

**U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH. CROSS  
BORDER CONTINGENCY PLAN UPDATE 2013**

<b>U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH. CROSS BORDER CONTINGENCY PLAN UPDATE 2013.....</b>	<b>6</b>
<b>FOREWARD.....</b>	<b>6</b>
<b>U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH. CROSS BORDER CONTINGENCY PLAN UPDATE 2013.....</b>	<b>7</b>
<b>AGREEMENT ON COOPERATION BETWEEN THE CITIES OF PRESIDIO, TEXAS AND OJINAGA, CHIHUAHUA IN THE CASE OF AN ACCIDENTAL RELEASE OF HAZARDOUS MATERIALS AND OTHER INCIDENTS THREATENING THE INTEGRITY OF OUR ENVIRONMENT .....</b>	<b>7</b>
<b>STATEMENT OF PRINCIPLES CONCERNING UNITED STATES of AMERICA– and the UNITED STATES OF MEXICO – COOPERATION ON CIVIL EMERGENCY PLANNING .....</b>	<b>10</b>
<b>EMERGENCY NOTIFICATION NUMBERS .....</b>	<b>12</b>
<b>1.0 INTRODUCTION .....</b>	<b>13</b>
<b>1.1 Presidio, Texas - Ojinaga, Chihuahua Plan Area.....</b>	<b>14</b>
<b>1.2 Authority .....</b>	<b>14</b>
<b>1.2.1 Statutes .....</b>	<b>15</b>
<b>1.2.2 Regulations .....</b>	<b>15</b>
<b>1.2.3 Bi-national Agreements .....</b>	<b>15</b>
<b>1.3 Other Applicable Contingency Plans .....</b>	<b>15</b>
<b>1.3.1 Local Contingency Plans.....</b>	<b>15</b>
<b>1.3.2 State Contingency Plans.....</b>	<b>16</b>
<b>1.3.3 Federal Contingency Plans.....</b>	<b>16</b>
<b>1.3.4 International Contingency Plans .....</b>	<b>16</b>
<b>2.0 CONCEPT OF OPERATIONS .....</b>	<b>17</b>
<b>2.1 Notification .....</b>	<b>17</b>
<b>2.2 Private Response Mechanisms .....</b>	<b>17</b>
<b>2.3 Local Response .....</b>	<b>17</b>
<b>2.3.1 Direction and Control of Operations.....</b>	<b>18</b>
<b>2.4 State Response .....</b>	<b>18</b>
<b>2.5 Federal Response.....</b>	<b>19</b>
<b>3.0 Situation and Assumptions .....</b>	<b>19</b>
<b>3.1 Discovery and Notification .....</b>	<b>20</b>
<b>3.2 Preliminary Assessment and Initiation of Action .....</b>	<b>20</b>
<b>3.2.1 Preliminary Assessment.....</b>	<b>20</b>

3.2.2 Initiation of Action .....	21
3.3 Containment .....	21
3.4 Evacuation .....	21
3.4.1 Evacuation Decisions .....	21
3.4.2 Evacuation Procedures .....	22
3.4.3 Transportation Planning for Evacuation.....	22
3.5 Sheltering Procedures and Operations .....	23
3.5.1 Shelter Selection .....	23
3.5.3 Shelter Operations .....	24
3.6 Post-Incident Management .....	24
3.6.1 Documentation and Cost Recovery .....	25
3.6.2 Response and Cleanup Funding Availability .....	25
3.6.3 Federal Funds .....	26
3.7 Communications.....	26
4.0 NATIONAL NOTIFICATION AND/OR RESPONSE .....	26
4.1 Mutual Aid Response .....	26
4.1.1 City of Ojinaga Request.....	26
4.1.2 City of Presidio Request .....	27
4.1.3 Response Duties.....	27
4.2 Joint Response Team .....	28
4.2.1 U.S. Environmental Protection Agency .....	28
4.2.2 Regional Response Team .....	28
4.2.3 Civil Protection.....	28
4.3 Joint Response Team Responsibilities.....	28
5.0 TRAINING AND EXERCISES .....	29
5.1 Training.....	29
5.2 Exercises.....	29
FIGURE 1: AERIAL VIEW OF OJINAGA, CHIHUAHUA .....	30
FIGURE 2: AERIAL VIEW OF PRESIDIO, TEXAS.....	31
APPENDIX A: EMERGENCY NOTIFICATION NUMBERS .....	32
APPENDIX B: CUSTOMS AND IMMIGRATION RESPONSE.....	33
APPENDIX B-1: UNITED MEXICAN STATES CUSTOMS CROSS BORDER CONTINGENCY PLAN .....	34
APPENDIX C: CITY OF PRESIDIO DIRECTORY & CITY COUNCIL MEMBERS.....	35

<b>APPENDIX C-1: CITY OF OJINAGA DIRECTORY.....</b>	<b>36</b>
<b>APPENDIX D.....</b>	<b>37</b>
<b>APPENDIX E: STANDARD OPERATING PROCEDURES FOR FIRE AGENCIES.....</b>	<b>38</b>
<b>APPENDIX F: ACTION BY SOCIAL SERVICES DEPARTMENTS.....</b>	<b>39</b>
<b>APPENDIX G: CROSS BORDER EMERGENCY MEDICAL SERVICES RESPONSE SEQUENCE.....</b>	<b>40</b>
<b>APPENDIX G-1: GUIDELINES FOR AMBULANCES.....</b>	<b>41</b>
<b>REQUESTED TO PROVIDE CROSS BORDER ASSISTANCE.....</b>	<b>41</b>
<b>APPENDIX H: ACRONYMS.....</b>	<b>42</b>
<b>APPENDIX I: DEFINITIONS.....</b>	<b>44</b>
<b>APPENDIX J: GENERAL EVACUATION CHECKLIST.....</b>	<b>48</b>
<b>APPENDIX K: Emergency Public and Information Warning Exercise: Evaluation Guide*....</b>	<b>50</b>

**Prepared for the Communities of Presidio, Texas, and Ojinaga, Chihuahua, through a Grant provided by the Border Environmental Cooperation Commission, thru funds from the U.S. Environmental Protection Agency Region 6 US-Mexico Border Program.**

**This document may be reproduced for the benefit of emergency responders and planners. The Rio Grande Council of Governments would like to thank Mr. Marco Baeza, City Administrator and Chief of Police for the city of Presidio; the Honorable Paul Hunt, Presidio County Judge; John Fergusson, Mayor of Presidio; Juan Carlos Valdivia, Mayor of Ojinaga; Mr. Abelardo Vaquera Carrasco, Director of Civil Protection for the city of Ojinaga; Mr. Brad Newton, Executive Director of the Presidio Municipal Development District, the Presidio Police Department, Presidio Volunteer Fire Department, the Mexican Consulate in Presidio, Texas, and our Customs & Border Patrol at the Presidio Port of Entry.**

**U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH. CROSS  
BORDER CONTINGENCY PLAN UPDATE 2013**

**STANDARD OPERATING PROCEDURES FOR THE  
CITY OF PRESIDIO, TEXAS, UNITED STATES OF  
AMERICA, AND THE CITY OF OJINAGA, CHIHUAHUA, UNITED STATES OF MEXICO**

**FOREWARD**

Whereas the federal governments of the United States of America and Mexico have recognized that it is advantageous for each to share resources and manpower in times of national disasters, so, too, the municipalities of the City of Presidio, State of Texas, and the City of Ojinaga, State of Chihuahua, recognize their need to cooperate with each other in times of local disasters.

