for Response</td>
<td>Other Contact Information</td>
<td>Responsibility</td>
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<td>U.S. Coast Guard</td>
<td>Spills</td>
<td>206-217-6000</td>
<td>Response to spill at sea</td>
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<td>206-217-6232</td>
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<td>Incident Command</td>
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<td>Navy Hazmat</td>
<td>CDO</td>
<td>360-627-4019</td>
<td>Hazmat level 1 Team for response to major events</td>
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<td></td>
<td>360-627-4024</td>
<td>NRNW ROC 360-315-5123</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Navy PSNS</td>
<td>360-476-3373</td>
<td>NRNW ROC 360-315-5123</td>
<td>Provide assistance and information for spill in Sinclair Inlet.</td>
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<tr>
<td></td>
<td>Kitsap County Code Enforcement</td>
<td>360-337-5777</td>
<td>360-337-4605</td>
<td>Enforce derelict boats</td>
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<td></td>
<td></td>
<td>360-337-4997</td>
<td>Levy Fines</td>
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<td></td>
<td></td>
<td></td>
<td>After hours 911</td>
<td>Emergency Salvage</td>
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<td>Westnet</td>
<td>Contact Kitsap 911</td>
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<td>Meth Lab Response</td>
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<td></td>
<td>ChemTrec</td>
<td>1-800-424-9300</td>
<td></td>
<td>Advice or how to cope with hazardous materials</td>
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<tr>
<td></td>
<td>National Response Center</td>
<td>1-800-424-8802</td>
<td></td>
<td>To report a spill. Center will notify those who have a need to know or respond</td>
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<tr>
<td></td>
<td>Poison Control Center</td>
<td>1-800-732-6985</td>
<td></td>
<td>Response for toxic poisoning</td>
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<tr>
<td></td>
<td>American Red Cross</td>
<td>Kitsap 911</td>
<td>360-377-3761</td>
<td>Provide immediate human services needs</td>
</tr>
<tr>
<td></td>
<td>City of Bremerton Environmental</td>
<td>360-473-5920</td>
<td>Kitsap 1 360-337-5777</td>
<td>Environmental cleanup</td>
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<tr>
<td>Resource</td>
<td>Organization</td>
<td>Contact info for Response</td>
<td>Other Contact Information</td>
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<td><strong>Utilities</strong></td>
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<td>City of Port Orchard Environmental</td>
<td>360-876-4991</td>
<td>Kitsap 1 360-337-5777</td>
<td>Environmental cleanup</td>
</tr>
<tr>
<td></td>
<td>City of Bainbridge Island Environmental</td>
<td>206-842-1212</td>
<td>Kitsap 1 360-337-5777</td>
<td>Environmental cleanup</td>
</tr>
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<td></td>
<td>City of Poulsbo Environmental</td>
<td>360-779-4078</td>
<td>Kitsap 1 360-337-5777</td>
<td>Environmental cleanup</td>
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<td>Cascade Natural Gas Co.</td>
<td>Immediate: 911</td>
<td>888-522-1130</td>
<td>Gas line rupture response and recovery</td>
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<td>Puget Sound Energy</td>
<td>1-800-208-7015</td>
<td>425-462-3500 (EOC)</td>
<td>Power disruption or transformer leaks</td>
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<td><strong>Transportation</strong></td>
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<td>Kitsap Transit</td>
<td>911 or KCDEM</td>
<td>360-479-6967</td>
<td>Transportation and Evacuation Support</td>
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<td>School Districts</td>
<td>KCDEM</td>
<td>KCDEM EOC</td>
<td>School transportation and as requested by the EOC</td>
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<td>WA. DOT (Olympic Region)</td>
<td>360-875-3050 or 911</td>
<td>360-357-2600</td>
<td>Wa road response and barricades</td>
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<td><strong>Ecology Spill Trailer</strong></td>
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<td></td>
<td>Bainbridge Island Fire and Rescue Station 21</td>
<td>911</td>
<td>206-780-7686</td>
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<tr>
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<td>North Kitsap Fire and Rescue Kingston Marina</td>
<td>911</td>
<td>360-297-3619</td>
<td>Waterborne response close to shore (max 800 feet water boom)</td>
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<tr>
<td></td>
<td>Port of Poulsbo Marina</td>
<td>911</td>
<td>360-779-9909</td>
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<td>Port of Bremerton Marina</td>
<td>911</td>
<td>360-674-2381</td>
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<tr>
<td><strong>Watercraft</strong></td>
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<tr>
<td></td>
<td>North Kitsap Fire and Rescue (Type 2 Fire Boat)</td>
<td>911</td>
<td>360-297-3619</td>
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<td>Other Contact Information</td>
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<td>Resource</td>
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<td>206-78-7686</td>
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<td>Bainbridge Island Police</td>
<td>911</td>
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<td>206-842-5211</td>
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<td>Poulsbo Fire and Rescue</td>
<td>911</td>
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<td>360-779-3997</td>
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<tr>
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<td>Poulsbo Police</td>
<td>911</td>
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<td>360-779-3113</td>
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<td>360-447-3550</td>
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<td>Bremerton Fire Department</td>
<td>911</td>
<td></td>
<td>360-473-5380</td>
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<td>Port Orchard Police Department</td>
<td>911</td>
<td></td>
<td>360-876-4407</td>
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<td>Naval Base Kitsap Bangor</td>
<td>911</td>
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<td>Navy Base Kitsap Bremerton</td>
<td>911</td>
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<td>NRNW CDO: 315-5123</td>
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<td>Kitsap County Sheriff</td>
<td>911</td>
<td></td>
<td>360-337-7101</td>
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<td>Suquamish Tribal Police</td>
<td>911</td>
<td></td>
<td>360-598-4335</td>
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<td>Port Gamble S’Klallam Tribal Police</td>
<td>911</td>
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<td>360-297-6244</td>
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<td>Decontamination Services</td>
<td>Central Kitsap Fire and Rescue (Mobile)</td>
<td>Station 51</td>
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<td>911</td>
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<tr>
<td></td>
<td>Harrison Medical Center (Fixed)</td>
<td>Harrison Bremerton</td>
<td>Harrison MC</td>
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</table>

Waterborne local support (monitoring and some pads and boom)
<table>
<thead>
<tr>
<th>Resource</th>
<th>Organization</th>
<th>Contact info for Response</th>
<th>Other Contact Information</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| PPE          | Contact your local agency
               Some held in stock through Kitsap Public Health District |                           |                          |                |
| Sand or Sandbags | Kitsap County Public Works | 911                        | 360-337-5777               | Equipment support |
Appendix F - Training Schedule

Kitsap County does not normally provide training in hazardous material handling or emergency response. For a list of training offered by Kitsap County Department of Emergency Management, visit the Kitsap County DEM website at http://www.kitsapdem.org/classes.aspx.

Hazardous material training is typically offered by the organizations listed below. Contact them directly for course offerings and schedules.

**Kitsap County Department of Emergency Management**
911 Carver St.
Bremerton, WA.
www.kitsapdem.org

**Fire Training Academy**
50810 SE Grouse Ridge Rd
North Bend, WA.
www.wsp.wa.gov/fire/fireacad.htm

**Washington State Emergency Management Division**
20 Aviation Drive
Camp Murray, WA.
http://mil.wa.gov/emergency-management-division

**Department of Environmental and Occupational Health Services**
University of Washington 4333 Brooklyn
Seattle, WA 98195
www.deohs.washington.edu

**FEMA**
http://www.training.fema.gov/

**Hammer Facility**
2690 Horns Rapid Rd
Richland, WA.
https://www.hammertraining.com/

In accordance with Homeland Security doctrine, Kitsap County promulgates a three year training and exercise plan to support general training requirements for first responders, DEM Staff and volunteers.

Annual training is based on the needs of the community and analysis by Kitsap DEM based on known emergency preparedness and response gaps in accordance with Homeland Security’s Threat and Hazard Identification and Risk Assessment. Kitsap DEM along with local emergency response agencies identify gaps and needs resulting in a comprehensive training plan. Additionally, Kitsap DEM evaluates community preparedness and the needs of other agencies to further enrich the preparedness of citizens, businesses, government, and non-government agencies. The LEPC Committee will
evaluate specific training requirements for hazardous materials and recommend to the committee and KCDEM for planning purposes and incorporation into the Training and Exercise annual plan. The Annual Training and Exercise Plan can be found on Kitsap DEM website at www.kitsapdem.org
Appendix G – Exercise Schedule

Kitsap County annually publishes a separate training and exercise plan. Exercises are intended to test, provide training on, and improve coordination and communication among responding organizations, even when hazardous materials are not explicitly included in an exercise. Kitsap County uses ICS and practices “all hazards” response during each exercise.

