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HAZARDOUS MATERIALS

RESPONSE PLAN

an Annex to the

Monroe County
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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(Supersedes all previous editions)

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MONROE COUNTY HAZARDOUS MATERIALS RESPONSE PLAN

Revision Log

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I. INTRODUCTION

The *Monroe County Hazardous Materials Response Plan* has been prepared to meet statutory planning requirements of the federal Superfund Amendments and Reauthorization Act of 1986, SARA, Title III, and to develop a higher degree of community preparedness for incidents involving hazardous materials.

This plan provides basic guidelines and establishes responsibilities for response to a hazardous materials incident in Monroe County. This plan will provide appropriate guidelines for response to the release of hazardous materials beyond the boundary of a facility using, storing or producing hazardous materials, and the release of hazardous materials that has the potential to injure or harm the population or the environment. All incidents must be reported, controlled and thoroughly investigated.

Facilities and political subdivisions within the jurisdiction of this plan, should establish and maintain operational plans and procedures that are compatible and consistent with this plan.

II. AUTHORITY

A. Statute for Facility Planning. In 1986 Congress passed the *Emergency Planning and Community Right to Know Act* as *Title III* of the Superfund Amendments and Reauthorization Act (SARA). Congress enacted this law to help local communities protect public health and safety and the environment from chemical hazards.

The LEPC is a focal point for Title III activities in the community. The responsibilities of the LEPCs are stated in the law: each LEPC must develop an emergency plan, collect and store information provided by facilities, and make that information available to the public.

B. Statute for Community Planning. Authority for a community plan is contained in NYS Executive Law, Article 2-B, "State & Local Natural and Man-Made Disaster Preparedness."

III. MISSION

The mission of this plan is to:

- Establish a strategy to minimize the adverse affects of hazardous materials upon life, health, property and the environment.
- Identify community resources for emergency planning, response, and recovery activities.
- Coordinate an effective and efficient response to a hazardous materials incident.
- Establish a community "Hazardous Materials Response Plan" for inclusion in the *Monroe County Comprehensive Emergency Plan*.

IV. SITUATION AND ASSUMPTIONS

A. Situation.

1. A hazardous materials incident can happen anywhere within Monroe County, and involve any potentially hazardous material. The Monroe County Local Emergency Planning Committee (LEPC) supports county-wide planning in addition to the site-specific planning by businesses and industries that use hazardous materials. The citizens of Monroe County are best served when response capabilities meet a broad range of hazards.

2. History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that Monroe County has developed. The *Monroe County Hazardous Materials Response Plan* addresses the rare incident that may have an adverse health impact beyond the immediate site of a release.

3. For a plan to be successful, it must be used. The LEPC premise is that every response to a hazardous materials incident must be addressed by the plan, to enable an effective transition if the scope of the incident escalates to a major emergency.

4. A hazardous materials incident may be concurrent with another emergency, in which case the operations of the *Monroe County Hazardous Materials Response Plan* will be integrated with the overall response. Examples of these emergencies may include a plane crash, train derailment, marine emergency, and/or acts of terrorism.

B. Assumptions.

The Monroe County LEPC's hazardous materials emergency planning philosophy is more comprehensive than the EPA's "Technical Guidance for Hazards Analysis," (December 1987). The following assumptions are at issue:

1. EPA guidance is limited to Extremely Hazardous Substances (EHS), and does not address other hazardous materials that may pose hazards to the community. The Monroe County LEPC, the municipal HAZMAT Teams, and the industrial HAZMAT Teams support response capabilities for chemical/physical hazard types, instead of an approach directed at a list of particular chemicals.

2. EPA guidance directs that a hazards analysis be done for each EHS present at a facility. The Monroe County LEPC promotes facility planning to support a comprehensive hazard analysis that considers an "all risk" approach. It is possible that EHS chemicals may not pose the greatest vulnerability at the site, and may in fact not even be involved in the incident.

3. A hazards analysis based on the EHS list may mislead the public about chemical

hazards in the community. For example, chemicals on the EHS list may not always pose an airborne hazard to the community. Example: Phosphorus (CAS #7723-14-0), when alloyed in carbon steel, may pose an occupational hazard during milling or grinding. In this form it is not likely to pose a hazard to the outside community or the environment.

4. EPA guidance instructs that a vulnerability zone be developed for each facility. In Monroe County this could result in identifying the same population several times while completely missing at-risk populations in other areas of the County. The Monroe County LEPC supports a comprehensive county-wide plan to ensure effective use of its resources for response to a hazardous materials incident anywhere in the County.

   The following example will help explain the philosophy for county-wide planning:

   Chlorine (CAS #7782-50-5) gas cylinders can be found on transportation routes and at several fixed facilities. Release of a one-ton cylinder could potentially affect an area up to 10 miles away from the site. The prevailing winds are from the west, but wind direction may change at any time. So, a major release could potentially affect any part of the County.

5. In addition to the EPA guidance referenced in items #1 - #4, a Risk Management Plan (RMP) is required for an owner or operator of a stationary source that has more than a threshold quantity of a regulated substance in a process, as determined under §68.115. Compliance with the requirements of this part are to be no later than the latest of the following dates:

   (1) June 21, 1999;
   (2) Three years after the date on which a regulated substance is first listed under §68.130; or
   (3) The date on which a regulated substance is first present above a threshold quantity in a process.

   The owner/operator of a stationary source subject to this section must submit a single Risk Management Plan to EPA as provided in §§68.150 to 68.185. The RMP shall include a registration that reflects all regulated processes.

V. ORGANIZATION

A. The *Monroe County Incident Management System Guidelines* Plan, specifies the Fire Service as the lead agency for the *Hazardous Materials Response Plan*, i.e. the Senior Fire Officer at the scene has the authority to direct and control emergency actions.

B. Upon initial assessment, the Incident Commander will declare a Level of Magnitude (HAZMAT Level 0, 1, 2, or 3) and announce this declaration to the 911/ECD Fire Dispatcher, who will begin the agency dispatch and notification assigned to that Level of Magnitude.

C. The Incident Commander will establish a Command Post from which to direct and

oversee all emergency operations. The Incident Commander will secure the site with the aid of law enforcement and other available agencies.

D. A unified command system will be employed to facilitate a coordinated response by all local, state and federal agencies.

E. Appropriate public alerting means will be employed to deliver information about protective actions.

F. Law Enforcement will assist the Incident Commander by securing and controlling access to the scene.

G. EMS will assist the Incident Commander with on-scene triage, treatment, and transportation of victims.

H. Special response teams, e.g. Hazardous Materials Teams, Confined Space Rescue Teams, Bomb Squads, Canine Search & Rescue Teams, and Emergency Task Forces, are available from public and private-sector resources.

I. The Incident Commander will designate a Joint Information Center (JIC) for media representatives.

J. The County Emergency Operations Center (EOC) and/or local EOC may be activated for incidents requiring the coordination of a major response involving multiple jurisdictions. County EOC activities are coordinated by the Office of Emergency Management.

K. Additional resources are available from state and federal sources. Support for local response and/or additional capacity can be obtained through chain-of-command and Mutual Aid requests. If these resources are not locally-based, response time is according to their availability and travel distance. One of these resources can be a Federal On-Scene Coordinator for Hazardous Materials Response.

L. In the event of a disaster, NYS Executive Law, Article 2.B., may apply. While the Incident Commander assumes operational authority, the Chief Elected Official of the affected municipality has overall responsibility for the emergency when a disaster is declared. A declaration of a *State of Emergency*, utilizes and expands the authority of the local Chief Elected Official.

VI. CONCEPT OF OPERATIONS

A. Preparedness.

Preparedness involves actions designed to save lives and minimize damage. It is planning and training for appropriate response prior to an emergency.

1. Hazard Analysis:

   a. Hazards Identification

(1) Monroe County is an industrialized community with numerous fixed facilities that use, store and produce a wide variety of hazardous materials. Monroe County also has several transportation systems:

- highways (including the New York State Thruway)
- railroads (east-west, and north-south)
- pipelines (including petroleum and natural gas)
- air (including an international airport)
- water (including the Erie Canal and Lake Ontario)

(2) An incident could occur anywhere in the County – at a fixed facility that may or may not be subject to the planning requirements of SARA Title III, or during transportation. Further, the incident might involve material(s) on the Extremely Hazardous Substances list, and/or a "non-listed" hazardous material that poses a threat to the community.

(3) An incident in a neighboring county may cross the border and impact Monroe County.

b. Risk Analysis

Risk Analysis is an attempt to rank hazards by comparing the probability of a release with the severity of consequences of that release:

Occurrence: Monroe County has already experienced hazardous materials incidents at fixed facilities and on all transportation systems. The LEPC expects that incidents will continue to occur at past rates.