In the event of a disaster of serious proportions which may require a great deal of coordination and cooperation, a plan between the two cities to meet emergencies and disasters will assure, when possible by either city, a full and effective utilization of resources and manpower essential to the safety, care and welfare of all people, property and environment within the two affected federal boundaries.

These Standard Operating Procedures provide an outline of the immediate action to be taken by elected and appointed officials. These procedures also list the organizations that would need to be involved dependent on the extent and nature of the disaster.

When a disaster has been declared, these Standard Operating Procedures will not supersede any local, state, or Federal plan in effect, and authority of any local, state or regional plans still lies with the respective municipalities.

This Cross Border Contingency Plan Update 2013, will become an annex to existing city, state, regional, and federal plans. An emergency under this plan will be declared if the severity and geography of the event warrant outside support services.

All regional, county, and local municipal elected and appointed officials with emergency responsibilities should be fully knowledgeable of the content of this document and be prepared to fulfill their responsibilities when requested and when capable.

**U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH. CROSS  
BORDER CONTINGENCY PLAN UPDATE 2013**

**AGREEMENT ON COOPERATION BETWEEN THE CITIES OF PRESIDIO, TEXAS AND  
OJINAGA, CHIHUAHUA IN THE CASE OF AN ACCIDENTAL RELEASE OF  
HAZARDOUS MATERIALS AND OTHER INCIDENTS THREATENING THE INTEGRITY  
OF OUR ENVIRONMENT**

The cities of Presidio and Ojinaga have agreed to provide mutual cooperation to effectively respond to threats to the public health and safety of the communities due to accidental releases of hazardous materials and other incidents requiring mutual assistance. This agreement is to reinforce the cooperation between the cities to be able to respond more efficiently to these incidents.


The following statement of principles is intended to serve as a guide to civil emergency authorities in both countries.

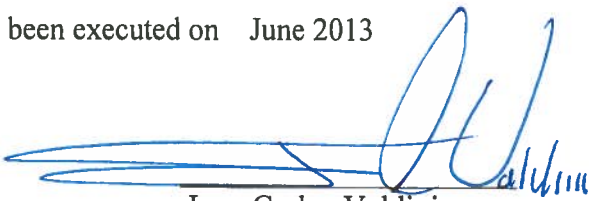
1. The agencies of both municipalities charged with emergency responsibilities will seek to ensure that in areas of common concern, plans of the two municipalities for the emergency use of manpower, material resources, supplies, systems, and services shall, where feasible and practicable, be compatible. To this end, a bi-national table-top exercise shall be conducted at least every two years to evaluate the coordination of the Sister Cities' emergency plans.
2. The city providing the assistance will supervise its own necessary personnel and assigned equipment in an ordinary circumstance. The group receiving aid will have authorized persons to provide general directions related to the work. The Potentially Responsible Party (PRP) for the spill receiving the assistance will be responsible for providing the necessary materials, food, shelter, temporary housing, gasoline and lubricants for the equipment and any other such items needed to respond adequately, at the job site for the personnel lending their services.
3. It is mutually understood that this agreement does not relieve any of the mentioned parties of the obligation necessary for providing protection against fires, according to their respective jurisdictions, being in agreement to use reasonable diligence in maintaining fire equipment in adequate condition according to industry standards. Each Sister City may decide not to render aid, depending on each incident, if its resources are not capable of meeting obligations in its own jurisdiction.
4. With the exception of the ruling to carry out the assistance mentioned above, no other party in this agreement will be required to pay compensation to the other group, for services rendered. The mutual advantage and protection given by this Agreement is of mutual consideration.
5. Each party agrees to the compensation, thereby holding each other harmless from acts, which may arise, resulting in any act or omission of any party's fire personnel during such time that said personnel are serving in the jurisdiction of any party for assistance pursuant to the terms of this Agreement.
6. The Agreement shall not be construed as an agreement for the benefit of any third party, taking effect at the time of execution and will continue until rescinded.

propose changes to the other parties by personal service or registered mail. Changes will be considered effective, starting on the date of the amendments' signing by all parties.

8. Any party to this Agreement may withdraw at any time, giving thirty days' prior written notice to all the parties. On the thirty-first day after the notice, such withdrawal will become effective.
9. Any party may change its service address by five days' written notice to each of the other parties. On the sixth day after the notice, such change of address is effective.
10. Notice of withdrawal and change of address shall be served by personal service or by the respective party's Postal Service certified mail, addressed to:

In witness, whereof this Agreement has been executed on June 2013

  
\_\_\_\_\_  
John Ferguson,  
Mayor  
City of Presidio  
P.O. Box 1899  
Presidio, Texas, 79845 USA

  
\_\_\_\_\_  
Juan Carlos Valdivia  
Presidente Municipal,  
Palacio Municipal  
Trasviña y Retes 706, Constitución  
Ojinaga, Chihuahua, México C.P. 32882



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**U.S./MEXICO SISTER CITIES OF PRESIDIO, TX AND OJINAGA, CHIH.  
CONTINGENCY PLAN UPDATE 2013**

STATEMENT OF PRINCIPLES CONCERNING UNITED STATES of AMERICA– and the  
UNITED STATES OF MEXICO – COOPERATION ON CIVIL EMERGENCY PLANNING

1. The following Statement of Principles is intended to serve as a guide to first responders and/or civil emergency authorities in both countries. 2. Nothing in this agreement shall diminish the application of Mexican law in Mexico or United States law in the United States. However, the authorities of either country may request the assistance of the other country in seeking appropriate alleviation if the normal application of law in either country might lead to delay or difficulty in the rapid execution of necessary emergency measures

3. The agencies of both governments charged with civil emergency responsibilities will seek to ensure that in areas of common concern, plans of the two governments for the emergency use of manpower, material resources, supplies, systems and services shall, where feasible and practicable, be compatible. The decision to render aid to the Sister City rests ultimately with the Chief Elected Official of the city of Ojinaga, Chihuahua and Presidio, Texas. Where, each Sister City may decide not to render aid, depending on each incident, if its resources are not capable of meeting obligations in its own jurisdiction.