Annual exercises are based on the needs of the community and analysis by Kitsap DEM based on known emergency preparedness and response gaps in accordance with Homeland Security’s Threat and Hazard Identification and Risk Assessment. Kitsap DEM along with local emergency response agencies identify gaps and needs resulting in a comprehensive training plan.

Additionally, exercise schedules are based on the needs of partnering agencies in Kitsap County. For example, annually, Kitsap County will participate in a radiological exercise with one of the tenant military installations. Kitsap County DEM and its responding partners generally participate or plan regional exercises, military exercises, and local exercises as an ongoing program to improve response capabilities for both natural and man-made hazards.

Generally, the annual exercise calendar will include:

- Seminars supporting regional participation in land or waterborne oil spills
- Drills for hazardous event support activities like establishing a community reception center
- 2 functional exercises to train, evaluate and learn from EOC activations
- 1 full scale exercise to train, evaluate and learn from managing field operations or regional response

In some cases, exercises will contain a hazardous material event, but in all cases, the exercise encompasses the same primary response elements of command and control, communications, and coordination essential to a hazardous materials emergency.

Members of the LEPC may make recommendations to the LEPC Chair for specific hazardous materials exercises. If funding is available, every effort will be made to conduct meaningful hazardous materials exercises.

The Annual Training and Exercise Plan can be found on Kitsap DEM website at www.kitsapdem.org
Appendix H – Incident Report

Kitsap County Operating Plan, Standard Operating Procedure 2.0 provides a process for agencies to report hazardous materials events. Although, the primary reporting process should be through the National Response Center and its website for reporting hazardous materials events. Military installations have their own reporting procedures based on the type of hazardous materials event and urgency to reporting and protecting employees as well as citizens on the base or in the community.

Addendum (3) SOP 2.0 Hazardous Materials: General Instructions and Reporting Procedures is provided as part of this ERP. As noted in the SOP, additional information and instruction is provided for:

- SOP 2.2 Fuel Spills
- SOP 2.3 Chemical Spills
- SOP 2.4 Sewage
- SOP 2.5 Mercury
- SOP 2.6 Meth Labs
- SOP 2.7 Roadside Waste
- SOP 2.8 Radiological Events

All agencies with response capabilities have copies of these SOPs as part of their hazardous materials response plans.

Facility Incident Reporting

Incident reporting for covered facilities are provided in Addendum (5), under “Recovery.”
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Addendum (1)

Kitsap Local Emergency Planning Committee (LEPC) and Plan Administration

General Information

The LEPC is established to protect and serve all citizens by promoting hazardous materials safety and to insure there is an effective program in place to response and recover from hazardous materials emergencies. The LEPC is a county-wide program and although administered by Kitsap County Emergency Management, it requires the support of many agencies responsible for the safe and secure storage of hazardous materials and those who have a responsibility to respond to these types of events.

Purpose

The LEPC is designed to provide collaborative engagement, planning and management of the Kitsap County LEPC Program. The purposes of the LEPC are those set out in Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), State of Washington RCWs, and any other lawful purposes which are assigned to it or permitted by the Kitsap County Emergency Management Council and/or the State Emergency Response Commission (SERC). In keeping with the intent of SARA, Title III, all activities of the Committee will be conducted in a manner encouraging input and participation from all segments of the community.

Authority

The LEPC is responsible to the Kitsap County Emergency Management Council (EMC) on all matters concerning hazardous materials. The Director of Kitsap County Emergency Management or the LEPC Chairperson will periodically update the EMC on hazardous materials events and the activities of the LEPC.

Program Administration

The Director, Kitsap County Department of Emergency Management will be responsible for administering the LEPC Program for Kitsap County. As the administrator, he/she will be responsible for managing plan reviews, meetings, and analyzing hazardous materials core capabilities to promote ongoing training and exercise programs. The Director will update the EMC as appropriate on the activities of the LEPC.

LEPC bylaws and Rules are provided in Addendum (1-A). A summary of the bylaw are provided in the following paragraphs.

Committee

The Committee’s responsibilities will include:

- Development of the Kitsap County hazardous materials emergency response plan, and regular review and updating of the plan in accordance with Section 303 of SARA, Title III.
• Receipt of reports and other information from covered facilities and other agencies; community right to know activities, including providing public access to information
• Assess of resources necessary to implement the plan
• Make of recommendations to appropriate people, agencies, and organizations regarding additional resources needed to implement the plan

Membership

The Committee shall consist of as many members as shall be deemed necessary by the SERC. The members will be nominated by their individual jurisdictions or agencies to be a member of the Kitsap LEPC. The LEPC will be made up of representative of the following agency/jurisdiction:

• Emergency Management Council (Co-Chair)
• Kitsap County Department of Emergency Management
• Kitsap County and City Representatives (Public Works and Environmental)
• Kitsap Public Health District
• 1 representative from each Fire District
• Washington State Patrol
• Washington Department of Transportation
• 1 representative from local law enforcement agencies
• Representative of the Navy Base Kitsap (radiological and environmental)
• Local Citizen/Business
• Representative of a Local Business storing or using bulk hazardous materials
• Harrison Medical Center
• Representative Utilities Provider (water, power, natural gas)

Kitsap DEM will maintain a listing of all LEPC members to include name, agency, email, and phone number.

A membership term is two years from the appointment date. Appointed members shall be considered inactive when they have missed more than 2 consecutive Committee meetings without notification to the Committee Chairperson or staff office of significant reasons why they were unable to attend meetings. Vacancies in membership of the committee shall be filled as quickly as possible.

Members will as a minimum:

• Participate in meetings representing the interest of their agency.
• Coordinate with other stakeholders to formulate the ongoing development of the LEPC and hazardous materials outreach in Kitsap County
• Engage in planning activities, training and exercises
• Provide leadership in the LEPC Program

The Committee shall have a Chairperson, Co-Chairperson and secretary to manage and facilitate meetings. The will be elected by a majority of the LEPC members and shall
serve in their position for a minimum of two years. The Chair or in his/her absence the Co-Chair will preside over LEPC meetings.

The Chair and Co-chair will meet with the Director, KCDEM to:

- Discuss LEPC meeting agendas
- Review the ERP
- Approve Committee nominees
- Review exercise and training calendars
- Discuss issues associated with hazardous materials
- Review Tier II Reports

Meetings

Meetings will be held semi-annually at a pre-designated location generally 1 in the spring and 1 in the fall. The meeting will be an informal setting facilitated by the LEPC Chair or Co-Chair with the focus on open dialogue to encourage agency collaboration on improving hazardous materials safety.

Meetings shall have an agenda with inputs from committee members and administered by Kitsap DEM. As a minimum, the agenda shall include:

- A review of the Emergency Response Plan
- An update on TIER II reporting
- LEPC membership
- Lesson Learned from hazardous materials events, training and exercises

A Committee Secretary will record the minutes of the meeting. Meeting information, agendas and meeting minutes will be published and available on the KCDEM website at www.kitsapdem.org

It is not the intent for members of the committee to have voting rights. The ultimate authority for operational changes to the plan rest with the Emergency Management Council. Agreement by the committee to change the plan will be presented to the EMC for discussion and ultimate approval. Authority to make administrative changes to the ERP will be at the discretion of the LEPC Chairperson and Director, KCDEM.

Plan Maintenance

The Kitsap County Hazardous Materials Emergency Response Plan will be maintained by KCDEM and available on the KCDEM website. Administrative changes to the plan will be sent to KCDEM who will be responsible for making physical changes to the plan. KCDEM will also submit any operational changes to the plan for approval by the EMC.

The plan will be reviewed as noted above during committee meetings and at least annually. KCDEM will submit to the WA SERC, any changes to the plan for review and approval. Once approved KCDEM will post revisions to the plan on its website for review and download by local agencies and committee members.
BYLAWS OF THE KITSAP COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

ARTICLE I

NAME AND PURPOSE

Section 1. Name. The name of this organization shall be the Kitsap County Local Emergency Planning Committee, hereinafter referred to as the “LEPC”.

Section 2. Purpose. The purpose of the LEPC are those set out in SARA Title III/EPCRA and any other lawful purposes which are assigned to it or permitted by the County, Tribe or Emergency Management Council, and the Washington State Emergency Response Commission (SERC). In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the Committee will be conducted in a manner encouraging input and participation from all segments of the community. The LEPC will develop a chemical emergency response and preparedness plan for Kitsap County and establish procedures for conducting its public information and education responsibilities.