Consequences: Monroe County has already experienced minor and moderate-magnitude hazardous materials incidents. The LEPC expects that minor and moderate incidents will continue to occur, and that a major incident is possible.

c. Vulnerability Zone

Any part of Monroe County may be subject to airborne material during a release of a hazardous material. Therefore, for the purposes of this Plan and its activities, the County of Monroe is designated as the "vulnerable zone."

d. Response Capabilities

Monroe County's hazardous materials response capabilities include the expertise of two municipal HAZMAT Teams, three industrial HAZMAT Teams, and the resources of 39 fire departments, 12 law enforcement agencies, and 28 EMS providers. Further, hazardous materials planning and response activities are supported by private-sector organizations, numerous professional organizations, public safety training programs, and specialized response teams at the state and federal levels.

2. Facility Planning:

a. Non-regulated Facilities should:

(1) Maintain a list of 24-hour contact person(s) and submit it to local Fire Department.

(2) Establish internal procedures for evacuation in the event of a hazardous materials incident.

b. Facilities regulated by SARA Title III, must meet planning requirements:

(1) Prepare both an analysis of hazards at the facility ("Facility Hazard Analysis"), and a response procedure for those hazards ("Facility Response Procedure"). Copies are submitted to: the Local Emergency Planning Committee, the State Emergency Planning Commission and the local Fire Department.

(2) Comply with the applicable SARA reporting requirements and OSHA regulations.

(3) Participate in training programs as identified in the "Training and Exercising" section.

(4) Designate an official (available on 24-hour call) who is capable of participating in a Command Post as a facility representative. This person will have information and the authority to:

- Identify the location, type and quantity of hazardous/flammable chemicals or materials
- Provide MSDS information and technical data on properties of the chemicals or materials present
- Implement the Emergency Action Plan for the facility ("Facility Emergency Contingency Plan"), if appropriate and available.

3. Facility Reporting:

Monroe County's response is based upon effective planning and training. Primary emergency response is most effective when the community receives prompt notification of an incident. This section provides guidance to facilities and stresses the critical need for prompt and accurate reporting.

a. Reporting Requirement.

(1) A facility must immediately report the release of a reportable quantity of a hazardous substance or extremely hazardous substance to the environment (EPCRA §304, 40-CFR§355.40).

(2) The report is to be made by **calling both**:

- 9-1-1: to notify the Community Emergency Coordinator, and
- 1-800-457-7362: New York State Department of Environmental Conservation

(3) This reporting requirement does not apply to any release that results in exposure to persons solely within the site or sites on which a facility is located (EPCRA §304(d)).

b. Local Reporting Guideline.

In order to better protect safety and to support the primary emergency responders, the LEPC requests that facilities immediately report "Perceptible Exposure" releases by calling 9-1-1.

A "Perceptible Exposure" means: Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing eye irritation, itchy skin, damaged vegetation, chronic injury, etc.

c. Follow-up Notice.

As soon as practicable thereafter, a written, follow-up emergency notice shall be submitted to:

(1) LEPC Community Emergency Coordinator
c/o Monroe County Office of Emergency Management
1190 Scottsville Road, Suite 200
Rochester, NY 14624

(2) NYS Spill Response Commission
Bureau of Spill Prevention & Response
State Emergency Response Commission (SERC)
625 Broadway, 11th Floor
Albany, NY 12230-7060

A sample follow-up notification form is provided (Appendix C).

Note: This section is intended to facilitate emergency response and does not guarantee compliance with reporting requirements under any other environmental or health and safety law. There may be other applicable reporting requirements depending on the circumstances of the release.

4. Training & Exercises:

Training.

a. The LEPC supports a comprehensive training program for agency personnel and emergency staff to ensure a safe and effective response to hazardous materials incidents.

b. Training requirements are established by State and Federal regulations. Absent such criteria, in-service training will be based upon the level of knowledge or skill required to perform the tasks associated with the job assignment. Training deficiencies should be identified through appropriate administrative channels for resolution.

c. Title III, Section 303(c)(8) requires training for those responsible to implement chemical emergency plans. Monroe County intends to utilize courses sponsored by the Federal and State governments and private organizations to fulfill this requirement. Local agencies and facilities will also schedule courses to address the unique concerns and needs of the local hazardous materials preparedness program.

d. Local agencies, facilities and organizations should provide in-service training to satisfy operational needs, to maintain appropriate certification standards and to comply with applicable regulatory standards. It is recommended that a training officer be designated to establish an annual training program designed to meet requirements. Individual training records should be maintained on all emergency responders.

e. The LEPC works in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training needs of local emergency response personnel. The LEPC will monitor and/or coordinate local training initiatives to ensure consistency with this plan and will take advantage of training resources available from all levels of government and the private sector.

Exercises.

a. The LEPC supports a comprehensive exercise program to effectively implement and evaluate the *Monroe County Hazardous Materials Response Plan.*

b. Title III, Section 303(c)(9) requires local jurisdictions to establish "methods and schedules for exercising the emergency plan." An effective exercise program will strengthen response management, coordination and operations, and identify areas for improvement. Corrective actions can then be taken to improve and refine public safety capabilities.

c. Exercises are generally classified into four categories: Orientations, Table-Top, Functional and Full-Scale. Each exercise type varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides its own benefits and should be considered in the development of an exercise program to satisfy community and facility needs.

   These exercise types can build on one another, each one becoming more complex and comprehensive. Monroe County has developed a progressive exercise program: Orientations introduce the plan and its established policies and responsibilities; Table-Top's implement agency coordination and leadership

provisions of the plan, including emergency operations concepts; Functional exercises integrate the plan's more complex sections under simulated emergency conditions; and a Full-Scale exercise tests the entire hazardous materials emergency response system for evaluation. Lessons learned through these exercises will be referred for corrective action.

d. Each facility should conduct at least one annual test of their emergency plan. These tests should be coordinated, when possible, with the appropriate fire department. Facilities should conduct an exercise debriefing, and within 30 days prepare an after-action report noting corrective action and lessons learned.

B. Emergency Response.

1. Levels of Magnitude:

These Levels of Magnitude express the **impact** of a hazardous materials incident upon the community (see Figure 1.):

a. Level 0

Definition: A hazardous materials incident that is not likely to adversely impact or threaten life, health, property or the environment; where control of the incident is within the capabilities of resources available to the local response jurisdictions.

Criteria:

- Incident controlled by the facility or the local response jurisdictions.
- Municipal HAZMAT Team advice may be required for technical assistance.

b. Level 1

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment within an area immediately surrounding the point of release or potential release; where control of the incident is within the capabilities of the resources locally available to responders in Monroe County.

Criteria:

- Incident that can be controlled by the first municipal response agency with the appropriate Hazardous Materials Response Team.
- Local response jurisdictions with special teams***** response.

***special teams as defined in Section V., H., on page 4**

- May require evacuation or sheltering for the area immediately affected by the release or potential release.
- within immediate area of release

c. Level 2

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment beyond the point of release; may be across municipal jurisdictions; where control of the incident is within the capabilities of the resources based within Monroe County.

Criteria:

- Incident that is beyond the capabilities of the first municipal response agency and requires broad-base community resources.
- Evacuation or sheltering of residents or facilities should be considered.
- Participation or support by mutual-aid agencies.
- (Multi-jurisdictional) Multiple municipal involvement.

d. Level 3

Definition: A hazardous materials incident that adversely impacts or threatens life, health, property or the environment in a large geographic area. Additional resources are required to supplement those available within Monroe County.

Criteria:

- Serious hazard or severe threat to life, health and the environment.
- Large geographic impact.
- Major community evacuation or sheltering.
- Multi-jurisdictional involvement.
- Requires broad-based resources.

Figure 1.

	PRODUCT IMPACT	AREA OF IMPACT	CAPACITY TO

			CONTROL
Level 0	Non-Threatening	Confined to Site	Local Jurisdiction
Level 1	Threat	Within Immediate Area of Release	... plus **HAZMAT Team and special teams* as requested by the IC**
Level 2	Threat	Beyond Immediate Area of Release **Multiple Municipalities**	... plus broad-base community resources
Level 3	Threat	Beyond Immediate Area of Release Multi-jurisdictional Large Geographic Area	Broad-based resources are required to supplement those available within Monroe County

***special teams as defined in Section V., H., on page 4**

2. Dispatch & Notification:

   a. Level 0

   Upon declaration of a Level 0 hazardous materials incident, 911/ECD shall follow the *County/City Hazardous Material Emergency Notify Dispatch Procedure* which may include the following:

   local Fire Department
   local Law Enforcement (tell them this is a Hazardous Materials Incident)
   Other agencies as appropriate

   b. Level 1

   Upon declaration a Level 1 hazardous materials incident, 911/ECD shall follow the *County/City Hazardous Material Emergency Notify Dispatch Procedure* which may include the following:

   local ambulance
   local fire department
   local law enforcement agency
   Monroe County Office of Emergency Management
   Monroe County Health Department, Bureau of Public Health Engineering
   Monroe County EMS Administrator
   ECD Shift Supervisor
   Monroe County Fire Coordinator
   dispatch appropriate HAZMAT Team
   Greater Rochester Chapter of the American Red Cross
   Other agencies as appropriate

   c. Level 2

   Upon declaration of a Level 2 hazardous materials incident, 911/ECD shall follow

the *County/City Hazardous Material Emergency Notify Dispatch Procedure* which may include the following:

all Level 1 agencies, PLUS
Announce on EMS Channel
Announce on Fire Channels
Lift Line
Regional Transit Service
Monroe County Executive Deputy Fire Coordinator
Monroe County Director of Public Safety
Monroe County Office of the Sheriff
Monroe County Public Safety Communications (Trailer 100)
National Response Center
911/ECD Shift Supervisor, Operations Manager, Deputy Director and Center Director
Rochester Executive Deputy Fire Chief
Notify Only: Rural Metro Medical Services Tox-Medic Teams
Monroe Ambulance Tox-Medic Team
Other local HAZMAT Teams
Notify all fire chiefs

Notify adjacent county Fire Coordinators if incident affects the boundary area
Other agencies as appropriate – EOC activation determined through consultation with OEM, the County Fire Coordinator, and the Incident Commander.

d. Level 3

Upon declaration of a Level 3 hazardous materials incident, 911/ECD shall follow the *County/City Hazardous Material Emergency Notify Dispatch Procedure* which may include the following:

same as Level 2, PLUS
other local State and/or Federal agencies as appropriate
EOC activated by OEM

3. Operations:

Actions taken by emergency responders shall be based upon the need to protect life, health, property and the environment.