4. Each government will use its best efforts to facilitate the movement of evacuees, refugees, civil emergency personnel, equipment or other resources into its territory or across its territory from one area of the country to another when such movement is desired to facilitate civil emergency operations in either country. To this end:

a. To the maximum extent permitted by law and regulation, the Government of the United States and the Government of Mexico, during a period of an emergency, use their best efforts to reduce to a minimum any delays, which might otherwise be caused by border crossing requirements. Both governments will also use their best efforts to ensure that civil emergency equipment, facilities, and supplies may be used effectively and to mutual advantage in joint efforts, tests, preparations and exercises.

b. The civil emergency agencies of both governments will consult together to identify and remove any serious potential impediments to cross border assistance, emergency operations and the cross border flow of commodities for emergency response. Unresolved problems will be reported to the Joint Response Team for appropriate action.

5. For the purpose of emergency relief, health and welfare services, each government will use its best efforts to ensure that those citizens or residents of the other country in its territory are treated in a manner no less favorable than its own citizens.

6. Each government will use its discretionary powers, as far as possible, to avoid a levy of any national tax on the services, equipment and supplies of the other country when these are utilized in

civil emergency activities in the territory of the other, and will use its best efforts to encourage state, regional, and local authorities to do likewise.

7. When transportation, communication and related facilities and equipment that are subject to the control of one government are made available for emergency use to the other government, the charges to that government shall not exceed those paid by similar agencies of the government making these resources available. To this end, mutually acceptable arrangements shall be worked out as necessary by the two governments.

8. In its emergency planning, each government will include provisions for adequate security and care for the personnel, equipment, and resources of the other country entering its territory by mutual agreement in pursuance of authorized civil emergency activities. Such provisions will also ensure access to supplies necessary for their return.

9. Transportation equipment and other equipment presently in one country at the onset of an emergency may be temporarily employed under mutually agreed terms by the appropriate authority of the country in which the equipment is located.

10. Perishable or other readily consumable supplies located in one country at the time of an emergency but owned by parties in the other country may be disposed of under mutually agreed terms by the appropriate civil emergency authorities of the two countries.

11. Each government will call to the attention of its state, local or other authorities in areas adjacent to the international border the desirability of achieving compatibility in civil emergency planning in the United States and Mexico. For the purpose of achieving the most effective civil emergency planning cooperation possible between the United States and Mexico, each government will, in a manner consistent with national plans and policies, also encourage and facilitate cooperative emergency arrangements between adjacent jurisdictions on matters falling within the competence of such jurisdictions.

## EMERGENCY NOTIFICATION NUMBERS

Any substantial threat to the public health, safety, or the environment, due to an accidental spill or release of an oil or other hazardous material into the air, surface water, groundwater, or onto the ground, or the threat of any of the preceding should be reported to:

### UNITED STATES OF AMERICA

(In regards to spills occurring or affecting these geographical boundaries and require a response from the following agencies)

First Response National Response Center	1-800-424-8802 (from U.S.) 001-202-267-2675 (from Mexico)
U.S. EPA Region VI Spill Phone	1-866-372-7745 (from U.S.) 001-214-665-2210 (from Mexico)
TCEQ Emergency Spill Reporting Line	1-800-832-8224 (from U.S.) 1-956-425-6010 (from U.S.) 011-956-425-6010 (from Mexico)
TCEQ Headquarters	011-512-239-1000 (from Mexico)

### REPUBLIC OF MEXICO

(In regards to spills occurring or affecting these geographical boundaries and require a response from the following agencies)

First Response/ Emergencies	060
National Coordinating Center for Civil Protection Agency	01-5-550-4558 (from Mexico) 011-52-5-550-4558 (from U.S.)
Communications Center, Civil Protection Agency	01-800-004-1300 (from Mexico)
Federal Prosecutor for Environmental Protection – PROFEPA	01-5-666-9459 (from Mexico) 011-52-5-666-9459 (from U.S.)
PROFEPA Emergency Spill Reporting Line	01-5-606-4416 (from Mexico) 01-5-606-8630 (from Mexico) 011-52-5-606-4416 (from U.S.) 011-52-5-606-8630 (from U.S.)

## 1.0 INTRODUCTION

In January 1988, the United States of America and the United Mexican States signed the Joint United States of America - United Mexican States Contingency Plan for Accidental Releases of Hazardous Substances along the Border. The Joint Contingency Plan (JCP) of 2004 provided a framework for cooperation between Mexico and the United States to respond to an accidental chemical release incident that would pose a significant threat to both countries, or one that may affect one country to such an extent that international assistance is necessary. As a part of the preparedness and response component of the Joint Contingency Plan, a Sister Cities program was established in 2004 and paired 28 cities along opposite sides of the U.S./Mexico border from California through Texas. The program initiated the "Sister City Hazardous Materials Incident Contingency Plan" for the paired Sister Cities. In addition, the Mexico-United States Joint Contingency Plan of 2009; *Preparedness for and Response to Emergencies and Contingencies Associated with Chemical Hazardous Substances in the Inland Border* (established in 2010) strengthened the bi-national coordination mechanisms of cooperative preparedness and response measures between Mexico and the United States, once again acknowledging the potential for international boundary effects that may occur in the event of a hazardous materials release or potentially detrimental effect to either country.

This document augments the original U.S./MEXICO Sister Cities of Presidio, Texas and Ojinaga, Chihuahua Cross Border Contingency Plan of 2004. It represents an updated summary of the hazardous materials notification and response protocols in place for the sister cities, as promulgated by local plans. This plan specifically addresses the requirement under the Joint Contingency Plan to better prepare Sister Cities First Responders in Emergency Response and is designed to aid in a bi-national response to both hazardous materials and all-hazards incidents that may affect the border's environmental health and safety

This plan at no time usurps existing federal, state, county, regional, or municipal plans within the jurisdictional boundaries addressed by this plan.

If the region affected declares an emergency under this plan to be in effect, the municipality affected will, subject to its own disaster plan, inform state and federal officials, as identified in their respective plans. The Cross-Border Contingency Plan Update 2013 is to be activated during incidents that require bi-national coordination, and it will assist in providing a basic system or mechanism that will allow for a simplified and unified method of coordinating the use of resources and equipment.