The plan shall be reviewed and updated as necessary on a regular annual basis, in accordance with Section 303 of SARA Title III.

The LEPC shall, in addition:

1. Receive and process requests for information from the public.
2. Notify the public of all LEPC meetings or activities.
3. With the information and reports from facilities operating within the jurisdiction of the LEPC, and analysis of the district’s transportation risks, the LEPC will perform a hazard analysis.
4. Establish and maintain a database of hazardous chemical locations and quantities in Kitsap County.
5. Collaborate with local Military Installations on hazardous materials events, support, and resources.
6. Maintain information on ALL facilities that manufacture, or store, Extremely Hazardous Substances (EHS), and include this information within the emergency response and preparedness plan. (Excluding Naval Installations)

The LEPC will establish, and notify the public that all meetings, including sub-committee and ad hoc committee meetings, are open to the public. The LEPC will implement such other and related activities as may hereafter be legally required by the federal government, the SERC or the county/city councils. The LEPC will make assessments of resources necessary to implement the emergency response and preparedness plan, and make recommendations to appropriate people, agencies, and organizations regarding additional resources needed to implement the plan. The LEPC shall be instrumental in fulfilling the purpose of the Community Right-to-Know laws to increase the protection of the community from exposure to chemicals produced, used, stored, and/or transported within the planning district. Transportation hazards analysis will include those risks to the district from commercial transportation by rail, highway, aircraft and waters of commerce.
ARTICLE II

MEMBERSHIP

Membership will at all times include, at a minimum, representatives of the groups listed in Section 301 of SARA Title III. This includes equal representation of elected state and local officials, law enforcement, emergency management, firefighting personnel, first aid/EMS personnel, health personnel, local environmental personnel, hospital personnel, transportation personnel, broadcast and print media personnel, community groups and owners or operators of local facilities. The members will be nominated by LEPC Chair and will be approved by the LEPC members. Membership organizations will provide and representative changes to the LEPC Chair.

Section 1. Qualification. The organization shall consist of those members nominated by the LEPC Chair and approved by the Committee for membership in this body. Those people’s names shall represent the various professional and community groups as designated by EPCRA. Members of the LEPC shall be residents or conduct business in the jurisdictional area of the LEPC.

Section 2. Officers. Officers shall be elected to conduct meetings, appoint subcommittees, keep minutes, and to otherwise accomplish the work of the committee.

Section 3. Terms of Office. The membership of the LEPC, once established, will be for a period of two (2) year(s). Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction. The term of office shall be provided in Article III, Section 3.

Section 4. Inactive Members. Appointed members shall be considered inactive when they have missed more than two (2) consecutive Committee meetings without notification to the Committee Chair or staff office of significant reasons why they were unable to attend meetings. A report will be briefed annually to the Emergency Management Council and include organizations failure to provide representation in the LEPC Committee.

Section 5. Vacancies. Any vacancy occurring in the LEPC by reason of the resignation, death or disqualification of a member will be filled by appointment in accordance with Article II, Section 1. The Executive Committee may make suggestions for candidates to fill vacant positions to the County Commissioners who will make the recommendation to the LEPC Chair for approval.

Section 6. Duties. The LEPC shall assist established emergency planning offices within the county with planning emergency response and public information as directed by laws.

Section 7. Meetings. The LEPC shall meet at least twice per year, generally 1 meeting in the spring and 1 meeting in the fall. The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine.

Section 8. Quorum. The presence of 25 percent of the members of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC. For the purposes of Standing Committee meetings, the presence of 25 percent members shall constitute a quorum for the transaction of business. It is not the intent for members to have any voting rights. The purpose of the bylaws is to construct order and discipline to the meetings. No one person retains any rights
Section 9. Agenda. Any member may request that the Chairperson place an item on the meeting agenda.

Section 10. Rules of Order. The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert’s Rules of Order, Newly Revised.

Section 11. Notice of Meetings. An annual notice of the regular meeting schedule of the LEPC shall be published on the Kitsap County Department of Emergency Management Website and social media page in accordance with SARA Title III (EPCRA). Since the LEPC has no assets, newspaper notices may be accomplished free of charge. This notice shall specify the meeting designated specifically for the receipt of public comments on the emergency plan.

ARTICLE III

OFFICERS

The Officers of the LEPC shall be a Chairperson, Co-Chairperson, and a Secretary who shall be elected by the committee as a whole in a manner herein provided. All officers shall be members of the LEPC.

Section 1. Nomination and Election of Officers. Prior to the expiration of the officer’s term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson, Vice-Chairperson, and Secretary. The election shall be by a show of hands when a quorum is present at a meeting.

Section 2. Term of Office. The term of the officers elected at the organizational meeting shall expire on December 31, of each year. After the completion of a minimum 2 years in the elected position.

Section 3. Chairperson. The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

Section 4. Vice-Chairperson. Upon resignation or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

Section 5. Secretary. The Secretary shall be the custodian of all books, papers, documents and other property of the LEPC. The Secretary shall keep a true record of the proceedings of all meetings of the LEPC. Additionally, the Secretary shall attend to the business needs of the LEPC.

Section 6. Information Coordinator. The Kitsap County Emergency Management Director or designee will serve as the Information Coordinator. The Coordinator shall process requests from the public for information under Section 324 (Right-to-Know), including Tier II information under Section 312. The Information Coordinator, if other than the Kitsap County Emergency Management Director shall be a non-voting member of all committees and the LEPC.
ARTICLE IV

COMMITTEES

Section 1. Executive Committee. The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary, and Chairpersons of any established committees as described in Section 2. The Information Coordinator shall serve as a non-voting member of this committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad-Hoc Committees.

Section 2. Standing Committees. The following Standing Committees may be established:

A. Right-to-Know Committee. This Committee shall be responsible for the formulation of all policies and procedures concerning the public’s right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.

B. Public Education and Information Committee. This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.

C. Hazardous Materials Facilities Liaison Committee. This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.

D. Emergency Response and Resources Committee. This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

Kitsap County is not a high volume hazardous materials county that has significant commercial materials. As such, the LEPC Committee shall generally monitor and advise on any issues regarding “Right to Know” laws, public outreach, status of facilities, and emergency response and resources.

Section 3. Meetings. Meetings of the Standing and Ad Hoc Committees may be called by the Chairperson of the LEPC or the Chairperson of the Committee as deemed necessary.

Section 4. Chairperson of the Standing Committees. The Chairperson of the Standing Committees shall be nominated and elected by their respective Committees. Voting shall be conducted as provided in Article III, Section 2.

Section 5. Membership of Standing Committees. All LEPC members may volunteer to serve on a Standing Committee. Final membership of the Standing Committees shall be determined by the
Chairperson after consultation with the Executive Committee to ensure that all committees have sufficient manpower and appropriate skills to carry out their assigned tasks.

Section 6. Ad Hoc Committees. The Chairperson may create Ad Hoc Committees as necessary to perform the functions of the LEPC. Chairpersons of Ad Hoc Committees shall be appointed by the Chairperson of the LEPC.

ARTICLE V

MISCELLANEOUS PROVISIONS

Section 1. Approval of By-Laws. These by-laws shall become effective upon approval by a majority of those in attendance at the organization meeting.

Section 2. Disqualification. Any member who is unable to attend a meeting of the LEPC may notify the Secretary-Treasurer or Information Coordinator.

ARTICLE VI

AMENDMENTS

Section 1. Amendments. These by-laws may be amended by a 25% vote of members present and voting at any meeting of the LEPC provided that any amendments to these by-laws be submitted to the members in writing at least one week in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revision to the by-laws.

ARTICLE VII

RULES

EPCRA requires that the LEPC “shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan.” The final rules are attached to these by-laws.

Section 2. Method of Initiating proposed Rule-Making. Any member of the LEPC may recommend the initiation of proposed rule making. Any proposed rules shall initially be considered by the Executive Committee, unless otherwise decided by the LEPC. If the Executive Committee, by majority vote approves the proposed rule, it shall thereafter proceed to publication as provided in the preceding section.

Section 3. Method of Adopting Final Rules. Following the expiration of the 10-day comment period, the Executive Committee shall review all public comments and prepare a statement that responds to comments and discusses the basis for any appropriate changes to the proposal.
Executive Committee shall present such statement to the LEPC. The LEPC shall then vote on the adoption of the proposed rule. If the vote is favorable, the rule shall take effect immediately upon the time and date the notice of adoption is first published.