Operations shall comply with applicable OSHA regulations which may include:

a. 29 CFR 1910.120 – Hazardous Waste Operations and Emergency Response (HAZWOPER),
b. 29 CFR 1910.134 – Respiratory Standard,
c. 29 CFR 1910.156 – Fire Brigade Standard; and,

Standard Operating Procedures as specified by individual agencies.

(1) Approaching the Scene

Emergency responders should approach the scene of a hazardous materials incident from upwind and uphill if possible. Emergency responders should not pass through a vapor cloud or a spill.

(2) Arriving at the Scene

(a) Emergency responders should meet with a facility representative, or other knowledgeable person, to learn about the incident.
(b) Establish a perimeter to isolate the hazard area and deny entry.
(c) Address immediate life-threatening situations. If possible, begin decontamination triage.

(3) Identifying the Materials Involved

(a) Identify hazardous materials BEFORE exposing personnel or taking remedial action.
(b) Binoculars may be used to view placards, license plates, vehicle identification information, and containers for clues about product(s) involved.
(c) Obtain shipping papers and/or Material Safety Data Sheets (MSDS). Correct spelling of the chemical name is critical.

(4) Obtaining Hazard and Handling Information

(a) The physical and chemical properties of a product, as well as its hazards and handling information, may be obtained from sources including:

- Material Safety Data Sheets (MSDS)
- OREIS (Operations Respond Emergency Information System)
- Chemical reference books
- CHEMTREC
- Life Line
- Finger Lakes Regional Poison Center
- Chemical data base, e.g. CAMEO
- Plume dispersion models (e.g., ALOHA or HASTE) mapped on GIS (Geographical Information System)

(5) On-scene measurements may be taken with direct-reading instruments including:

- Carbon Monoxide meter
- Colormetric indicator tubes

- Combustible gas indicator
- Leak detector
- Oxygen Meter
- Ph paper
- Radiological survey instruments
- Biological test/detection equipment
- chemical test/detection equipment

(6) Weather may play an important role in the outcome of a hazardous materials incident. The National Weather Service can supply:

- Wind speed and direction
- Temperature
- Relative humidity
- Precipitation
- Stability of the lower atmosphere
- Forecast

(7) Expertise may be obtained from sources including:

- Manufacturer
- Shipper
- Carrier
- Consignee
- Facility representative
- Hazardous Materials Response Team
- Chemical Hazards Information Team (CHIT)
- Chemical industry personnel
- College and university personnel
- Farm and related industry personnel

(8) Site Control

The Incident Commander shall establish exclusion zones for emergency responders and the public.

(9) Decontamination

(a) A decontamination area will be established for victims and equipment to minimize the spread of contamination.

(b) If a person(s) is contaminated with hazardous material: move the victim(s) to fresh air, remove contaminated clothing and flush the victim(s) with water before performing emergency medical treatment or transporting to a hospital.

(c) Prior to departing an incident scene, all contaminated personnel and

equipment shall be decontaminated as much as possible. Equipment marked for further decontamination must be completely decontaminated before returning to service.

(d) It is the Incident Commander's responsibility to see that if decontamination is needed, it is accomplished properly at the scene before any patient is turned over to EMS.

(e) Once EMS is on scene, EMS decides patient care in consultation with HAZMAT command/operations.

(10) Occupational Safety and Health

The Incident Commander shall designate an on-scene Safety Officer who shall ensure that emergency responders use personal protective equipment and procedures that comply with OSHA regulations.

(11) Mitigating the Incident

(a) The Incident Commander, in conjunction with facility personnel and other technical specialists, shall develop a plan of action and carry-out that plan to avoid unnecessary exposure.

(b) Containment and Control:

1) Qualified emergency responders may perform containment and control tasks to mitigate the incident and to minimize adverse environmental impacts.

2) Containment and control may include: closing valves, plugging or patching holes, transferring material from one container to another, damming, diking, booming, absorbing, neutralizing, diluting, suppressing vapors, extinguishing, and using water spray to keep containers cool.

3) If flammable vapors and gases are present, combustible gas indicators may be used to determine the potential ignition area. All ignition sources in that area should be eliminated.

4) Some materials are water reactive. Water used to extinguish a fire may create a much bigger problem when it becomes contaminated run-off. If hazardous materials are involved in a fire, it may be best to let the fire burn.

(c) In cases where contamination of the environment has occurred, the Monroe County Health Department and the New York State Department of Environmental Conservation shall be informed so they may evaluate the situation and take appropriate action.

(d) In cases where contamination of a water-supply system has occurred, the Monroe County Health Department and the appropriate water supplier shall be informed so they may evaluate the situation and take appropriate action.

(e) In cases where contamination of the sewer system has occurred, Monroe County Pure Waters, or another appropriate sewer agency, shall be informed so they may evaluate the situation and take appropriate action.

(12) Radio Communications

Radio Communications are primarily between the incident site and 911/ECD for:

(a) Dispatch and information exchange among base stations, mobiles and portables

(b) Command of personnel and resources

(c) Coordination among agencies:

- In situations involving mutual aid, or similar multi-agency or multi-jurisdictional response, integration of the various communications systems can be achieved by coordinating information at 911/ECD, the Command Post, and/or the Emergency Operations Center.

- If it is necessary to operate a secondary, or alternate communications center, the emergency service agency that regularly controls the channel shall provide personnel to operate the equipment.

(d) Support Systems

- Public works, transportation and related agencies have communications systems designed for their daily internal operations. These agencies have the capacity to provide equipment, vehicles and personnel for emergency communications.

- The Monroe County Public Safety Communications Division can provide a mobile unit with radio, data, and telephone communications equipment designed for Command Post support.

- Amateur Radio and TV links can be activated through the Office of Emergency Management.

4. Protective Actions:

Evacuation, sheltering-in-place, or a combination should be considered in defining protective actions to reduce or eliminate public exposure to hazardous materials that

are released during an incident.

a. Evacuation**.** Evacuating the public is a decision based on information indicating that the public is at greater risk by remaining in or near-by the hazard area. Information that should be considered in the decision to evacuate includes:

- The severity of dangers resulting from the hazard(s)
- The population affected by the hazard
- The availability of the resources to evacuate the affected population, e.g. fire/EMS/police personnel, and transportation vehicles including school busses, privately-owned vehicles or public mass transit
- The notification means to provide emergency instructions before and during the evacuation, e.g. local broadcast media for the Emergency Alert System, NOAA Weather Radio, route alerting via mobile address systems, sirens, and/or door-to-door alerting
- Safe passage for the evacuees, including adequate time to conduct the evacuation, evacuation route monitoring, the ability to re-route traffic, and the availability of reception centers and shelters
- Special needs of the evacuees, e.g. the need to assist facilities (hospitals, nursing homes, prisons) in evacuating, or the need to alert and warn and then evacuate special populations
- The ability to provide shelter and sustenance to evacuees including adequately staffed shelters with feeding, sanitary facilities, and medical care.

b. Shelter-in-Place. Sheltering-in-place means advising the affected population to seek protection within the structure they occupy or in a nearby structure. Like evacuation, this decision is based upon hazard analysis. If the danger to the public is mitigated by sheltering-in-place, then it should be employed as a protective measure. With certain hazards, e.g. short-term exposure, or line-of-sight exposure, the best decision may be to shelter-in-place. One distinct advantage of sheltering-in-place is the relative ease of implementation. A decision to shelter-in-place considers:

- the availability of resources
- the time available to take protective actions
- the public's understanding of sheltering-in-place

For some hazards, sheltering-in-place can be enhanced by seeking the most protected refuge in the structure. For chemical, radiation, and some biological hazards it is enhanced by reducing the indoor-outdoor air exchange rate.

c. Combination Protective Actions. There may be circumstances when using both

evacuation and sheltering-in-place is appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard and at greater danger could be instructed to evacuate, while people inside the immediate area would be advised to shelter-in-place.

d. Implementation of Protective Actions.