The initial and prime responsibility for providing immediate assistance rests with the city, county or regional government affected. It is at this level that services such as fire, police, health, and social services, public works, and public utilities are located. An emergency under the Cross Border Contingency Plan Update 2013, may be declared when (1) a city, county or region so requests the head of government, (2) the emergency, due to geography, may dictate evacuation into a neighboring region, (3) that the municipality, county or region affected may request mutual aid support, supplying manpower, resources, social services, fire, public works, emergency health services, and other specialized expertise as deemed necessary by the affected municipality, or (4) the emergency may affect a neighboring municipality, county, or region.

The Plan promotes timely and effective coordination and response between the private sector (industry, other potentially responsible parties and citizens) and public sector (local, state, and federal governments). The primary objective of the plan is to enhance joint readiness for environmental and

hazardous materials response by strengthening intergovernmental relations between the First Responders of Ojinaga and Presidio, thus re-enforcing them with the Memorandum of Understanding enclosed in this plan. The plan shall promote the sister cities first responders to work and train together in areas of emergency response, therefore have increased knowledge in the identification of hazardous materials and the preparedness and prevention efforts necessary to mitigate these hazards. Secondary objectives are to update the emergency communications & notification plan (Appendix A) and report regional risks affecting the sister cities (Appendix B & C). This plan will be open to ratification and updating of its international mutual aid agreements, as each signatory or jurisdictional chief elected official deems necessary. The secondary objectives are being addressed through ongoing cooperative efforts between local planners in Presidio, Texas and Ojinaga, Chihuahua.

### 1.1 Presidio, Texas - Ojinaga, Chihuahua Plan Area

This plan covers the U.S./Mexico Sister City pair of Presidio, Texas, and Ojinaga, Chihuahua (Figure 1). The Presidio/Ojinaga Sister Cities is the only legal port of entry to Mexico between El Paso and Del Rio. The Cities of Presidio/Ojinaga are located at the confluence of the Rio Grande and the Rio Concho Rivers. Certainly a very important factor, which enhances the economic environment at Presidio, is the International Bridge (Presidio Port of Entry). The Presidio/Ojinaga International Port can serve as a link between Dallas and Fort Worth and the west coast of Topolobampo, Sinaloa, Mexico.

With its location in the southern part of Presidio County, the most mountainous country in the state, the City of Presidio has an altitude of 2,594' above sea level. Presidio's low humidity and dry desert climate average an annual high of 87.67 degrees with peak temperatures beyond 100 degrees. The average low temperature was 35 degrees with a high of 68 degrees during the month of January. The annual average of precipitation is currently at 5.42" per year. The city of Presidio is located in the County of Presidio next to the Rio Grande River in Southwest Texas bordering Mexico. It is 60 miles south of the community of Marfa, which is the County seat. The city of Presidio's population continues to be at an influx; where the population count increases one year and decreases the next, and is currently (2012) estimated at 5,559.

The city of Ojinaga has a surface of 9,500.50 square kilometers that represent 3.85% of the state surface and 0.49% of the national surface and it is located at Latitude 29° 34', Longitude 104° 24' and an altitude of 840 meters above sea level. Ojinaga is both small farming community and urbanized city of approximately 26,000 persons. Growth is low and stable, reflecting its remote location and agrarian composition. Ojinaga is one of the largest entries for export feed and cattle in the nation. Ojinaga sits on grassland and rolling terrain near the banks of the Rio Grande River. The climate is hot and humid almost the entire year. The region experiences heavy rains at times, and is affected by the Gulf streams and the hurricane season in South Texas.

### 1.2 Authority

This plan was developed in accordance with the following federal statutes and agreements for both countries.

### 1.2.1 Statutes

- "Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980," PL 96-510; and
- "Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986," PL 99-499 (Title III of "Superfund Amendments and Reauthorization Act (SARA) of 1986," PL 99-499).

### 1.2.2 Regulations

- Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*.
- Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*.
- 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
- 40 CFR 68, *Clean Air Act*.
- 40 CFR 261, *Resource Conservation and Recovery Act*
- 40 Code of Federal Regulations, Part 300, "National Oil and Hazardous Substances Pollution Contingency Plan," (Revised March 8, 1990); and
- 29 Code of Federal Regulations, Part 1910.120, "Hazardous Waste Operations and Emergency Response," (Revised July 1, 1989).

### 1.2.3 Bi-national Agreements

- Agreement Between the United States of America and the United Mexican States on Cooperation for the Protection and Improvement of the Environment in the Border Area (August 14, 1983); and
- Annex II to the Agreement (July 18, 1985).

## 1.3 Other Applicable Contingency Plans

Sections of the plans described below were adapted for use in various components of this plan.

### 1.3.1 Local Contingency Plans

- City of Presidio /Marfa County Local Emergency Planning Committee (LEPC) Emergency Management Plan. This plan creates an umbrella to protect the health, safety and property of the public from hazardous materials incidents in Presidio. The plan identifies mitigation, preparedness, response, and recovery activities relevant to hazardous materials response and any other incidents.
- Ojinaga's Threats, Vulnerabilities, and Consequences Risk Assessment and Mitigation Action Plan. *Atlas de Peligros y Riesgos Naturales (2011)*.

The city of Ojinaga's Risk Assessment and Mitigation Action Plan is a stand alone document, provided by the state of Chihuahua's Department of Civil Protection and SEMARNAT. Annex III to the State of Chihuahua's local emergency response plan for sister cities. The plan identifies mitigation, preparedness, response, and recovery activities relevant to hazardous material response and any other hazards.

### 1.3.2 State Contingency Plans

- State of Texas DEM 10 Plan. The state response plan, developed by the Texas Department of Public Safety (DPS) Division of Emergency Management (DEM), describes the procedures, responsibilities and methodology by which the State of Texas will respond to hazardous materials incidents. This plan provides for the support of many state agencies in large-scale hazardous materials incidents by establishing clear methods for interacting with local government.
- State of Chihuahua Emergency Response Plan. Protección Civil of the State of Chihuahua developed and implemented a state contingency plan in 1994. The plan is based on the *Guía Técnica Para Implementación Del Plan Municipal De Contingencias*. This guide, which is printed by the National Civil Protection Agency, provides a guideline by which the state and municipal civil protection agencies will prepare their plans.
- Ley Nueva POE 2005.06.08/No.46. Ley de Equilibrio Ecológico y Protección al Ambiente del Estado de Chihuahua. The law has been written in response to the protection of the environment of the state of Chihuahua for the public and social interest, in which its objective is attain a safe and healthy environment through regulations established in the preservation and restoration of the ecology, environmental protection to the water, air, and earth through the promotion of sustainability.