Section 4. Notice of Adoption. Upon adoption of any rule by the LEPC, the Information Coordinator shall also publish the LEPC’s response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule.

Section 5. Emergency Rules. In emergency circumstances, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than 90 days.

FINAL RULES

PUBLIC ACCESS TO INFORMATION

A. In accordance with Section 324 of the Act, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Material Safety Data Sheet (MSDS) otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.

B. All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such persons. The cost of such photocopying shall be set from time to time by the Information Coordinator, with the approval of the Executive Committee, at a level, which will enable the LEPC to recover all reasonable expenses associated with processing the request. Copies of the LEPC bylaws, proposed rules or rules shall be provided at no charge to the public, although the Information Coordinator is authorized to recover reasonable expenses for photocopying in the case of requests for multiple copies made by any single individual or entity.

C. Request for MSDS and Other Non-Confidential Information

1. Any person may obtain a MSDS with respect to a specific facility by submitting a written request to the Committee’s Information Coordinator.
2. Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Committee’s Information Coordinator.
3. If the Committee does not have in its possession the MSDS or other information requested in subsections C1 or C2 of this section, it shall request a submission of the MSDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

D. Requests for Tier II Information

1. Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee in accordance with the requirements of this section.
2. If the Committee does not have in its possession the Tier II information requested in subsection D1 of this section, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the
request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.

3. If the request under subsection D1 of this section does not meet the requirements of subsection D2 of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request under subsection D1 of this section includes a general statement of need.

E. Trade Secrets. Except as provided in this section, all information submitted to the LEPC by facilities pursuant to EPCRA shall be public information. Other than a claim designated in this section, the LEPC will not honor any business confidentially or trade secret claims. Pursuant to Section 312 and Section 214(a) of the Act, the location of specific chemicals requested to be submitted with Tier II information shall be maintained as confidential by the LEPC provided that a claim of confidentiality is submitted with the information and satisfies all applicable requirements for such claims under EPCRA and any regulations promulgated pursuant to the same. Such information shall be exempt from disclosure by the LEPC permanently or until such time as:

   1. An authorized governmental agency, and if applicable, a court or competent jurisdiction makes a final determination following any appeals, that such information not subject to a valid claim of business confidentiality or trade secret; and

   2. The LEPC receives a written notice of such determination.

THIS DOCUMENTS THE CONSTITUTION AND BY-LAWS OF KITSAP COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) ADOPTED AT THE REGULAR MEETING OF THE LEPC ON THIS THE _____ DAY OF _____, IN THE YEAR _____.

APPROVED:

______________________________    __________________
LEPC CHAIRPERSON (PRINTED)     LEPC CHAIRPERSON (SIGNATURE) and DATE

REVIEWED:

_____________________________    ___________________________________________
EMC CO-CHAIR (PRINTED)               EMC CO-CHAIR (SIGNATURE) DATE
**Addendum (2)**

**Waterborne Hazardous Materials Spill Response**

**Overview**

Kitsap County is a peninsula with over 175 Sq. miles of waterfront. There are four major Naval Installations with waterfront piers serving Naval Vessel or storage for fuel as in the case of Manchester Fuel Depot located in South Kitsap County. These installations have comprehensive hazardous materials response and recovery programs in the event of a spill and serve as part of the LEPC.

**Concept of Operations**

Most waterborne spills are minor in nature and reported to DEM through the National Response Center protocols. Reports are forwarded via the State Emergency Management Division Duty Officer to the DEM Staff or on-call Duty Officer.

Depending on the nature of the event, the DEM Staff/Duty Officer would follow the provisions of DEM’s SOP 2.0 and 2.2. DEM’s primary role is to assess the nature of the spill based on reports and coordinate response agencies depending on the off-shore location and reporting party. Once an assessment is made, DEM will contact via 911 a local fire agency to respond and determine the nature of the spill to include size, type, and cause of the spill and any appropriate subsequent actions.

Waterborne spills that are located in marinas will begin with a response from the marina staff and responsible parties followed by fire agencies. Spill kits at marinas and Department of Ecology spill trailers located throughout the county will provide initial response resources to contain the spill or sheen on the water. It is the responsibility of the Marina to insure the spill is contained and eventually clean up and remediation in accordance with State of Washington regulations.

Waterborne spills located along Naval Installations will be responded to in accordance with base procedures and reported via the NRC.

DEM, as part of the waterborne spill response, will notify the Department of Ecology (unless in receipt of an NRC report), the Kitsap County Public Health District, and local city/county official depending on the size of the spill.

Major waterborne spills, regardless of the source will be the responsibility of the U.S. Coast Guard and the WA. Department of Ecology as the primary on-scene incident commander for the event. Should the spill threaten Kitsap County, DEM will serve as the local on-scene Commander for the event.

**Roles and Responsibilities**

**Local Agencies**
Roles and responsibilities are outlined in DEM’s SOP 2.0 series for waterborne spills. Local fire agencies will utilize their procedures for hazardous materials containment and taking pre-cautionary actions to protect the public.

Local ports will utilize their procedures to respond and contain a spill in their marina.

If warranted, DEM will activate the County’s Emergency Operations Center depending on the size and complexity of the hazardous materials spill.

All agencies will be familiar with procedures outlined in this plan.

State Agencies

State agencies will respond utilizing their procedures for waterborne spills. They may serve as the State On-scene Commander for waterborne spills.

Federal Agencies

Federal Agencies will respond utilizing their procedures for waterborne spills at federal installations. Notification will be provided to Local agencies or through the NRC to support any local response.

References

- Northwest Area Contingency Plan
- Navy Region Northwest Integrated Contingency Plan
- WA State Department of Ecology Central Puget Sound Geographical Response Plan
- Other references as noted below

Oil Spill Response Resource Websites.

Courtesy: SEA Consulting Group

Washington

- Region 10/Northwest Area Committee [http://www.rrt10nwac.com/](http://www.rrt10nwac.com/)
- Washington Department of Fish and Wildlife’s Oil Spill Team and Volunteer sites [http://wdfw.wa.gov/conservation/habitat/oil_spill/](http://wdfw.wa.gov/conservation/habitat/oil_spill/)
- Marine Spill Response Corporation (MSRC) [https://www.msrc.org/](https://www.msrc.org/)
- National Response Corporation (NRC), [https://nrcc.com/](https://nrcc.com/)
- Global Diving & Salvage [http://www.gdiving.com](http://www.gdiving.com)
- Island Oil Spill Association [http://iosaonline.org/](http://iosaonline.org/)
- Coastal County Marine Resources Committees [http://wdfw.wa.gov/about/volunteer/mrc/coastal_mrcs.html](http://wdfw.wa.gov/about/volunteer/mrc/coastal_mrcs.html)
- Wildlife Rescue and Rehabilitation Links
- Regional Volunteer Organizations (see spreadsheet at end of this document)

**National and International**

- US National Response Team (NRT): [https://nrt.org/](https://nrt.org/)
- University of New Hampshire Coastal Response Research Center (CRRC): [http://crrc.unh.edu/publications](http://crrc.unh.edu/publications)
• Centers for Disease Control
  http://www.cdc.gov/niosh/topics/oilspillresponse/gulfspillhhe.html


• International Tanker Owners Pollution Federation (ITOPF): http://www.itopf.com/information-services/publications/


Models and Tools

• ADIOS (Automated Data Inquiry for Oil Spills - oil weathering model)
  http://response.restoration.noaa.gov/adios

• GNOME (General NOAA Operational Modeling Environment)


• Selection Guide for Oil Spill Response Countermeasures

Shoreline Cleanup References


• NOAA Open-water Oil Identification Job Aid for Aerial Observation
  http://response.restoration.noaa.gov/jobaid/aerialobs
• Selection Guide for Oil Spill Applied Technologies
Addendum (3)

SOP 2.0

Hazardous Materials: General Instructions and Reporting Procedures

I. Mission

Hazardous Material events are the most commons emergencies in Kitsap County and can also be the most serious disasters. Routinely, 911 and DEM receive calls regarding small fuel spills, water sheens, and waste along side roadways that require little or no response by DEM or other agencies. Although, serious waterborne fuel spills or a radiological event, accident or intended, can have significant long term consequences. An event of any magnitude requires quick response by local, state, or in some cases federal entities.