(1) The Incident Commander shall designate a sector commander to implement and coordinate any protective action orders.

(a) In most cases, the law enforcement agency having jurisdiction will serve as the primary agency for implementing protective actions. Therefore, the sector commander in charge of implementing protective action should be a qualified member of that law enforcement agency.

(b) All personnel working in the affected are shall wear appropriate personal protective equipment.

(2) Protective actions affecting large areas my require the declaration of a local S*tate of Emergency* under New York State Executive Law, Article 2B.

(3) Affected Area

(a) Traffic Control Points and Access Control Points shall be established to direct traffic and people out of the affected area and to prevent entry.

(b) Sources of transportation capable of supporting an evacuation shall be identified.

(c) All residents of the affected area should be identified and accounted for.

(d) Forced entry into homes and apartments shall only be performed if there is a reason to believe that a victim may be inside.

(e) In the case of persons who refuse to leave their homes during an evacuation order: their names, addresses next-of-kin and time of notification shall be recorded.

(4) Reception/Congregate Care Centers

(a) The sector commander in charge of protective actions shall identify a site(s) that would be suitable as a temporary staging area for evacuees until a suitable reception/congregate care center can be established.

(b) Reception/Congregate Care Centers shall be coordinated by the Greater Rochester Chapter of the American Red Cross with personnel support

from the Monroe County Department of Human Services. The Greater Rochester Chapter of the American Red Cross shall designate and establish Reception/Congregate Care Centers.

5. Public Alerting.

Once a decision has been made to evacuate or shelter-in-place, the Incident Commander shall alert the public.

Public Alerting provides timely and reliable emergency information pertaining to the need for protective actions. For protective actions to be effective, the public must first be alerted that an emergency exists, and second be instructed on what to do. Since a hazardous materials incident is normally a rapidly developing situation, initial public alerting by emergency response personnel is a critical aspect of public safety.

a. When to Alert the Public

(1) Level 0

This Level of Magnitude does not normally require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

(2) Level 1

This Level of Magnitude may not require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

(3) Level 2

This Level of Magnitude may require public alerting.

(4) Level 3

This Level of Magnitude requires public alerting.

b. Methods of Public Alerting

(1) News Release

(a) A news release may be relayed through 911/ECD to media representatives.

(b) A news release may be made directly to on-scene media representatives.

(Sample news release messages are provided at the end of this section.)

(2) Route Alerting

Emergency vehicles, equipped with a siren, a public address system, and appropriate personal protective equipment may drive through the affected area and announce the emergency situation.

(3) Residential Door-to-Door Alerting

Emergency personnel, equipped with appropriate personal protective equipment, may walk through the affected area and announce the emergency situation on a door-to-door basis.

(4) Emergency Alert System (EAS)

Activation of the EAS can only be accomplished by pre-designated government officials or the National Weather Service. (Sample EAS messages are provided at the end of this section.)

c. Components of a Public Alert Message may include:

(1) Affected area
(2) Health hazards
(3) Protective actions
(4) Evacuation routes
(5) Location of Reception/Congregate Care Center(s)
(6) Medical treatment
(7) Telephone number for mobility impaired to call for assistance

Sample News Release/EAS Message

Evacuation Announcement

"The following message is from _____. A Hazardous Materials Emergency exists at (location) _____. All persons must evacuate an area bordered by (North), (East), (South), (West). (***Repeat one time, then continue)***

Please follow these main evacuation routes: ***(List routes)***

Please cooperate by checking on persons in your neighborhood who may live alone. If they do not have transportation, please assist them. If you know housebound or mobility impaired persons who require assistance, contact _____.

You should prepare to spend a minimum of one day away from home. You should take sufficient quantities of personal care items and prescription drugs for this time period.

We remind you to take the following steps:

1. Secure your home and property.
2. Turn off all lights and electrical appliances.
3. Turn down heating systems (or turn-off air conditioning systems).
4. Drive carefully. Proceed calmly to your destination, obeying all traffic laws.
5. Please obey the police and others who will be directing traffic along the evacuation routes.

If you need a place to stay, please go to _____(location)_____. Pets will not be allowed inside the congregate care centers. However, bring your pets and facilities will be provided for their care.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is an announcement from _____ regarding an order by _____ to evacuate all persons living in the affected area. For further information, please stay tuned to this station." (*Therefore, this message shall be repeated every five minutes.*)

Sample News Release/EAS Message

Shelter-in-Place Announcement

"The following message is from _____. A Hazardous Materials Emergency exists at _____, _____.

If you live, work or are traveling within the following area, you should take shelter, by going inside a building:

The area is bordered by (North), (East), (South) and (West). **(Repeat one time, then continue).**

If you are traveling through the affected area, roll-up windows, close air vents, turn off heaters and/or air conditioners. If shelter is not immediately available, place a handkerchief, towel or other similar item snugly over your nose and mouth until you can get indoors.

Take shelter indoors and do the following:

> Close all doors, windows, shades and drapes, sealing gaps with wet towels or wide tape. Stay away from windows. Turn off heating systems, air conditioners or fans. Extinguish fireplaces and close fireplace dampers. Keep pets inside.

(Read this statement only if school is in session)

> Do not telephone or go to the school your children attend. They are in a covered protected environment and will be bused home when it is safe.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is from _____ advising people affected by this emergency to take shelter. For further information, please stay tuned to this station."

(Thereafter, this message shall be repeated every five minutes.)

C. Recovery.

Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions and may include:

- Requesting a Presidential Disaster Declaration
- Maintaining access control
- Clearing debris
- Restoring public utilities
- Providing emergency social services (shelter, clothing, food, etc.)
- Rebuilding
- Investigating the incident
- Demobilizing emergency personnel and resources, which may include emergency worker counseling
- Adjusting traffic control perimeters
- Continuing public information – general purpose and health-related
- Maintaining security in restricted areas
- Providing long-term counseling for residents
- Continuity planning for business and industry (economic preservation)

1. Clean-up and Disposal:

- The clean-up and disposal of hazardous wastes will comply with applicable local, state and federal regulations.

- The party responsible for the incident is legally and financially responsible for the clean-up and disposal of hazardous wastes.

- Emergency responders should understand that if they initiate contact with a commercial clean-up company, they may be held responsible for the costs incurred.

- If the party responsible for the incident is unknown, unwilling or unable to accomplish cleanup and disposal, the New York State Department of Environmental Conservation may hire a commercial clean-up company with state funds.

2. Relocation and Re-entry:

Relocation. In cases where contamination of the environment has occurred and the long-term relocation of residents is necessary, the Monroe County Department of Human Services shall provide relocation assistance.

Re-entry.

a. Re-entry to an area that has been sheltered-in-place or evacuated shall not be allowed until authorized by the Incident Commander.

b. The Incident Commander shall confer with the Monroe County Health Department, and other appropriate officials, to establish re-entry procedures that will include:

- a time to return
- Safety precautions
- Health precautions
- Decontamination
- Symptoms of illness as a result of exposure

c. The Public Information Officer shall inform the public of the re-entry procedures. This may be done by the following methods:

- News Release
- Emergency Alert System
- Announcements and/or printed materials at Reception/Congregate Care Centers
- Printed materials issued at Traffic Control Points and Access Control Points

d. Traffic Control Points and Access Control Points shall be maintained, as necessary, to ensure an orderly re-entry by the public.

3. Incident Evaluation:

a. OSHA Standard 1910.120 requires the Incident Commander to debrief and evaluate the emergency response as soon as possible. (The Incident Commander for HAZMAT incidents is the Fire Chief or Senior Fire Officer of the local jurisdiction.)

(1) Incident Debriefing – The IC shall ensure that an incident debriefing occurs at the incident conclusion or as responders leave the scene. The debriefing should include, but not be limited to providing the following information:

- Hazard information
- Exposure signs and symptoms of materials involved
- Name of individual responsible for post-incident medical contact
- Administrative procedures
- Gather name(s) of all outside responders and agencies

(2) Critique – The IC shall conduct a critique for all Level 1 or greater hazardous material incidents. Such critique will review the incident with the purpose of identifying both those areas that worked well and those areas that need improvement. (If requested, the County Fire Bureau will provide assistance to conduct the critique.) The critique process should include, but not be limited to the following:

- Be held after allowing sufficient time for the emergency to be investigated and appropriate information collected.
- Include at least one representative of each agency that played a role in handling the incident.
- May consist of a single multi-agency meeting or various inter-agency meetings.
- The findings of such critique, and identity of its participants, shall be documented in writing.
- Areas of improvement or changes identified in local or community plans or training will be incorporated in local or community activities as appropriate.