### 1.3.3 Federal Contingency Plans

- National Contingency Plan (Federal Register Volume, Number 178) The National Response Team (NRT) developed the National Contingency Plan (NCP) for responding to releases or spills involving oil or other hazardous materials throughout the United States.
- National Response Framework (2008) establishes the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies.
- National System For Civil Protection Plan (1990) Gobernación developed the National System for Civil Protection for responding to all disasters including releases or spills involving oil or other hazardous materials throughout the United Mexican States.
- U.S. EPA Region VI - Regional Contingency Plan

### 1.3.4 International Contingency Plans

- Joint United States of America - United Mexican States Contingency Plan for Accidental Releases of Hazardous Substances along the Border (January, 1988).
- Mexico-United State Joint Contingency Plan: Preparedness for and Response to Emergencies and Contingencies Associated with Chemical Hazardous Substances in the Inland Border (2010)

The Joint Response Team (JRT) has developed a contingency plan to respond to spills requiring international coordination between the United States and Mexico

- Manual for Standard Operating Procedures Based Upon a Cooperative Agreement Between the Mexican Republic and the United States of America to Coordinate Our Joint Responses in the Event of Spills of Petroleum Hydrocarbons and Other Noxious Substances in the Marine Environment (1994).



The U.S. Coast Guard, U.S. Department of Transportation and the Mexican Navy have developed a Gulf Coast Response Plan for hydrocarbon and other noxious substances spills in the marine environment, requiring international coordination between the United States and Mexico.

## **2.0 CONCEPT OF OPERATIONS**

This concept of operations provides an integrated and coordinated joint bi-national response system that will supplement the local emergency response plans following the release of hazardous materials in the geographical area covered under this plan.

### **2.1 Notification**

Any release or substantial threat of a release of a hazardous material affecting or likely to affect another party shall be reported without delay as required by local, state, and federal laws. Appendix A is an emergency response assistance directory that provides contact information.

### **2.2 Private Response Mechanisms**

As Potentially Responsible Parties (PRPs), owners or operators of fixed facilities and transportation facilities, including truck and rail lines and pipelines, must comply with all local, state, and federal hazardous material planning and reporting requirements.

### **2.3 Local Response**

In the city of Presidio, the Chief Elected Official (Mayor) or highest ranking official with Incident Command System (ICS) training and Hazardous Materials knowledge will assume the lead role as Incident Commander (IC). If the incident is beyond the control and/or capabilities of the Presidio Fire Department and/or Police Department, or the incident might impact the border with the United Mexican States, the Incident Commander will request for both local, county, regional, state and national notification, in the effort to deploy assets where needed to maintain a secure perimeter and deterrence of the incident spreading. This request will initiate a bi-national notification response for mutual aid from Ojinaga.

If the incident is beyond the capabilities of both cities, the city of Presidio's Chief Elected Official will notify Presidio County's Chief Elected Officials, whom may request for the State of Texas to initiate a Joint Response Team response.

In Ojinaga, the system of response will follow established response Standard Operating Procedures (SOPs). This response will be similar to the response in Presidio. If the Incident Commander feels that the incident will exhaust the resources available, or that the incident might impact the border, a request will be initiated to the Presidio Fire Department. As with the Presidio response, the bi-national response will involve requesting mutual aid from Presidio.

If the incident is beyond the capabilities of both cities, then the Fire Chief of Ojinaga may file a petition with the Department of Civil Protection (Protección Civil) to initiate a Joint Response Team response.

### 2.3.1 Direction and Control of Operations

This plan employs the concept of operations in regards to the direction and control of a hazardous materials incident or an all-hazards incident. Where, the direction and control structure for emergency operations two levels of incident management structures. The first being the Incident Command System (ICS), which includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope. Second, a *Multiagency Coordination Systems* has the ability to integrate information sharing regarding facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

1. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents.
2. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The City of Presidio and Ojinaga's acting EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
3. For some types of emergency situations, the acting EOC may be activated without activating an incident command operation. Such situations may include:
  - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The acting EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
  - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
4. For operational flexibility, both ICS and acting EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The acting EOC may also be activated on a graduated basis.

### 2.4 State Response

The State of Texas can provide assistance for hazardous materials incidents to Presidio, Presidio County, if the combined PRP and local capabilities or resources prove to be insufficient or inadequate. The State will appoint a Regional Liaison Officer who will deploy Presidio County's Disaster District Coordinator to assist the Incident Commander by providing and overseeing needed state resources.

The State of Chihuahua can provide assistance through the state's Civil Protection System Coordinator for hazardous materials incidents to Ojinaga, if the combined PRPs and local capabilities or resources prove to be insufficient or inadequate. The state will appoint a State On-Scene-

Coordinator (SOSC) who will assist the Incident Commander by providing and overseeing needed State resources.

## **2.5 Federal Response**

The U.S. Federal government can provide assistance for hazardous materials incidents if combined local and state capabilities or resources prove insufficient or inadequate. Once the National Response Center (NRC) has been notified of a release, it alerts the Federal On-Scene-Coordinator (FOSC), who may activate the Regional Response Team (RRT) or the National Response Team (NRT), depending on the severity of the incident. For incidents occurring in Presidio, the Federal On-Scene-Coordinator (FOSC) will be from U.S. EPA Region VI, headquartered in Dallas, Texas.

Normally, the U.S. EPA contributes to the response by working with the local, state, tribal and federal agencies and citizens to assure that the information needed to maximize the effectiveness of the response effort is easily accessible. If there is a spill where the PRP is not identified, does not respond to, contain or clean up the material, or does an inadequate job responding, federal responsibilities outlined in the National Contingency Plan include assisting local responders in the response or, in some circumstances, taking over the response.

Federal agreements between the U.S. and Mexico require that each country notify the other of hazardous materials incidents if there is a release or substantial threat of release, which may impact both sides of the border.

If it appears that the incident will reach a level at which local and state resources will be insufficient to bring the event to a successful conclusion, the FOSC in conjunction with the RRT, will initiate a Joint Response Team response, and at the federal level will implement the Joint Contingency Plan of 2010. .

Procedures for following the U.S./Mexico Sister Cities of Presidio, Texas and Ojinaga, Chihuahua Joint Contingency Plan of 2013, and initiating a U.S./Mexico Joint Response Team operation are detailed in Section 4. The Mexico Federal Government can provide assistance through the National Civil Protection System for hazardous materials incidents to Ojinaga, if the combined PRPs and local capabilities or resources prove to be insufficient or inadequate, the State will appoint a SOSC who will assist the IC by providing and overseeing needed state resources.

## **3.0 Situation and Assumptions**

The transportation of hazardous materials across international boundaries' is a common practice; hence Hazmat incidents may occur here. The Sister-Cities of Ojinaga and Presidio's Hazmat incident response capability may be summarized as that of Fire Suppression / Fire Response Services. Both the Presidio and Ojinaga Fire Department or *Protección Civil* do not have a specialized hazmat response team or equipment. These agencies do have the capability of identifying HazMat and establishing isolation and evacuation protocols and would require external assistance in dealing with spills or those involving hazardous substances.