II Purpose

The purpose of this procedure is to provide guidance and instruction to the 911 operators and DEM duty officers on responding to a hazardous materials event in Kitsap County. This document is a general document to provide a roadmap to a specific event category and the response necessary to resolve the issue. The procedures provide for:

- Specific Hazmat Event Procedures
- Incident Documentation and Reporting (Addendum 1)
- 911 and DEM Duty Officer Checklist
- Resource Information
- Other Associated Plans and Procedures

III. Concept of Operations

The report of a hazard material event can come from numerous avenues. In most cases, 911 will receive a call from an agency or citizen regarding a spill, release of chemicals, accident, etc…911 would make a determination, dependent on the event, to call out fire or law to respond. The decision to call upon fire or law is based on whether life safety or the environment is at risk. Other reports may not be hazardous like illegal dumping, dirty runoff, or drainage concerns and will be forwarded to the local public works department. Other methods of reporting may be from the National Response Center (NRC) through the State Emergency Management Duty Officer. Theses reports are sent to numerous responding agencies including Kitsap County DEM. DEM will take appropriate coordination actions to resolve the incident.

This instruction provides general guidance for the 911/DEM Duty Officer. It will determine the level of response, reporting, documentation, and final disposition. A flow chart is provided to help guide the DEM Duty Officer/911 Operator through the numerous types of hazmat events and associated documentation.

When an event is called into 911 or through the NRC, Kitsap County is responsible for:

- Determining level of response and call out of fire, law and hazmat teams to the scene.
- Notify and coordinate with local and state agencies to provide technical support, decontamination, and cleanup as necessary to resolve the event.
- Conduct public warning and notification depending on the size and risk to the public.
- Activate the Emergency Operations Center if the event warrants.
- Conduct mass care activities including shelter-in-place or evacuation.

**IV Associated SOPs and Reference Information**

a. **Reference Information:**

- Addendum A  Hazmat Incident Report Log: G:Drive
- Addendum B  Hazmat Resource Chart
- Addendum C  Kitsap County Hazmat Resource Information

b. **HAZMAT SOPs:**

- SOP 2.2  Fuel Spills
- SOP 2.3  Chemical Spills
- SOP 2.4  Sewage
- SOP 2.5  Mercury
- SOP 2.6  Meth Labs
- SOP 2.7  Roadside Waste
- SOP 2.8  Radiological Events

**V. Hazmat Incident Log**

Kitsap County and its cities have a responsibility to insure the public has a means of reporting hazmat issues and documenting calls and events. For those issues coordinated by DEM, a log is maintained in the County shared drives under G: Incident Reports. This file is used by DEM employees to report on hazmat response and recovery. Addendum 1 provides instructions on filling out the Incident Log form and distribution requirements.

**VI. Coordination**

Coordination of responsible agencies is paramount to resolving a hazmat situation. The DEM Duty Officer must determine the necessary agencies to contact to insure all responding parties are informed of the event. In most cases, contacting local fire for investigations, and contacting Kitsap County Health District or the Department of Ecology Spill Tracker will cover most events. Some events, like roadside waste may only require a call to the local public works to resolve the issue. Addendums 2 and 3 provide supporting information and contact information for hazmat events. Hazmat SOPs will provide checklists for insuring these support agencies are contacted.

**V. Procedures**

For any report of a hazardous materials event, begin with this checklist then move to the HAZMAT SOP for the specific response. Refer to the attached flow chart to quickly resolve the appropriate direction toward resolution.

CenCom/911
Receive a call from a citizen, business, agency or State Emergency Management Duty Officer (NRC) about a hazardous material event.

**If the material is hazardous**, determine the needed response based on the following factors:

- What is the type of hazardous materials?
- How large of an area is affected by the response and is life safety at risk?
- Is there a fire or leak?
- Are there any injuries or exposures to the hazmat?
- What are local conditions: weather, terrain, proximity to schools, hospitals, places of occupancy, water sources, sewers, etc."

Notify the DEM Staff/Duty Officer. (refer to the Duty Officer Schedule)

If directed, activate EAS based on consultation with DEM. DEM will determine the appropriate EAS Template to use for an event involving imminent risk of life.

Refer to the specific HAZMAT SOP for further guidance and direction.

**If the material is not hazardous** like dirty runoff, misuse of storm drains, illegal dumping, or drainage concerns, refer the caller to one of the public works departments noted below:

- Unincorporated Kitsap County 360-337-5777*
- City of Bainbridge Island 206-842-1212
- City of Bremerton 360-473-5920
- City of Port Orchard 360-876-4991
- City of Poulsbo 360-779-4078

*The Kitsap County Public Works Open Line is available for reporting all incorporated city non hazardous spills. Open Line 360-337-5777 or [openline@co.kitsap.wa.us](mailto:openline@co.kitsap.wa.us)

**DEM Staff/Duty Officer**

- Receive report from CenCom 911 or through the NRC of a hazardous materials event.

- Using the criteria above for 911, determine the need to conduct the following:
  - Activate EAS
  - Activate the EOC
  - Provide Coordination of resources to resolve the issue.

- Commence a chronological list of events. This is important regardless of the size or complexity of the event to complete the Incident Log.

- Notify the DEM Director and DEM Operations Coordinator if the event warrants the following:
  - You need assistance in response coordination
  - Activation of the EOC
  - Significant risk to the public
o Significant event that may involve the press/media

☐ Receive updates from the Incident Commander

☐ Refer to the Specific HAZMAT SOP for additional guidance and instruction.

☐ If activating EAS:
  o Receive protective action recommendations from the Incident Commander
  o Fill in the EAS Template for Hazmat events
  o Provide support to the 911 Supervisor for transmitting the EAS message.

☐ If activating the EOC:
  o Determine activation level for the event. As a minimum call in the following personnel:
    ▪ DEM Staff
    ▪ 4 Incident Management Team members
    ▪ Fire
    ▪ Law
    ▪ Public Works
    ▪ Health
    ▪ American Red Cross
    ▪ Any liaison associated with the event
    ▪ Public Information Officer

☐ Report to the EOC and commence activation
HAZMAT Incident Reporting

Purpose

The Incident Log is used to document hazardous materials incidents in Kitsap County. The log provides a history and documentation of response by DEM. On a monthly basis, DEM compiles a report to local agency regarding hazmat incident in the county. Additionally, local County and City public works annually report on incidents to the Washington State Department of Ecology.

Incident Reporting Program

In order to document a hazmat incident, the report program can be found on the County Network or G: Drive.

Any report of a hazmat incident including roadside waste calls, spills, or calls on illegal dumping should be documented in the program.

Procedure

Every DEM Duty officer/Staff member receiving information on a hazmat event should commence a chronological list of events including time/date of incoming calls, callers name and return number and information/action taken. After the completion of the event, the information can be drafted by pen/pencil on a blank reporting form; then entered into the Microsoft Access Program.

DEM Duty Officers not part of the staff will report an incident to the Operations Coordinator by email containing all relevant information, POCs and phone numbers, and disposition of the event.

Should you receive a report via the National Response Center, most of the information can be found on the report.

Incident Log Instructions

Start by going to the G: Drive/Incidents/Incident Reports.

Click on the Access document marks Incident Reports.

Objects: Forms (selected)

Click on “Incident” in the name field

NOTE: The numbering sequence for forms is out of sync with the total number listed in the column at the end of the page.

Once the form has appeared, at the bottom of the page marked “record” Click on the right arrow with the vertical line

This will take you to the last completed form in the report. Note the number on the last completed report.

Scroll down to a blank form or click on the “Next Button”

Fill in the report as follows:
- **ID:** Next number in sequence (scroll up to last report)
- **Date:** Date of incident  ex. 08/08/08

**Note: for times, you must begin at the beginning of the field**

- **Time Reported:** Time incident reported to DEM  ex. 08:00 am
- **Time Occurred:** Time incident began ex. 08:00 am
- **Time Closed:** the Time you have completed providing assistance and the incident has been turned over to an agency for disposition. You may decide to complete the report after resolution. Ex. 01:020 pm
- **RP:** Reporting Party. The person you have received the call from or the individual listed on the NRC Report how reported the spill or incident.
- **Address:** the address of the person or agency reporting the incident
- **City:** The city of the person or agency reporting the incident
- **RP Call Back:** The phone number of the person or agency reporting the incident. Ex (360) 307-5871
- **RP Call Back 2:** A secondary phone number of the person or agency reporting the Incident.
- **Situation:** A brief synopsis of the event including the following information
  - Anyone you spoke to during your coordination of the event
  - What happened, who is involved, individuals or agency you requested assistance, phone numbers, and disposition
- **Continued:** Use this area to continue your synopsis in the “situation” area
- **Loc Str#:** The street number reported for the location of the incident
- **Loc Street:** The street address for the location of the incident
- **Loc City:** The city of the incident location
- **Loc Other:** Another location like business name, cross street, marina to identify the location of the incident
- **Material Spilled:** Type of hazmat material spilled during the event. ex. Diesel fuel
- **Quantity:** the amount of material spilled. This can be approximated. ex: 5 gallons
- **Other Info:** Use this area for a continuation of the description, contact information, and event resolution.
- **Other 2:** Continue with documentation of information important to the event
• Call taker: DEM Staff or Duty Officer responsible for coordination

• Mission number: If a state mission number was assigned, enter it here.