(3) Community Review – The Incident Commander or the chief elected official from the jurisdiction where the incident occurred has the **option** of requesting a Community Review. Such request should be addressed to the Office of Emergency Management. Upon such request, the County Emergency Manager will meet with the Incident Commander and/or elected official to define goals of the community review process. Where the review process will be initiated by the County Emergency Manager it may include, but not be limited to the following:

- Schedule a review to include all responding agencies.
- Schedule individual agency briefings, which should be accomplished prior to the community review.
- Agencies will be contacted by: Battalion Deputy Coordinators for fire and EMS agencies; HAZMAT Team by County Fire Coordinator; Law enforcement by appropriate representative; Emergency Communications Department/911 through Operations Manager; Public Safety Communications by Director for Radio Center; the Bureau of Public Health Engineering for County Health Department; and the County Emergency Manager for other agencies.
- Review any documentation (critiques) of the incident.
- The review will be scheduled at the County Emergency Operations Center, unless circumstances warrant another location due to space constraints, and/or travel considerations.
- The review agenda will include: a chronological overview of the incident response; individual agency comments; and results of agency comments from an evaluation form. (The form and content will be approved by the jurisdiction requesting the Community Review prior to distribution by the County Emergency Manager.)
- A review report will be prepared and shared with the Incident Commander, the chief elected official of the jurisdiction, the first responder advisory boards, i.e. the Law Enforcement Council, the Fire & EMS Advisory Boards, and the 911 Operating Practice Board.
- Release of the community review report to the media, other committees, and/or the Incident Commander or the chief elected official from the affected jurisdiction(s).

- Any identified planning and/or training issue will be incorporated into local and/or community activities or documents as appropriate.

D. Direction and Control:

The Incident Commander will control and direct all activities at the scene in accordance with the Incident Command System.

If a disaster is declared, the Chief Executive (or designee) will exercise Executive Authority (as defined in NYS Executive Law, Article 2.B) over all disaster operations in the municipality in accordance with mission assignments contained in this Plan.

A Command Post will be established by the Incident Commander. This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander, should be limited to primary responders: fire, law enforcement, EMS, Communications, and others who may be appointed by the Incident Commander.

The news media will assemble at the Joint Information Center (JIC) and when the Incident Commander deems the site accessible, be escorted to the scene staging area (designated by the Incident Commander). If the County's EOC is activated, the EOC Public Information Officer will disseminate information in conjunction with the Incident Command PIO staff.

1. Unified Command.

In the event of a hazardous material incident, the *Monroe County Incident Management System Guidelines* Plan will provide effective leadership, coordination and unified on-scene command of emergency response forces.

All on-scene actions shall be consistent with the objective of ensuring the safety of all emergency responders and the public.

A hazardous materials incident may require a broad range of on-scene response organizations including: emergency response personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in the area of the incident: containment, emergency worker safety, public protective actions, and environmental protection.

This Plan addresses the need to ensure control of a multi-jurisdiction/multi-agency response to a hazardous materials incident, and highlights the demand for a unified Incident Command System under the direction of the Incident Commander. The concept of Unified Command simply means that all agencies that have jurisdictional responsibilities at an incident will contribute to the process of:

- Determining overall response objectives

- Selecting response strategies
- Ensuring joint planning and application of tactical and operational activities
- Maximizing use of available resources
- Public Alerting and News Releases

a. First Responder

The primary responsibility of the First Responder is to determine the potential hazards to life, health, property and the environment resulting from the incident. If it is determined that the incident presents a potentially hazardous situation, the first responder should promptly communicate this to 911/ECD. The First Responder should then initiate the following actions:

(1) Evacuate all non-emergency personnel from the hazard area
(2) Identify the material(s) involved
(3) Establish a Command Post
(4) Determine if community notification, sheltering or evacuation is needed and the geographical area likely to be impacted
(5) Isolate contaminated persons in a safe location
(6) When representatives of the Lead Agency having jurisdiction designate an Incident Commander, the first responder should brief the Incident Commander on the extent of injuries, damage and the status of efforts to control the incident

b. Incident Commander

(1) As part of the initial response to a hazardous materials incident, and as identified in the *Monroe County Incident Management System*, the fire department having jurisdiction shall serve as the Lead Agency. A qualified on-scene member of that fire department shall serve as the Incident Commander.

(2) Using the definitions previously described, the Incident Commander shall declare a Level of Magnitude for the incident. If conditions change, the Level of Magnitude may be upgraded or downgraded as appropriate.

(3) When the designation of Incident Commander needs to be evaluated, the following factors should be considered:

- Level 3, or declared “State of Emergency”
- Geographic area affected
- Impact upon the community
- Single or multiple jurisdictions affected
- Number of response agencies
- Operational requirements
- Resource commitments
- Scope and technical complexity of the incident

(4) The Incident Commander must ensure that all participating agencies (local, state and federal) are effectively communicating within the designated command structure.

(5) If the designation of Incident Commander changes such that the Incident Commander is not physically at the scene, it may be necessary to designate an Operations Section Chief.

c. Emergency Operations Center (EOC)

(1) An EOC provides off-site incident coordination and assistance as required.

(2) The Office of Emergency Management maintains procedures for activating Monroe County's EOC.

(3) Upon notification of a Level 2 HAZMAT incident, the Office of Emergency Management shall contact the Incident Commander to assess whether Monroe County's EOC needs to be activated; and if so, the degree to which the EOC needs to be staffed.

d. Command Responsibilities

1) Level 0 – Implement Incident Command

The Incident Commander shall:

- Establish contact with a facility representative
- Determine the number and type of response units that are needed to handle the incident
- Evaluate the need to declare a higher or lower Level of Magnitude
- Respond to public and media requests for information

2) Level 1 – In addition to Level 0 activities, the Incident Commander shall also:

- Establish a Command Post
- Establish liaison with the Facility Emergency Coordinator
- Ensure that all appropriate agencies are represented in the Command Post
- Designate Sections and Section Chiefs, as appropriate

3) Level 2 – Levels 0 and 1 activities, plus the Incident Commander shall:

- Consult with the Office of Emergency Management about activating the Emergency Operations Center. City/Town/Village Operation Centers may be activated.

- The Office of Emergency Management shall notify and brief the County Executive.

- The Chief Elected official shall evaluate the need to declare a State of Emergency under N.Y.S. Executive Law, Article 2-B.

4) Level 3 – In addition to Levels 0, 1 and 2 activities:

- The Incident Commander, Fire Coordinator, EMS Administrator, Community Emergency Coordinator, Sheriff, Health Director, local officials (including local law enforcement), and the County Executive shall re-evaluate the existing designation of the Incident Commander. The County Executive shall decide whether to retain the existing Incident Commander or designate a new Incident Commander.

- The New York State Emergency Management Office (SEMO) coordinates the application of the state's resources in an emergency.

VII. MISSION ASSIGNMENTS

A. Incident Commander.

The senior official from the Lead Agency will, upon arrival, normally serve as the Incident Commander. Assignment of responsibilities to all other emergency response units will be coordinated by this individual. The Incident Commander will:

1. Direct on-scene operations to ensure that objectives are identified and assignments are made including hazard assessment and First Responder briefings.

2. Coordinate actions through support agency representatives who will retain control of their respective forces under the *Monroe County Incident Management System.*

3. Designate a hazard area, define its limits, and establish other zones as needed.

4. Determine the need for public alerting, sheltering-in-place or evacuation and notify the appropriate law enforcement (agency) representative who will initiate actions.

5. Establish the Incident Command System (ICS) structure and staff the Command Post to handle the operation. ICS unit responsibilities may include:

   - Risk Evaluation/Cause and Response
   - Securing the Area
   - Public Alerting/Evacuation/Shelter-in-Place
   - Rescue
   - Fire or Leak Control
   - Diking and/or Neutralizing
   - Re-entry and Recovery

6. Establish functional Sections to support operations. Functional Sections may include:

   - Resources Unit (within the Planning Section)

- Medical and Communications Units (within the Logistics Section)

B. Fire Service:

1. Fire Department.

   As the Lead Agency, the Senior Fire Officer present should take actions to implement the Incident Command System. Fire Department responsibilities may include the identification of materials, bringing fires under control, and the containment of spills. The fire department coordinates and notifies appropriate authorities to implement the safe removal of the product and may monitor the clean-up and decontamination of the site.

2. Fire Coordinator.

   If requested by the Incident Commander, or if conditions warrant, provide:

   - an on-scene Fire Liaison
   - act as the principal coordinator of the *Monroe County Mutual Aid Plan* and the County Hazardous Materials Response Team
   - provide technical advice and assistance as required.

3. Hazardous Materials Response Team (HMRT):

   a. The HMRT will make entry into the hot zone to control, contain and stop the leak and/or spill.

   b. The HMRT will identify the product, its potential hazards, and provide this information to the Incident Commander.

   c. HMRT operations will be conducted in accordance with appropriate OSHA and CERCLA regulations.

   d. The HMRT will provide overall technical assistance in conjunction with the on-scene qualified industrial representative.

C. Law Enforcement.

   Law Enforcement duties may include securing the immediate area at the scene of the incident, rerouting traffic, public alerting, and limiting access to the area to emergency personnel only.

D. Emergency Medical Service (EMS):

   EMS will coordinate on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials incident. They will also ensure that mutual

aid plans for both EMS and the hospitals are implemented.

A release of hazardous materials into the environment may cause multiple casualties. EMS may be needed to provide medical care to those injured and/or exposed, e.g. facility employees, emergency responders, the public. Furthermore, a hazardous materials incident may require mutual aid among Emergency Medical Service providers and hospitals.