Additional threats and hazards within the region are natural, technological, and man-made hazards. Natural hazards that are reoccurring throughout the region are extreme weather conditions, such as: extreme heat, extreme cold, droughts, floods, erosion, earthquakes, and susceptibility to wildfires. Both cities have had separate risk assessments conducted, the city of Ojinaga's is a scientific and

formal risk assessment titled, '*Atlas de Riesgos y Peligros ,2011*' that was collaboratively produced by the City of Ojinaga Department of Civil Protection, The el State of Chihuahua, The Secretariat of Social Development (SEDESOL), *Prevencion de Riesgos en los Asentamientos Humanos*, and Consultants in Planning and Design , S.C. The city of Presidio's risk assessment was collaboratively produced by CSM Carlisle & Associates, L.L.C and members of the city of Presidio city council, local law enforcement officials and first responders in 2012.

### **3.1 Discovery and Notification**

Upon the discovery of a hazardous materials release or threatened release within the City of Presidio or any other dangerous incident that requires mutual assistance, a notification is made to the appropriate emergency organization. The initial notification will involve calling 911 to notify the Presidio Fire Department. The agency receiving the initial contact will follow the Presidio Fire Department's Standard Operating Procedure (SOP) for the notification of all other appropriate agencies. The Potentially Responsible Party is also required to notify appropriate Federal and state agencies by contacting the National Response Center and the Texas Commission on Environmental Quality (TCEQ) Spill Response Center. These agencies will also notify appropriate local, state, and federal agencies, following the concept of operations.

For Ojinaga, the Potentially Responsible Party will follow the normal reporting procedures for the City of Ojinaga, which includes calling 060, Protección Civil and Departamento de Bomberos.

The authority of local government, municipalities, and counties for spill response is similar to authority for other emergency responses for protection of public health and safety, such as response to fire, flood, and civil disturbance. Federal and state laws impose notification requirements to ensure a coordinated response.

Agreements between the governments of the United States and Mexico require that the countries notify each other in the event of a release or substantial threat of a release of a hazardous substance, pollutant, or contaminant affecting, or likely to affect the other country (Joint Contingency Plan Section 202.1).

### **3.2 Preliminary Assessment and Initiation of Action**

The first official on the scene will assume the role of Incident Commander. This duty will be relinquished to the appropriate official upon his arrival at the incident. All agencies report to the established Incident Commander for all response and recovery operations. Each agency will provide its own special equipment and reference data, and will function within its field of expertise. If an incident exceeds the resources of the local or county agencies, the appropriate state agency may assume the duty of Incident Commander and coordinate the response and resources of the state agencies. This function may be transferred to the Federal On Scene Coordinator, if a federal response is activated.

#### **3.2.1 Preliminary Assessment**

The first response unit to arrive at the incident will determine the type of incident and whether a potentially hazardous material was released. The first official on the scene assumes the role of Incident Commander until the designated official arrives to coordinate the response.

### **3.2.2 Initiation of Action**

Upon arrival on-scene, the predestinated Incident Commander will implement the following actions:

- 1) Relieve the first official on-site;
- 2) Establish an Incident Command Post (ICP) and implement the Incident Command System (ICS);
- 3) If the incident threatens the border or the City of Ojinaga or Presidio, the Incident Commander will insure the appropriate notifications are made to the Joint Response Team, and if mutual aid will be required, insure that the proper notifications are made to implement a bi-national response.

### **3.3 Containment**

The Incident Commander will implement appropriate measures to contain, restrict, reduce or eliminate the release or threat of release of hazardous materials at the incident, as well as downstream or downwind from the site. This includes defensive action to prevent, minimize, or mitigate an incident to protect public health and the environment.

### **3.4 Evacuation**

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

It is the responsibility of the Incident Commander to assess the incident or hazardous materials release or potential release. If there is a threat to the public, immediate action needs to be taken for their protection. Actions, which protect the public, include first aid, search and rescue, designation of an exclusion zone, shelter-in-place, fire suppression and evacuation.

#### **3.4.1 Evacuation Decisions**

The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions (Appendix :

1. What areas or facilities are at risk and should be evacuated?
2. How will the public be advised of what to do?
3. What do evacuees need to take with them?
4. What travel routes should be used by evacuees?
5. What transportation support is needed?
6. What assistance will the special needs population require?
7. What traffic control is needed?
8. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?

## 9. How will evacuated areas be secured?

### 3.4.2 Evacuation Procedures

If evacuation is necessary, the Incident Commander will determine the area that will require evacuation. The Incident Commander is also responsible for estimating the number of people in the evacuation area and number of people needing transportation assistance. The Incident Commander will follow all the appropriate Standard Operating Procedures (SOPs) outlined in the local plans. It is imperative to note that evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident.

The Incident Commander will coordinate with law enforcement to identify major evacuation routes and establish traffic control points. Law enforcement will establish evacuation assembly points, monitor traffic flow on evacuation routes and establish security patrols and access control procedures. In a toxic environment, agencies with more appropriate protective clothing and equipment may be called upon to perform these tasks.

If the incident is of sufficient magnitude that the potential for a cross border evacuation exists, the Incident Commander will insure that the appropriate border agencies such as immigration, customs, and bridge authorities are notified (see Appendix B).

### 3.4.3 Transportation Planning for Evacuation

Individuals: It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.

Special Needs Facilities: Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other special needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.

- 1) Schools & Day Care Centers
  - a) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
  - b) Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
- 4) Hospitals, Nursing Homes, & Correctional Facilities.

- a) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
- b) Medical patients, homeless, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.

Special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations. Local SOPs will identify by type and estimated number the special needs population and address their needs before, during, and immediately after a major disaster or catastrophic incident. Emergency transportation may be provided by school buses, ambulances, and other vehicles.

### **3.5 Sheltering Procedures and Operations**

When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter. Shelters are generally located away from known hazards.

Shelter and mass care needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.

#### **3.5.1 Shelter Selection**

The following criteria may be useful in screening facilities to determine which merit more detailed inspection:

1. Must be structurally sound and in a safe condition.
2. Must not be located in an area subject to flooding or where flooding can cut off access to the facility.
3. Must not be in a hazardous materials risk area.
4. Should have adequate sleeping space.
5. Should have sufficient restrooms for the population to be housed.
6. Should have adequate climate control systems.
7. Kitchen/feeding area is desirable.
8. Shower facilities are desirable if the facility will be used for more than one day.
9. Telephone service is essential.
10. Adequate parking is desirable.

#### **3.5.2 Shelter Facilities**

Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.

Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.

### **3.5.3 Shelter Operations**

Local government is responsible for providing the following support for shelter operations:

- Security and, if necessary, traffic control at shelters.
- Fire inspections and fire protection at shelters.
- Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
- Transportation of shelter occupants to feeding facilities, if necessary.
- Basic medical attention, if the organization operating the shelter cannot do so.

Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

### **3.6 Post-Incident Management**

The Incident Commander, or a designated replacement, is required to remain on-scene until the immediate danger to public health and the environment has been abated. Primary responsibility for the actual cleanup and restoration costs will remain with the Potentially Responsible Parties. In the event that the Potentially Responsible Parties are unknown, cleanup is the responsibility of the parcel manager, the lessee, the landowner, the affected jurisdiction, the county agency, the state agency, or the federal agency having jurisdiction.

Cleanup and disposal of the spill should be accomplished as soon as possible. Prompt action is important to minimize damage to the environment. The first step is to establish the cleanup priorities at the site. Once the priorities are set, the determination of appropriate cleanup methods are necessary for either jurisdiction affected. The cleanup actions must be constantly monitored to ensure the cleanup priorities are being properly addressed.

Specific methods should be utilized to evaluate the cleanup and determine its effectiveness. The evaluation process should assess impacts on the habitat and organisms, effectiveness of removal, public concerns, aesthetics, and costs. The Incident Commander must develop criteria to determine when the cleanup is complete, using applicable or relevant and appropriate requirements. The incident Commander will ensure proper transportation and disposal of hazardous substances in compliance with local, state and federal laws.



### **3.6.1 Documentation and Cost Recovery**

All actions taken during hazardous materials incidents will be carefully documented so that sufficient and accurate information is available to support the response and recovery operations, and to recover costs, if applicable. Documentation should be self-descriptive to prove the source and circumstances of the incident, identity of the Potentially Responsible Parties, and impact or potential impact to public health and the environment. Documentation may be written, graphic, audiovisual, or in other form and will include the location of the incident, time, date and duration of the spill, source and cause of the incident, name of the Potentially Responsible Parties, description of the released material, resources affected or threatened, status of response and cleanup efforts, and accurate accounting of public costs incurred.

Examples of other forms of documentation of hazardous materials incidents include:

- Daily or personal logs in bound notebooks, to record all relevant response activities for evidential purposes;
- Photographic documentation at the source of the release, pathway of discharge, and affected biota;
- Samples of released material and material from the suspected source, collected according to established chain of custody procedures; and/or statements of witnesses identifying the source of a release.

### **3.6.2 Response and Cleanup Funding Availability**

The Incident Commander will attempt to identify and have the party accountable for the release of the hazardous materials assume responsibility for containment, removal and disposal. In Mexico, this will be responsibility of the Civil Protection Authorities in accordance with the National Protection System.

If it is determined that the Potentially Responsible Parties are not acting promptly, taking or proposing to take appropriate actions, or if the Potentially Responsible Parties are unknown, state and federal funds may be made available to ensure proper cleanup.

Funds may be made available by the State on Scene Coordinator or the Federal on Scene Coordinator. Depending on the circumstances, money may be made available from one or more of the following funds.

#### **3.6.2 State Funds**

The Texas Commission on Environmental Quality (TCEQ) Emergency Response team maintains funds that can be used for the response to hazardous materials incidents. These funds are available on a case-by-case basis, generally for incidents for which a responsible party has not been identified, or when there is an immediate threat to life and health. These funds can be accessed by contacting the TCEQ's on-scene regional coordinator (at 800-832-8224), whom will refer back to the Texas Water Code 26.266, in order to assess the availability of funds for cleanup.

### **3.6.3 Federal Funds**

Hazardous Substance Response Trust Fund (Section 2.1.1, "Comprehensive Environmental Response, Compensation and Liability Act") is administered by the U.S. EPA. The fund can be accessed by contacting the NRC at (800) 424-8802, or the FOSC.

Local Government Reimbursement Program is administered by the U.S. EPA. The fund can be accessed by contacting the RCRA-Superfund Hotline at (800) 424-9346.

### **3.7 Communications**

Communications will be established as per the local municipal Standard Operating Procedures (SOP's). In the event of a bi-national response, communications must be effectively established as soon as possible.

Due to current changes and updates by the Federal Communications Committee, the United States of America and United Mexican States will establish shared channels for jurisdictions within eighty (80) miles of the border. The channels and frequencies are still being agreed upon by both countries and should be made available to federal partners in both countries in October 2013, but have yet to be determined or agreed upon. In addition, the numerous radio frequencies used by the various response agencies in the Sister Cities should be identified by the Incident Commander and shall define a primary response channel or rely on cellular communications (Appendix A and C provide a listing of the various phone numbers available and maintained throughout a bi-national response. This will ensure a secure and reliable flow of information between the two commands).

The Incident Commander will be responsible for appointing a Site Safety Officer (SSO) for the incident. The Incident Commander and Site Safety Officer will be responsible for developing and implementing a Site Safety Plan to ensure the health and safety of all response personnel. For response across the border, the Incident Commander and senior official of each response agency will ensure that the appropriate state and federal worker health and safety laws of their country are observed while in the neighboring country.

## **4.0 NATIONAL NOTIFICATION AND/OR RESPONSE**

The Joint Contingency Plan has been signed and implemented by the United States and the United Mexican States.

### **4.1 Mutual Aid Response**

In the event that a hazardous materials incident has overwhelmed the resources of Ojinaga or Presidio, the Incident Commander or the Commandant de Protección Civil will implement a request for mutual aid from the other Sister City.

#### **4.1.1 City of Ojinaga Request**

The Municipal President, or equally responsible official will initiate a request for mutual aid by contacting the Mayor for the City of Presidio Upon receipt of this request, the Mayor of Presidio and the Presidio Fire Chief will make a determination of appropriate actions and whether or not he is capable of responding without endangering his own responsibilities.

The City of Presidio may respond with the appropriate resources to aid in the request, utilizing the Fire Department's Standard Operating Procedures (SOPs) for HazMat response. These resources will be determined by a Joint Command established between the Presidio/Ojinaga Fire Chiefs. The responding resources will report to the Incident Commander and work under the Incident Commander's direction. Presidio will also activate an Emergency Operations Center on the Presidio side of the border. The Emergency Operations Center will evaluate the ongoing situation, and assist the Incident Commander with resources and technical information. The Emergency Operations Center will also be responsible for ensuring that response personnel from Presidio are adequately utilized in an effective and safe manner, by coordinating with the senior on-scene response official from each responding agency.