Click to save the report

Printing the Report

To print the report, you must select “print” in the file column at the top of the Access page.

Select a printer if not automatic

Select “Selected Record” in the Print range to print the individual report.

Select “Print” or “ok”

Disposition of the Report

Once the report is completed, Print a copy of the report and file in the incident folder located inside the DEM Admin Room left side and left most file area. Attach any supporting documentation to the report (i.e. NRC Report)
HAZMAT Resource Chart

Purpose

This chart is designed to provide a quick reference to hazmat event response and recovery actions. Each hazmat event is different and requires some direction for you to respond and resolve the event. Each response has a procedure, but it is important for you to be able to identify the appropriate response.

Procedure

Use the attached flow chart to charter your course of action from the phone call/911 request through resolution and recovery. Each step will identify supplemental documentation that provides references, contact numbers, and procedures for the event.

<table>
<thead>
<tr>
<th>Type of Hazmat</th>
<th>Location</th>
<th>Reporting Party/Phone</th>
<th>Size of leak or plume</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOP 2.2</td>
<td>Fuel Spills (Land and Waterborne)</td>
<td>Emergency Response Guide</td>
<td></td>
</tr>
<tr>
<td>SOP 2.3</td>
<td>Chemical Spills</td>
<td>Add C SOP 2.0 Resource Information</td>
<td></td>
</tr>
<tr>
<td>SOP 2.4</td>
<td>Sewage Spills</td>
<td>EAS Plan</td>
<td></td>
</tr>
<tr>
<td>SOP 2.5</td>
<td>Mercury Spills</td>
<td>DEM EOP</td>
<td></td>
</tr>
<tr>
<td>SOP 2.6</td>
<td>Meth Labs</td>
<td>DEM Duty Book</td>
<td></td>
</tr>
<tr>
<td>SOP 2.7</td>
<td>Roadside Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOP 2.9</td>
<td>Radiological Events</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Start → Receive Call from 911 → Life safety Threatened → Go to SOP 2.0 General Checklists → If applicable: Activate EAS Activate EOC Contact DEM → Complete Incident Log File report Addendum A
### Point of Contact Information for HAZMAT Events

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone</th>
<th>Other Contact Information</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department of Ecology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spill Tracker</td>
<td>425-649-7000</td>
<td>After hours Call State Emergency Management</td>
<td>Spill response and Tracking. Depending on size of spill will respond with spill team</td>
</tr>
<tr>
<td><strong>Kitsap County Health District</strong></td>
<td>360-337-5235</td>
<td>See Health District Emergency Contact Sheet</td>
<td>Spill Response.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After Hours: 360-415-2005</td>
<td>Quarantine</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Analysis and Health Issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>May respond for Dept of Ecology</td>
</tr>
<tr>
<td><strong>Kitsap County Public Works</strong></td>
<td>Open Line: 360-337-5777</td>
<td>After Hours: Contact 911 for PW official on call</td>
<td>Spill response on public property or right-of-way</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Removal of Hazmat or roadside waste</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Road blocks, barriers</td>
</tr>
<tr>
<td><strong>Kitsap County Commissioners/Mayors</strong></td>
<td>Contact County Administration or City Hall</td>
<td>After Hours: Discuss with DEM Director or Coordinator</td>
<td>Update in case of Media Attention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Declaration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Check listing in Duty Book for Marinas and Yacht Clubs</td>
</tr>
<tr>
<td><strong>Suquamish Tribe</strong></td>
<td>360-394-8507</td>
<td>Tone Thru 911 Suquamish Police 598-4324</td>
<td>Protection of Rights to fish along Puget Sound</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td><strong>Contact Information</strong></td>
<td><strong>Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>S’Klallam Tribe</td>
<td>360-297-6274</td>
<td>Tone Thru 911 S’Klallam Police 297-6244</td>
<td>Protection of Rights to fish along Puget Sound</td>
</tr>
<tr>
<td>WA Emergency Management Duty Officer</td>
<td>1-800-258-5990</td>
<td>Mission Number</td>
<td>Contacting any other State Agency for response</td>
</tr>
<tr>
<td>WA Department of Natural Resources</td>
<td>Contact WA. Emergency Management</td>
<td>Protection of Natural Resources</td>
<td></td>
</tr>
<tr>
<td>WA. Department of Fish and Wildlife</td>
<td>Contact WA. Emergency Management</td>
<td>Protection of fish, wildlife and environment</td>
<td></td>
</tr>
<tr>
<td>U.S. Coast Guard</td>
<td>Spills 206-217-6232</td>
<td>206-217-6000</td>
<td>Response to spill at sea Incident Command</td>
</tr>
<tr>
<td>Navy Hazmat</td>
<td>CDO 360-627-4024</td>
<td>360-627-4019 NRNW ROC 315-5123</td>
<td>Hazmat level 1 Team for response to major events</td>
</tr>
<tr>
<td>Navy PSNS</td>
<td>360-476-3373</td>
<td>NRNW ROC 315-5123</td>
<td>Provide assistance and information for spill in Sinclair Inlet.</td>
</tr>
<tr>
<td>Kitsap County Code Enforcement</td>
<td>360-337-4605 360-337-4997</td>
<td></td>
<td>Enforce derelict boats Levy Fines Emergency Salvage</td>
</tr>
<tr>
<td>Westnet</td>
<td>360-337-7064</td>
<td></td>
<td>Meth Lab Response</td>
</tr>
<tr>
<td>ChemTrec</td>
<td>1-800-424-9300</td>
<td></td>
<td>Advice or how to cope with hazardous materials</td>
</tr>
<tr>
<td>National Response Center</td>
<td>1-800-424-8802</td>
<td></td>
<td>To report a spill. Center will notify those who have a need to know or respond</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-732-6985</td>
<td></td>
<td>Response and advice about toxic poisoning</td>
</tr>
</tbody>
</table>
Addendum (4-A)

Kitsap County Map of Major hazardous Materials Transportation Route, Industrial Sites, Hospitals and Bulk Fuels
Addendum (4-B)

Cascade Natural Gas Main Transmission Line
Addendum (5)

Local Facility Hazardous Materials Preparedness, Response and Recovery Guide

Introduction

The purpose of this guide is to provide information to local facilities that store hazardous materials and categorized as a TIER II reporting facility under the Emergency Planning and Community Right-to-Know Act (EPCRA) SARA Title III of 1986. Your primary source of information is the Washington State Department of Ecology website http://www.ecy.wa.gov/epcra/serc.html. The intent of this addendum is to provide you with local information that can help support your ongoing program to safely manage and report hazardous materials to Kitsap County, respond appropriately to releases, and your role in remediation of a release or spill.

The guide is broken down into three parts:

1. **Preparedness**…your requirements as a TIER II facility that maintains reportable hazardous materials

2. **Response**…your responsibility should there be a hazardous materials spill or release

3. **Recovery**…your role in cleanup and remediation after a hazardous materials event to include reporting requirements


Scope

An excerpt from the WA. State Department of Ecology (DOE) website http://www.ecy.wa.gov/epcra/whatis.html describes SARA and SERC as follows:

“The Superfund Amendments and Reauthorization Act (SARA) was signed into federal law in 1986. Title III of SARA is also known as the Emergency Planning and Community Right-To-Know Act or the Community Right-to-Know regulation. The State of Washington adopted the federal Title III law and regulations in 1987. A State Emergency Response Commission (SERC) was established to oversee implementation of requirements imposed by SARA Title III, including the formation of the local emergency planning committees and the development of a statewide master plan for hazardous materials incident response.

Ecology receives EPCRA reports and manages EPCRA data on behalf of the Washington SERC. Ecology staff also provide technical and regulatory assistance to businesses, local emergency planning committees, tribal nations, and the public.
The Community Right-to-Know provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment.

Under this regulation, both small and large businesses are required to plan for possible emergencies and report chemical information to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC), the local fire department, and tribal nations.”