1. EMS.

   EMS is in charge of all patient care at the scene. Patient care decisions are the providence of the senior EMS provider at the scene.

2. Monroe County EMS Administrator.

   The emergency medical responsibilities of the EMS Administrator include the following:

   - Coordination of EMS activities in accordance with the *Monroe County EMS Mutual Aid Plan*.
   - Coordination with the Incident Commander, EMS responders, area hospitals and the Monroe County Health Department.
   - Implementation of the *Monroe County Mass Casualty Incident (MCI) Plan*, as appropriate.
   - As needed, arrange for the appropriate Tox-Medic Teams as a resource.

3. Hospitals.

   Hospitals shall provide primary medical care to persons who are injured and/or exposed to hazardous materials.

E. Monroe County Health Department:

1. The Monroe County Health Department shall serve as the Lead Agency for public health.

2. The Bureau of Public Health Engineering shall serve as the local representative of the New York State Department of Environmental Conservation (NSYDEC) and shall notify the regional office of NYSDEC of those incidents that result in the release of hazardous materials to the environment.

3. The Office of the Medical Examiner shall provide for the management for the deceased.

F. 911/ECD is responsible for, but not limited to, the following:

1. Functions as the community point-of-contact for persons reporting hazardous materials incidents to the LEPC Community Emergency Coordinator.

2. (On behalf of the Community Emergency Coordinator), Activate the dispatch/notification protocols for appropriate responders.

3. Maintain communication with the Incident Commander.

4. Relay critical information to responders on their operating channels.

5. Maintain 911/ECD communication services for the duration of the incident.

G. Monroe County Public Safety Communications will:

1. Upon notification, respond to the scene with Trailer 100.

2. Support communication needs at the Command Post and the EOC.

3. Integrate communications for local, state, and federal agencies as necessary.

H. Community Emergency Coordinator:

1. Receives annual reports from reporting facilities, including hazardous chemical inventory information.

2. Receives emergency release notifications from facilities and/or transporters:

   - immediately after the release, and
   - in a written follow-up emergency notice.

3. Assists in making determinations necessary to implement the Plan.

I. Monroe County Office of Emergency Management:

1. Designates an on-scene liaison to facilitate response.

2. Keeps the Chief Executive fully informed of all operations.

3. Supports emergency response forces at the Command Post.

4. Establishes an EOC in accordance with emergency plan protocols or by request of the Incident Commander and/or the Chief Executive.

5. Coordinates staffing and functions of the EOC.

6. Collects, displays and disseminates information in the EOC.

7. Coordinates with the State Emergency Management Office regarding support from State and Federal Agencies.

8. Coordinates support from private agencies and volunteer groups.

9. Directs volunteer civil preparedness forces.

J. Monroe County Emergency Operations Center (EOC).

EOC Mission – Depending upon the incident, other governmental agencies may be required to support containment, control and recovery. These requests could include: transportation, public works, equipment, specialized personnel, materials, and communications. The Incident Commander may request such support directly or via the EOC.

The EOC will coordinate:

- agencies within County government, the community and the private-sector
- Command and Control on behalf of the County Executive (upon Article 2-B declaration)
- state and federal agency response

K. Public Information Officer (PIO):

1. Facilities and public agencies should develop media relations plans. Such plans should designate spokespersons who are available on 24-hour call, and who are prepared and authorized to discuss an emergency situation with the media.

2. The spokesperson designated to speak on behalf of the Incident Commander is the Public Information Officer.

3. The Public Information Officer should establish a Joint Information Center (JIC) where the media can obtain information.

   a. The Joint Information Center should be located in a safe and secure area.

   b. Allowing media representatives into the Command Post is not recommended, as it can be disruptive to the operation. However, cooperation with the media is essential to ensure that the public is informed of the situation and what precautions and/or protective actions are necessary.

4. As appropriate, the Public Information Officer in conjunction with a facility spokesperson, should make joint media releases.

5. The Public Information Officer should assist in coordinating media requests for information.

6. Facilities and public agencies should not make media releases without coordination with, and approval from, the Public Information Officer.

L. Facility Operator/Transporter:

1. Representatives are responsible to report a hazardous materials release that is greater than the reportable quantity and/or conditions that could result in an incident that may

affect personnel and/or the environment.

2. Implements the facility emergency response plan and provides supplies, trained personnel, and equipment to mitigate the emergency.

3. Provides management and technical support to the Incident Commander.

M. If a State of Emergency is declared, the Chief Executive is responsible for, but not limited to, the performance of the following functions:

1. Participate with the County EOC, which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other support agencies during emergency response, and the recovery/re-entry phase.

2. Brief municipal officials about the nature of the emergency.

3. Designate a municipal spokesperson who is prepared and authorized to discuss the emergency with the media. The municipal spokesperson and the Incident Command Public Information Officer shall make joint news releases as appropriate and coordinate media requests for information.

4. Request state aid through the Office of Emergency Management if the emergency is beyond local capability.

5. Ongoing communications with and support to the Incident Commander for on-scene operations.

N. Greater Rochester Chapter of the American Red Cross.

Congress established the American Red Cross as the principal organization to undertake relief activities during time of disaster. Services of the Greater Rochester Chapter include:

- Identifying and staffing emergency shelters
- Providing food for victims and emergency workers
- Assisting with evacuation and distribution of emergency supplies
- Conducting a local damage assessment to provide support from regional and national Red Cross assets
- Lead Agency to coordinate volunteer relief agencies in disaster operations

O. Locally-Based Resources.

The Incident Commander may request support from other local government agencies as required to support the incident response and recovery, e.g. transportation, public works, specialized equipment and personnel, and materials.

Q. State & Federal Agencies.

State and Federal laws may require the notification of other governmental agencies. Such notification is generally the responsibility of the facility/transporter responsible for the materials involved in the incident. Generally, the primary role of these agencies will be to assist the local emergency response agencies and ensure that the parties responsible for the incident provide adequate cleanup and decontamination. In most cases, State and/or Federal personnel will only be dispatched to the scene of major incidents.

VIII. SUPPORT

Emergency response operations are initiated with locally-based responders and supported by additional resources as needed.

IX. SPECIAL REQUIREMENTS

A. The HAZMAT Plan.

As required by statute, The Local Emergency Planning Committee performs an annual review of the Plan. Comments, corrections or suggestions on any part of the Plan should be forwarded to:

Monroe County Local Emergency Planning Committee
Office of Emergency Management
1190 Scottsville Road, Suite 200
Rochester, NY 14624

SUMMARY OF DISTRIBUTION (may be accomplished via County Website)

1. State Emergency Response Commission
2. each municipality within Monroe County;
3. all police, fire, and EMS agencies within Monroe County;
4. all 'covered facilities' within Monroe County (within the meaning of PL 99-499);
5. all public libraries within Monroe County;
6. the local media;
7. the Monroe County Legislature; and, the members of the LEPC.

B. The Monroe County Local Emergency Planning Committee.

The LEPC complies with structure and process mandates:

- The Committee carries thirteen (13) membership categories in addition to the membership categories required by statute.
- The Committee meets eight months on the second Wednesday, at 8:30 a.m.
- As space permits committee meetings are published in the Democrat and Chronicle.

Since the LEPC's inception, many new environmental regulations have been passed into law. As environmental legislation has expanded, the LEPC's role has also grown.

1. SARA Title III requires the LEPC to:

    - Maintain emergency plans and community right-to-know programs.
    - Improve preparedness through training and education.
    - Conduct exercises to test plans and procedures.
    - Receive emergency notifications and activate the Plan.
    - Receive and file SARA Title III reports.
    - Perform vulnerability zone calculations for facilities.

2. The Hazardous Materials Transportation Safety Act of 1990 requires the LEPC to:

    - Plan, train and prepare for transportation incidents involving hazardous materials.
    - Determine hazardous materials flow patterns.

3. The Clean Air Act Amendments of 1990 (including section 112r, Risk Management Planning), requires the LEPC to:

    - Improve coordination of facility and community emergency plans by information sharing.
    - Provide information for facility emergency response plans.
    - Provide information for facility Risk Management Plans.
    - Review plans for SARA Title III related issues.

4. The Occupational Safety and Health Act requires the LEPC to:

    - Improve safety of emergency responders and facility workers though employer activities.
    - Provide guidance on response planning and training requirements.
    - Provide information for facility process safety plans.
    - Provide information for facility emergency response plans.

5. The Oil Pollution Act of 1990 requires the LEPC to:

    - Improve planning and response for oil and hazardous materials discharges to water.
    - Coordinate the local community Plan with facility plans.

6. The Pollution Prevention Act of 1990 requires the LEPC to:

    - Reduce risk by promoting source reduction and pollution prevention measures.

X. GLOSSARY

Chief Elected Official. The Chief Elected Official of the political subdivision, ie. County Executive, City or Village Mayor, Town Supervisor.

Command Post. The Command Post (CP) is the nucleus of the decision making process at any incident. There is only one CP for the incident. In a Unified Command Structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the CP. If needed, the planning and logistics functions are also performed at the CP.