Local Emergency Planning Committee (LEPC)

This LEPC Plan establishes the policies and procedures under which Kitsap County will operate in the event of a hazardous materials incident, oil spill, or other event involving the release of hazardous materials. This plan is designed to prepare Kitsap County and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and the environment. This Plan outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

The LEPC Coordinator for Kitsap County is the Director, Kitsap County Department of Emergency Management (KCDEM). You should maintain a copy of the Kitsap County LEPC on hand to reference in the event of a hazardous materials release at your facility. The Plan can be found on the KCDEM website at www.kitsapdem.org.

Part 1: Preparedness

As a facility that stores and uses hazardous materials, you may have a requirement under EPCRA to report your inventory, respond to spills and provide remediation and spill reporting requirements. It is not the intent of this addendum to provide information on hazardous materials storage or SDS requirements. You may be required to have a facility training plan for employees, safety requirements, and a response plan for hazardous materials. You should be aware of these requirements based on the chemical you use or store.

Your facility plan, as a minimum, should have procedures that include:

- The identification of a hazardous material
- Containment or other response requirement
- Use of personal protection
- Facility evacuation procedures
- Emergency reporting requirements
- Remediation and/or disposal of the hazard

As a facility under the Kitsap LEPC, you also have annual reporting requirements. As a Tier II reporting facility, you must follow the provision as outlined in Section 312 of the EPCRA. Reporting requirement our outlined on the WA DOE website at
A copy of the Department of Ecology instructions are attached including a chart outlining reporting requirements (Attachments A and B). You can complete your report online or use the forms provided in the website. A reporting facility must send the report to the following agencies:

- Washington State Department of Ecology: EPRCA
- Kitsap County Department of Emergency Management: Attn: LEPC Coordinator
- You’re local Fire Department/District

The reporting period is January 1st to December 31st of each year and reports must be submitted prior to March 1st after the reporting year.

Site specific plans for hazardous materials response should be provided to your local fire department/districts and KCDEM. Such a plan can help the response capabilities and subsequent actions to protect the surrounding areas and the public at large.

Part 2: Response

As mentioned above, your site specific plan for hazardous materials response should be exercised to insure employees are familiar with the plan and the materials stored on site. Immediate response is paramount to protect employees and the general public from exposure and any potential environmental contamination.

Your plan should be readily available so employees can use it as a guide when responding to an accidental release. The plan should include:

- Immediate actions for life safety to include use of personal protection equipment
- Identification of the hazard
- Actions to contain if possible, or mitigate the release
- Notification procedures
- Evacuation Routes

Each hazard or spill is different depending on the chemical, location, and quantity. This will define your notification requirements. Regardless, every release or spill should be reported.

EPCRA Section 304 requires that facilities immediately give notice (by such means as telephone, radio, or in person) to the Community Emergency Coordinator for the LEPC and local responders for emergency response and life safety.

If the release is such a quantity to immediately threaten human life, the reporting facility should contact Kitsap 911 and provide the following information:

- Nature of the emergency
- Location of the event and Point of Contact
- Chemical name involved in the release
- Estimated quantity release and by what means: air or surface contaminant
- Time and duration of the release
Known acute or chronic health risks and advice on medical attention
Precautions for responders to take and evacuation recommendations

The reporting facility should follow-up with a call to the State Emergency Management Division as noted below. Non-life safety releases or minor environmental contamination can be reported through the following means:

1. Contact the Washington State Emergency Management Division Duty Officer at 1-800-258-5990
2. Contact the National Response Center (NRC) at 1-800-424-8802. Additional information is provided in attachment C.

Upon arrival of first responders, the facility coordinator should meet the Fire Commander or Incident Commander and brief them on the release and any actions taken by the facility. The incident Commander may ask you to stand by as a facility liaison and subject matter on the facility, chemical and the status of personnel.

The Incident Commander will establish command and a command post and communicate with Kitsap 911 and DEM on the event to take action to protect the public and the environment. In Kitsap County, Navy/DOD Fire are highly trained in hazardous materials and have mutual aid agreements with Kitsap County for hazardous materials response. Eventually, other local, state, and federal responders, depending on the type and volume of release may have a response requirement.

**Part 3: Recovery**

Local facilities that use and store hazardous materials are ultimately responsible for cleanup and remediation of the site. As the event winds down, responsibility may be turned over to the Department of Ecology or the facility owner to recover from the event.

You may be required to have a cleanup company on contract for immediate clean up needs. The Department of Ecology and local Kitsap Public Health District can provide information and recommendations for cleaning up the spill and remediation so your facility can get back to work. A list of some of the cleanup companies is provided in Attachment D. KCDEM or the LEPC do not endorse any particular company provided in the list.

Finally, a written follow-up notice must be submitted to the SERC and local LEPC as soon as practical after the release. The follow-up notice must update information included in the initial notice and provide information on actual response actions taken and advice regarding medical attention necessary for citizens exposed if warranted.
## Points of Contact

<table>
<thead>
<tr>
<th>For life threatening Emergencies</th>
<th>Bainbridge Island Fire and Rescue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitsap 911: 911</td>
<td>8895 Madison Ave NE</td>
</tr>
<tr>
<td></td>
<td>Bainbridge Island, WA. 98110</td>
</tr>
<tr>
<td></td>
<td>206-842-7686</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kitsap County LEPC</th>
<th>North Kitsap Fire and Rescue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitsap County Department of Emergency Management</td>
<td>Kitsap County Department of Emergency Management</td>
</tr>
<tr>
<td>911 Carver Street</td>
<td>911 Carver Street</td>
</tr>
<tr>
<td>Bremerton, Wa. 98312</td>
<td>Bremerton, Wa. 98312</td>
</tr>
<tr>
<td><a href="mailto:dem@co.kitsap.wa.us">dem@co.kitsap.wa.us</a></td>
<td><a href="mailto:dem@co.kitsap.wa.us">dem@co.kitsap.wa.us</a></td>
</tr>
<tr>
<td></td>
<td>360-307-5871</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Emergency Response Commission</th>
<th>Poulsbo Fire Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Right-to-Know Unit</td>
<td>Poulsbo Fire Department</td>
</tr>
<tr>
<td>Department of Ecology</td>
<td>911 NE Liberty Road</td>
</tr>
<tr>
<td>PO Box 47659</td>
<td>Poulsbo, WA. 98370</td>
</tr>
<tr>
<td>Olympia, Wa. 98504-7659</td>
<td>360-779-3997</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NRC Reporting</th>
<th>Central Kitsap Fire and Rescue</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Response Center</td>
<td>Kitsap County Department of Emergency Management</td>
</tr>
<tr>
<td>1-800-424-8802</td>
<td>5300 NW Newberry Hill Rd #101,</td>
</tr>
<tr>
<td></td>
<td>Silverdale, WA. 98383</td>
</tr>
<tr>
<td></td>
<td>360-447-3550</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spill Reporting Washington State</th>
<th>Bremerton Fire Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington State Emergency</td>
<td>Bremerton Fire Department</td>
</tr>
<tr>
<td>Management Division</td>
<td>911 Park Ave</td>
</tr>
<tr>
<td>1-800-258-5990</td>
<td>Bremerton, WA. 98337</td>
</tr>
<tr>
<td></td>
<td>360-473-5380</td>
</tr>
<tr>
<td>Kitsap Public Health District</td>
<td>South Kitsap Fire and Rescue</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Norm Dicks Government Center</td>
<td>1974 Fircrest Dr SE</td>
</tr>
<tr>
<td>345 6th Street Suite 300</td>
<td>Port Orchard, WA. 98366</td>
</tr>
<tr>
<td>Bremerton, Wa. 98337</td>
<td></td>
</tr>
<tr>
<td>360-337-5235</td>
<td>360-871-2411</td>
</tr>
</tbody>
</table>

References:

- EPCRA SARA Title III [https://www.epa.gov/epcra](https://www.epa.gov/epcra)
- Kitsap County Department of Emergency Management [www.kitsapdem.org](http://www.kitsapdem.org)
- Kitsap County Public Health District [https://www.kitsappublichealth.org/](https://www.kitsappublichealth.org/)

*Other references are provided in the LEPC Plan*
TIER TWO REPORTING INFORMATION

The Washington State Emergency Response Commission (SERC), in accordance with the Federal Emergency Planning and Community Right-To-Know Act (EPCRA) Section 312, requires completion of a Tier Two - Emergency and Hazardous Chemical Inventory report by all facilities that stored reportable quantities of chemicals during the previous calendar year. If you want to learn more about reporting requirements under these regulations, please visit our website at www.ecy.wa.gov/lepc.

WHAT CHEMICALS ARE INCLUDED

You must report the required information on the Tier Two form for each hazardous substance or product at your facility in quantities equal to or greater than established threshold amounts, unless the chemicals are excluded under Section 311(e) of Title III (see below). Hazardous chemicals are any substances for which your facility must maintain a (Material) Safety Data Sheet (SDS) under OSHA’s Hazard Communication Standard. Please refer to the EPA’s Consolidated List of Lists for more information on reportable thresholds. All Extremely Hazardous Substances (EHS) are included in the List of Lists. However, not all reportable chemicals are listed. The reporting threshold for products or substances that are not listed in the Consolidated List of Lists is 10,000 pounds at any one time.

WHAT CHEMICALS ARE EXCLUDED

Section 311(e) of Title III excludes the following substances:

(i) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;

(ii) Any substance present as a solid in any manufactured item to the extent that exposure to the substance does not occur under normal conditions of use;

(iii) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;

(iv) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual;

(v) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Submit your reports by March 1st each year to:

1) The State Emergency Response Commission
2) Your Local Emergency Planning Committee
3) Your facility’s local fire department
DO YOU NEED TO REPORT?
Emergency Planning and Community Right to Know Act (EPCRA)
Tier Two Emergency & Hazardous Chemical Inventory Reporting

Do you have chemicals/products in inventory for which you have material safety data sheets (MSDS) as required by OSHA or WISHA?

- **NO**
  - Is the chemical on extremely hazardous substance (EHS)? Refer to EPA List of Lists.
  - **NO**
    - No action required.
  - **YES**
    - Do you ever have more of the EHS on site than its threshold planning quantity (TPQ)?
      - **YES**
        - Notify the State Emergency Response Commission and Local Emergency Planning Committee that your facility is subject to Section 302 Emergency Planning requirements.
        - EPCRA 311 reporting requirements: Send MSDS or a MSDS list to SERC, LEPC and fire department within 90 days. EPCRA 312 reporting requirements: Submit Tier Two Chemical Inventory Reports to the SERC, LEPC and local fire district annually by March 1st. Ecology accepts reports on behalf of the SERC. (Some exemptions may apply).
      - **NO**

- **YES**
  - Do you ever have 10,000 pounds or more of the chemical on site?
Attachment C

Introduction to the National Response Center

The NRC maintains a 24-hour-per-day, 7-day-a-week, 365-day-a-year Operations Center where all information is

- received via the toll-free number -- (1-800-424-8802)
- entered directly into an on-line data base system, and
- electronically disseminated as part of the National Response System.

Once contacted, the NRC Duty Officer will guide the caller through a detailed series of questions based on the Standard Report Form to gather as much information as possible concerning the spill or release. Standard Report Forms are also available on-line at <http://www.nrc.uscg.mil/reporttxt.htm>. The information is immediately entered into the Incident Reporting Information System (IRIS) and based on several pre-established criteria including material involved, mode of transportation, injuries, damage, and fatalities, select federal agency notification will take place within 15 minutes of receipt.

When any of the following incidents occur, the NRC should immediately be contacted by the responsible party via the toll free number. If you see or discover an oil spill or release of chemicals and are NOT the responsible party, you should contact the NRC with whatever information you have.

REPORTING REQUIREMENTS

Oil Spills

Section 311(b)(5) of the Federal Water Pollution Control Act, Section 306(a) of the Outer Continental Shelf Lands Act Amendments of 1978, and Section 16(b) of the Deepwater Ports Act of 1974, require that the responsible party notify the National Response Center as soon as knowledgeable of an oil spill from a vessel or facility operating:

- In or along U.S. navigable waters;
- On the Outer Continental Shelf;
- In a deepwater port; or
- From a vessel transporting oil from the Outer Continental Shelf

Chemical Releases

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) requires that all releases of hazardous substances (including radionuclides) exceeding reportable quantities, be reported by the responsible party to the National Response Center. Title 40 of the Code of Federal Regulations Part 302 promulgates reportable quantities and reporting criteria. All the Extremely Hazardous Chemicals (EHS) which overlap with the CERCLA listed chemicals table (40 CFR Part 302.4) should be reported to NRC as well as to the LEPC and SERC.
Transportation Accidents

Transportation accidents involving hazardous materials, including radioactive substances, must be reported to the National Response Center immediately by the carrier when, as a direct result of the materials:

- A person is killed;
- A person receives injuries requiring hospitalization
- Property damage exceeds $50,000; or
- Fire, breakage, or spillage of an etiologic agent occurs.

Further details can be found in 49 CFR 171.15.

Liquid Pipeline Releases

The responsible party must call the National Response Center when a pipeline system failure releases a hazardous liquid or carbon dioxide which causes any of the following:

- An explosion or fire;
- An escape to the atmosphere of more than five barrels a day of highly volatile liquid or carbon dioxide;
- A death or injury;
- Property damage exceeding $50,000
- Pollution of any body of water; or
- An incident deemed significant by the operator

Further details can be found in 49 CFR 195.52.

Gas Pipeline Releases

Releases of any toxic, corrosive or flammable gas, liquefied natural gas (LNG) or gas from an LNG facility must be reported to the National Response Center by the responsible party when:

- A death or injury involving patient hospitalization occurs;
- More than $50,000 damage occurs (including cost of lost gas)
- The release results in the emergency shutdown of an LNG facility; or
- An incident is deemed significant by the operator.

Further details can be found in 49 CFR 191

Other Releases

Discharges from a hazardous waste treatment or storage facility must be reported by the emergency coordinator at the facility. Abandoned dump or waste sites should be reported by anyone having knowledge of such a site.
## Attachment D

### Approved WA Department of Ecology Clean-up Contractors

**As of August 2016**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Able Clean-up Technologies, Inc.</strong></td>
<td>4117 E. Nebraska Avenue</td>
<td>(509) 466-5255</td>
<td><a href="http://www.ablecleanup.com/">http://www.ablecleanup.com/</a></td>
</tr>
<tr>
<td><strong>Big Sky Industrial</strong></td>
<td>9711 West Euclid Road</td>
<td>(509) 624-4949</td>
<td><a href="http://www.bigsky.pro/">http://www.bigsky.pro/</a></td>
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<tr>
<td><strong>Clean Harbors Environmental</strong></td>
<td>12404 SE Jennifer St.</td>
<td>(800) 645-8265</td>
<td><a href="http://www.cleanharbors.com">http://www.cleanharbors.com</a></td>
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<tr>
<td><strong>Focus Wildlife</strong></td>
<td>PO Box 944</td>
<td>(206) 623-0621</td>
<td><a href="http://www.focuswildlife.net/">http://www.focuswildlife.net/</a></td>
</tr>
<tr>
<td><strong>Green Sweep Asphalt Services</strong></td>
<td>PO BOX 6038</td>
<td>(360) 772-0899</td>
<td><a href="http://www.greensweepasphalt.com">http://www.greensweepasphalt.com</a></td>
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<tr>
<td><strong>Guardian Industrial Services</strong></td>
<td>1813 99th St E</td>
<td>(253) 536-0455</td>
<td><a href="http://www.guardianindustrial.net/">http://www.guardianindustrial.net/</a></td>
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<tr>
<td><strong>Islands’ Oil Spill Association</strong></td>
<td>PO Box 12</td>
<td>(360) 468-3441</td>
<td><a href="http://www.isosonline.org">http://www.isosonline.org</a></td>
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<tr>
<td><strong>Marine Spill Response Corp.</strong></td>
<td>1330 Industry Street, #100</td>
<td>(425) 252-1300</td>
<td><a href="http://www.msrc.org/">http://www.msrc.org/</a></td>
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<tr>
<td><strong>NRC Environmental Services</strong></td>
<td>9520 - 10th Avenue S. Suite 150</td>
<td>(206) 607-3000</td>
<td><a href="http://nrcc.com">http://nrcc.com</a></td>
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<tr>
<td><strong>NWFF Environmental Inc.</strong></td>
<td>PO Box 188</td>
<td>(360) 942-4614</td>
<td><a href="http://www.nwffenviro.com/">http://www.nwffenviro.com/</a></td>
</tr>
<tr>
<td><strong>Tidewater Barge Lines/ Tidewater Terminal Company</strong></td>
<td>6305 NW Old Lower River Road</td>
<td>(1-800-562-1607</td>
<td><a href="http://tidewater.com">http://tidewater.com</a></td>
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<tr>
<td>COMPANY LOCATION</td>
<td>COMPANY NAME</td>
<td>OIL SPILL SMALL FLEET</td>
<td>WA STATE WATERS/ RIVERS</td>
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<td>Industrial Services</td>
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