Community Emergency Coordinator (CEC) for the Local Emergency Planning Committee (LEPC) is the Administrator of the Monroe County Office of Emergency Management, who for emergencies may be reached through 911/ECD.

Emergency Manager. In Monroe County this is the Administrator of the Office of Emergency Management.

Emergency Operations Center (EOC). An EOC is generally defined as a protected site, from which civil government officials (Municipal, County, State and Federal) issue warnings and exercise direction and control in an emergency.

Extremely Hazardous Substance (EHS) is a list of substances available through EPA and set forth in Appendix D, and subsequent additions to 40 CFR Part 300 Appendix D and Appendix E.

Facility means (A) any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or (B) any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located, at which an extremely hazardous substance is present in an amount in excess of the applicable threshold planning quantity; EXCEPT for the purposes of the release requirement for which "facility" means any of the items listed in (A) or (B) at which a hazardous chemical is produced, used or stored. The term does not include any consumer product in consumer use or any vessel.

Fire Coordinator. In Monroe County, this person is responsible for all operations of the County's Hazardous Materials Response Team.

Hazardous Chemical means any chemical exposure that poses a physical hazard or health hazard.

Hazardous Substance means any of those substances set forth or described in Appendix D as well as any subsequent addition to 40 CFR Part 302.

Incident Command System. An organized system which defines standard operating procedures and roles and responsibilities used to manage and direct emergency operations.

Joint Information Center (JIC). A JNC is a place which receives and processes information from the Command Post and/or the EOC, about the event for accurate and timely dissemination to the news media and the public. Media representatives report to the JNC for official information about the event.

Material Safety Data Sheet (MSDS). Information sheet(s) about the chemical product including: emergency responder precautions, protective actions, emergency treatment, and the physical characteristics of the product among others.

Monroe County Fire Bureau. This County office coordinates, directs, equips, and trains the responders to emergency hazardous material incidents. The County Hazardous Materials Team is deployed under this office per the emergency dispatch protocols and procedures.

Monroe County Incident Management System Guidelines. The County's Incident Command System authorized by the County Executive, September 1996.

Office of Emergency Management (OEM). OEM is the focal point of emergency management in Monroe County for natural, technological and national security emergencies. OEM develops, maintains and administers a comprehensive emergency management plan designed to save lives and protect property through prevention/mitigation, readiness, response and recovery.

Perceptible Exposure means any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing irritated eyes, itchy skin, damaged vegetation, chronic injury, etc.

Protective Actions. Official direction to evacuate the area, or to shelter-in-place as precaution from harmful exposure.

Public Alerting. A decisive action to notify the public and to direct them to take specific actions. A number of means can be used by public officials.

Public Information Officer. This is the spokesperson for the event. This person is responsible to develop information about the incident and release information to the news media and other agencies, after authorization from the Incident Commander.

Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or containment), but excludes (a) any release which results in exposure to persons solely within a work place, with respect to a claim which such persons may assert against the employer of such persons, (b) emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine, (c) release of source, byproduct, or special nuclear material from a nuclear incident, as those terms are
defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under 170

of such Act, and (d) the normal application of fertilizer.

Reportable Quantity (RQ) is determined by EPA and set forth in Appendix D. For all other hazardous substances the Reportable Quantity (RQ) is one pound.

Site means all contiguous property owned or leased by the owner or operator of the facility at which the release occurred, but does not include property across a public right of way.

State of Emergency. In the event of a disaster, rioting, catastrophe or similar public emergency, or in the event of reasonable apprehension of immediate danger, and upon a finding by the Chief Executive that the public safety is imperiled within the territorial limits of the county, city, town or village, the Chief Executive may proclaim a State of Emergency within any part or all of the territorial limits of such local government. Following such proclamation, the Chief Executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control (reference NYS Executive Law, Article 2-B).

Threshold Planning Quantity (TPQ) means the amount set forth for each extremely hazardous substance in Appendix D.

Unified Command. A method for all agencies or individuals who have a jurisdictional responsibility, and in some cases for those who have functional responsibility at the incident, to contribute to:

- determining overall objectives for a safe resolution of the incident;
- selecting a strategy to achieve these objectives; and,
- ensuring the maximum effective use of all resources.

IX. APPENDICES

Appendix A	Reporting Facilities
Appendix B	Telephone Roster
Appendix C	(Sample) Incident Reporting Form
Appendix D	List of Extremely Hazardous Substances
Appendix E	LEPC By-Laws

Reporting Facilities

The Reporting Facilities Appendix reflects reports received by March 31, 2007.

NOTE: For security purposes, the list of Reporting Facilities is not included with the Plan as it is posted on the County Website. Freedom of Information Requests should be addressed to:

Monroe County Records Access Officer
204 County Office Building
39 West Main Street
Rochester, NY 14614

Telephone: 753 – 1080
FAX: 753 - 1068

NOTE: Non-public telephone numbers are removed from public view.

Appendix B

TELEPHONE ROSTER

This telephone roster is provided as a summary listing of agencies and organizations that have interest and involvement in chemical emergencies. Plan holders are encouraged to develop an emergency telephone roster to facilitate recall. However, because of update requirements, changes must be made by plan holders on a continuous basis. On an annual basis this appendix will be officially updated. Numbers not preceded by an area code are "585."

Local Emergency Responders
- Police/Sheriff/Fire/EMS 9-1-1
- City of Rochester HAZMAT Team 9-1-1
- Monroe County HAZMAT Team 9-1-1

Local Government Assistance
- Monroe County Emergency Management 473-0710
- Monroe County Fire Coordinator 753-3750
- Monroe County EMS Administrator 753-3760
- Monroe County Health Department Spill Response 9-1-1
- MC Environmental Svcs including the Pure Waters, Solid Waste & Engineering Divisions ... 760-7600
- Monroe County Water Authority .....

Hospitals (to Hospital Security)
- Lakeside Memorial .....
- Monroe Community .....
- Highland Hospital .....
- Rochester General Hospital/Via Health .....
- Park Ridge Hospital .....
- Strong Memorial .....

Utilities
- Rochester Gas & Electric .....
- National Grid .....
- (Telephone) Frontier. .....

Volunteer Groups
- Greater Rochester Chapter of the American Red Cross (24-hour) 241-4400
- Amateur Radio ..... through OEM
- Salvation Army 987-9500

Military Incidents

State Assistance
- State Emergency Response Commission (SERC) .....

Department of Environmental Conservation (NYS DEC)

State Spill Hotline .....
Thruway Authority-Henrietta Facility .....

Federal Assistance

National Response Center 24 hrs. (Use for Coast Guard, US-DOT & US-EPA).....
U.S. Federal Aviation Administration .....
U.S. Department of Transportation (Spills-call National Response Center) .....
U.S. Coast Guard - Buffalo - (24-hours).....
U.S. Environmental Protection Agency ..... Contact via the National Response Center
EPA Ombudsman Asbestos & Small Business Regulations.....
U.S. Department of Agriculture - Meat & Poultry.....
Occupational Safety and Health Administration.....

Industry – HAZMAT resources

for railroad contacts, call 9-1-1
Eastman Kodak Fire Department HAZMAT 9-1-1
Delphi Chemical Emergency Response Team .....
Xerox Corporation .....

Media

Channel 8 WROC-TV 288-8400
Channel 10 WHEC-TV 546-5670
Channel 13 WHAM-TV 334-8700
Channel 21 WXXI-TV 325-7500
Channel 31 WUHF-TV 232-3700
Time Warner Cablevision 756-5000
WHAM Radio Studios & Offices 454-4884, 454-5759, 222-1180
Democrat & Chronicle .....
Messenger-Post Newspapers..... 394-0770

Other Emergency Assistance

CHEMTREC (24-hours). 800/424-9300
CHEMNET (24-hours)..... 800/424-9300
CHLOREP (24-hours)..... 800/424-9300
NACA Pesticide Safety Team (24-hours)..... 800/424-9300
Association of American Railroads Bureau of Explosives .....
Life Line.....275-5151 (24/7) or 275-2700 (TDD)
Finger Lakes Regional Poison Center ……..... 275-3232

Appendix C

(SAMPLE) INCIDENT REPORTING

1. Caller Name _____ Call Date _____
2. Affiliation _____ Time _____
3. Telephone _____ Ref. # _____
4. Material Released _____ EHS: _____

   CAS# _____ CERCLA: _____
5. Amount Released _____lb/gal
6. Date of Release _____

   Time_____ Duration: _____hrs _____min
7. Release Medium: (circle) air water land
8. Weather Conditions:
9. Location of Release: (St/Bldg. #)(City/County) _____
10. Facility (name):_____

    (address):_____

11. EMERGENCY CONTACT (name): _____Telephone _____
12. Incident Description:
13. Health Risks:
14. Precautions:
15. Additional Notifications made: (Name)

    Local Fire Department _____ time _____

    Community Emergency Coordinator _____ time _____

    NYS Environmental Conservation _____time _____

    Federal National Response Center _____ time _____
16. Remarks, etc.
17. Form Completed By: (signature)_____

    (Title)_____

Appendix D

List of Extremely Hazardous Substances

A. Available by telephone

The most current edition is available from the Federal Environmental Protection Agency's "Emergency Planning and Community Right-to-Know HOTLINE":

1-800-424-9346 (weekdays, 9:00 a.m. – 5:00 p.m.)

Ask for Document EPA 550-B-01-003 (October 2001) which is known as the "List of Lists."

B. Available electronically: see website below

http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/chemicalinfo.htm#title

This is the information at the website:

"Title III Consolidated List of Lists - October 2001

Title III Consolidated List of Lists - October 2001 Version (pdf/805 KB)

> This is a consolidated list of chemicals subject to reporting requirements under the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), and under section112(r) of the Clean Air Act (CAA) with references to their reporting status under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) and the Resource Conservation and Recovery Act (RCRA).
> This document is also available in Excel, or a searchable database that offers the user several search options."

Appendix E

BYLAWS
of the
MONROE COUNTY, NEW YORK
LOCAL EMERGENCY PLANNING COMMITTEE

I. NAME OF THE COMMITTEE

The name of this committee shall be the *MONROE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE*, hereinafter known as **LEPC**.

II. POWERS AND DUTIES

The LEPC has been established pursuant to Section 301(c) of Public Law 99-499, *THE EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT of 1986,* (100 Stat 1738-58, October 17, 1986). The LEPC shall have all the powers and duties conferred upon it by said Law, and as it may from time to time be amended. The principal duty of the LEPC shall be to develop an emergency response plan for the County of Monroe and its included municipalities, and to review such plans annually. This plan shall contain, as a minimum, all the elements set forth in PL 99-499 for such plans.

III. MEMBERSHIP

The members of the LEPC shall be recommended by the LEPC Nominating Committee, approved by majority vote of the LEPC membership and appointed by the New York State Emergency Response Commission (SERC) pursuant to PL 99-499. The membership shall include the following:

A. Elected local official: Monroe County Executive,
B. Elected State official: a member of the New York State Legislature representing a district lying wholly or partially within Monroe County, and who is a resident of Monroe County,
C. Civil Defense representative: the Administrator of the Monroe County Office of Emergency Management,
D. Law enforcement representatives: the Monroe County Sheriff, the Chief of the Rochester Police Department, and one Town or Village police chief nominated by the Monroe County Law Enforcement Council,
E. Firefighting/HAZMAT representatives: the Chief of the Rochester Fire Department, the Monroe County Fire Bureau Coordinator, an industrial HAZMAT Team representative, and a municipal HAZMAT Team representative,
F. First aid representative: a Monroe-Livingston Emergency Medical Services Council representative who is a resident of Monroe County,
G. Health representative: the Director of the Monroe County Health Department,
H. A representative of an environmental group,
I. Hospital representative: a practicing physician affiliated with a local hospital and experienced in emergency medicine,

J. Transportation and Transportation Safety representatives: a representative of a firm engaged in the transportation of hazardous materials, and a New York State Police HAZMAT representative,
K. Broadcast media representative: a representative of the principal Emergency Alert System (EAS) radio station in Monroe County,
L. Print media representative: a representative of a general circulation newspaper in Monroe County,
M. Community group representative,
N. Facility owners and operators representatives: a minimum of three (3) representatives recommended by the Rochester Business Alliance,
R. Other representatives: the Monroe County Director of Public Safety, the City of Rochester - Deputy Mayor, the Director of the Emergency Communications Department, a maximum of three 'at large' members chosen from the community with expertise and/or interest in the LEPC, SARA Title III or emergency preparedness and response, a representative of small business nominated by the Rochester Business Alliance, an attorney, a representative of the TEAM command project , a representative of the Greater Rochester Chapter of the American Red Cross, and a representative of OSHA.
S. Military representatives: one local representative of the New York National Guard (under control of the Governor, unless Federalized), and one local representative of the Federal Military Reserve Component.

IV. ALTERNATE MEMBERS

A. Each member may nominate an alternate to assume his or her duties and position on the LEPC in his or her absence. The alternate may vote only in the absence of the member.
B. Nominations for alternate members must be made in writing to the LEPC Chair and approved by the majority of the votes cast.

V. OFFICERS

A. The LEPC shall at its first meeting, elect by a majority vote a Chairperson and a Vice-Chairperson. Said Officers shall serve a term of one year. Elections for these two officerships shall thereafter be held annually.
B. The power and duties of the Chairperson shall be to preside at meetings of the LEPC, appoint such standing and special subcommittees as shall be needed to conduct the business of the LEPC, serve as the non-exclusive spokesperson for the LEPC, and such other powers and duties as are customary for the presiding Officer of similar committees and boards.
C. The powers and duties of the Vice-Chairperson shall be to preside over meetings of the LEPC and to carry out such other duties as may be directed by the Chairperson.

VI. CONDUCT OF MEETINGS

A. The LEPC shall meet as often as is necessary to conduct its business, and in no event less often than once annually.
B. The LEPC shall conduct no business in the absence of a quorum of its members, a quorum being a majority of the membership as set forth in Article III of these Bylaws. In the event that a quorum is not present, informational sessions may be conducted.
C. The LEPC shall conduct its business by means of resolutions duly adopted by a majority of the membership. No motion, resolution, or other parliamentary instrument shall prevail unless it receives a majority of the votes cast.
D. The LEPC shall be deemed to be a PUBLIC BODY of the County of Monroe within the meaning of the New York State Open Meetings and Freedom of Information statutes, except as those statutes may be superseded by applicable Federal Law.
E. Except as otherwise provided in these Bylaws, the LEPC shall conduct its business in accordance with Robert's Rules of Order.

VII. PUBLIC PARTICIPATION AND ACCESS TO INFORMATION

A. The public is encouraged to participate in the work of the LEPC by attendance at meetings and, when in order, by addressing the LEPC.
B. The public shall be notified of meetings of the LEPC in accordance with applicable provisions of the New York Open Meetings Law, specifically by advance notice given to the local public media by the Monroe County Office of Communications and Special Events.
C. At least annually, the LEPC shall advertise and conduct at least one meeting in which members of the public shall be invited to address the LEPC on matters which they believe should be considered in the emergency response plan.
D. At least thirty days before the adoption of the emergency response plan or any revision to that plan, the LEPC shall publish a summary of the provisions of the proposed plan or any revision to that plan, and shall hold at least one hearing to receive the comments from the public thereon. Minutes of the public comments shall be made, and the LEPC shall take due note of the public comments in its deliberations prior to adoption of the emergency response plan or its revision. The LEPC shall further adopt by resolution a response to the public comments, including action taken by the LEPC with respect to the comments, prior to adoption of the emergency plan or any revision.
E. Copies of the emergency response plan with adopted amendments and revisions shall be distributed (may be accomplished through County website) to:
    1. cognizant State and Federal authorities;
    2. each municipality within Monroe County;
    3. all police, fire, and EMS agencies within Monroe County;
    4. all 'covered facilities' within Monroe County (within the meaning of PL 99-499);
    5. all public libraries within Monroe County;
    6. the local media;
    7. the Monroe County Legislature; and, the members of the LEPC.

VIII. PUBLIC ACCESS TO INFORMATION

A. The Monroe County Office of Emergency Management is hereby designated as the secretariat of the LEPC.
B. The Administrator of the Monroe County Office of Emergency Management is hereby designated as the Coordinator of Information pursuant to Section 301 (c) of PL 99-499.
C. The emergency response plan, material safety data sheets (MSDS), lists described in Section 311 (a)(2) of PL 99-499, inventory forms, toxic chemical release forms, and follow up emergency notices shall be made available to the general public, consistent with the trade secret exceptions in Section 322 of PL 99-499, during normal working hours at the Monroe County Office of Emergency Management. On request by an owner or operator of a facility subject to the requirements of Section 312 of PL 99-499, the LEPC shall withhold from disclosures under this Section the location of any specific chemical required by Section 312 (d)(2) of PL 99-499 to be contained in an inventory form as Tier II information.
D. The LEPC shall annually publish a notice in the local newspapers that the emergency response plan, material safety data sheets (MSDS), and inventory forms have been submitted under this Article. Such notice shall announce that members of the public who wish to review any such plan, sheet, form or follow up notice may do so at the Monroe County Office of Emergency Management.
E. Subject to the approval of the LEPC, the Coordinator of Information shall develop and promulgate procedures for processing requests from the public for information under Section C of the Article. Such procedures shall parallel as closely as possible the existing Monroe County procedures under the New York State Freedom of Information Act, provided they are consistent with the requirements of PL 99-499 and these Bylaws.

IX. SUBCOMMITTEES

The Chairperson shall appoint such standing and special subcommittees as the LEPC shall deem necessary to conduct its business.

X. LEGAL COUNSEL

The Monroe County Attorney or his/her designee shall serve as legal counsel to the LEPC.

XI. AMENDMENTS TO THE BYLAWS OF THE LEPC

These Bylaws may be amended at any time by an affirmative vote of two-thirds of the membership present at a business meeting, as defined in Article VI, Section B.

By-Laws Revised 4-14-04