#### **4.1.2 City of Presidio Request**

The Mayor of the City of Presidio and/or the Presidio Fire Chief may initiate a request for mutual aid by contacting the Ojinaga Fire Chief or other responsible official. Upon receipt of this request, the Municipal President and or the Ojinaga Fire Chief may implement the mutual aid request by providing necessary action, information and/or assistance resources, if possible.

The City of Ojinaga may respond with the appropriate resources to aid in the request. These resources will be determined by a Joint Command established between the Presidio/Ojinaga Mayor/Municipal President or their next in-line Incident Commander . The responding resources will report to the Incident Commander and work under the Incident Commander's direction. Ojinaga may activate its equivalent Emergency Operations Center in accordance with the Protección Civil municipal authorities. The Emergency Operations Center will evaluate the ongoing situation, and assist the Incident Commander with resources and technical information.

The Incident Commander is also responsible for ensuring that response personnel from Ojinaga are adequately utilized in an effective and safe manner by coordinating with the senior on-scene response official from each responding agency.

#### **4.1.3 Response Duties**

Local agencies are responsible for emergency planning and preparedness within their jurisdictions. The agencies are expected to assume lead roles during the emergency phase of the incident. Local agencies will conduct response activities within the scope of department training and capabilities. Local agencies will provide emergency response services when possible including, but not limited to: notification; initial hazard identification; initial sampling to determine concentrations of materials, if possible; communications; rescue and emergency medical service; firefighting; security (site perimeter, traffic, and crowd control); on-scene liaison with other agencies and organizations; provide public information; evacuation; and shelter.

Local government assignments in Presidio, Texas, are generally shared among the Presidio Fire Department, Presidio County Sheriff's Department, Presidio Police Department, Presidio County

Rural Volunteer Fire Department, emergency medical services, public works and health department. Detailed roles and responsibilities of these agencies can be found in the Presidio and Presidio County plan. Specific actions to be taken in response to a bi-national response can be found in Appendix D through G of this plan. When responding to requests for mutual aid, local response agencies from both sides of the border will adhere to their department Standard Operating Procedures. At no time should personnel from either city be requested to perform duties outside their training and capabilities. Incident Commanders in both cities will become familiar with the capabilities of the agencies available for response, and use the personnel from the agencies in an appropriate manner. If concerns arise, the Fire Chief Joint Command and respective Emergency Operations Centers will be notified and an appropriate decision will be made at that level.

## **4.2 Joint Response Team**

When the magnitude of an incident exceeds local and state response capabilities, or when a response involves more than one state jurisdiction, or federal lands, the federal government will coordinate the response operation and provide assistance as necessary. Regional level contingency planning is performed by the U.S. EPA Regional Response Team, and national level contingency planning through the National Response Team (NRT). In Mexico, Protección Civil has jurisdiction of hazardous materials incident planning. The Joint Response Team performs U.S./Mexico border area contingency planning and training activities. The Joint Response Team is chaired by the U.S. EPA for the U.S. and by General Coordinator for Civil Protection and Federal Attorney General for Environmental Protection (PROFEPA) for Mexico.

### **4.2.1 U.S. Environmental Protection Agency**

The U.S. EPA activates and operates the federal response system for inland hazardous materials incidents and provides a Federal on Scene Coordinator who can assess technical resources to provide expert advice on public health and environmental effects of a release.

### **4.2.2 Regional Response Team**

The Regional Response Team (RRT) is co-chaired by the U.S. EPA and the U.S. Coast Guard and consists of representatives from selected state and federal agencies. It plans, prepares and responds to hazardous materials incidents, providing advice and recommendations to the Federal on Scene Coordinator. It may request resources from local, state or federal agencies and the private sector.

### **4.2.3 Civil Protection**

The Dirección de Protección Civil shall establish, in each federal and municipal entity, civil defense organizations to handle emergencies occurring in each jurisdiction. Protección Civil has prepared the "ANEXO III - Plan de Respuesta a Emergencia Con Materiales Peligrosos" (Annex III - Hazardous Materials Response Plan). This plan is designed to be used by all entities in Mexico to aid in developing contingency plans for Hazardous Materials incidents and is co-chaired by the Director of the Chemical Emergency Preparedness and Prevention Office (CEPPO) in Washington D.C.

## **4.3 Joint Response Team Responsibilities**

For inland releases, the U.S. EPA provides the Federal on Scene Coordinator. Upon notification of a release of hazardous substances that are crossing or are likely to cross the U.S./Mexico border, the

National Response Center will notify the Federal On Scene Coordinator. The Federal on Scene Coordinator will determine as quickly as possible the need for activating the Regional Response Team, the Joint Response Team, the Environmental Response Team (ERT), or the National Response Team. For incident notification in Mexico, Civil Protection thru the National Communications Center (CENACOM) maintains a 24hour telephone number in Mexico City.

When the U.S. and Mexico have agreed to initiate a joint response to an incident, the function and responsibilities of the Joint Response Team are outlined in Section 300: Response and Notification Operations and Appendix I: Roles and Responsibilities of the Mexico-United State Joint Contingency Plan: Preparedness for and Response to Emergencies and Contingencies Associated with Chemical Hazardous Substances in the Inland Border (2010).

## **5.0 TRAINING AND EXERCISES**

The Cross Border Contingency Plan Update 2013, as written pursuant to the U.S./Mexico Joint Contingency Plan, is an administrative summary of the relevant hazardous materials emergency response plans, which have jurisdiction within the planning area. Each of the operational plans referenced requires training and exercising to ensure that responders are always in a state of readiness. The concepts and resources for training and exercising are important to emphasize as bi-national relationships and activities develop. Preparing a written plan with well-defined operational roles, policies and resource acquisition procedures is an essential step. The written plan should contain training requirements and procedures for responders. Exercising the plan provides training, allows response personnel to become thoroughly familiar with response procedures, resources and systems, and enables planners to identify areas of the plan, which need improvement. Appendix H and I present the Acronyms and Definitions, respectively. Appendix J presents references to response procedures and understandings from various agencies.

### **5.1 Training**

Individual agencies are responsible for their own training. Internal training, private contractors, and state or regional training resources are some of the options available to local agencies. Agencies must ensure that personnel are adequately trained for response operations that they may perform. This training must comply with all applicable local, state, and federal worker health and safety regulations.

### **5.2 Exercises**

Local and regional hazardous materials contingency plan exercises are encouraged, as they are the best means of keeping the plans current and active. Presidio and Ojinaga routinely conduct joint exercises that allow for cross training of personnel. This ensures that deficiencies in response activities are identified. In keeping the Presidio/Ojinaga Sister Cities Hazardous Materials Incident Contingency Plan current, the plan will be exercised once every two years.

**FIGURE 1: AERIAL VIEW OF OJINAGA, CHIHUAHUA**

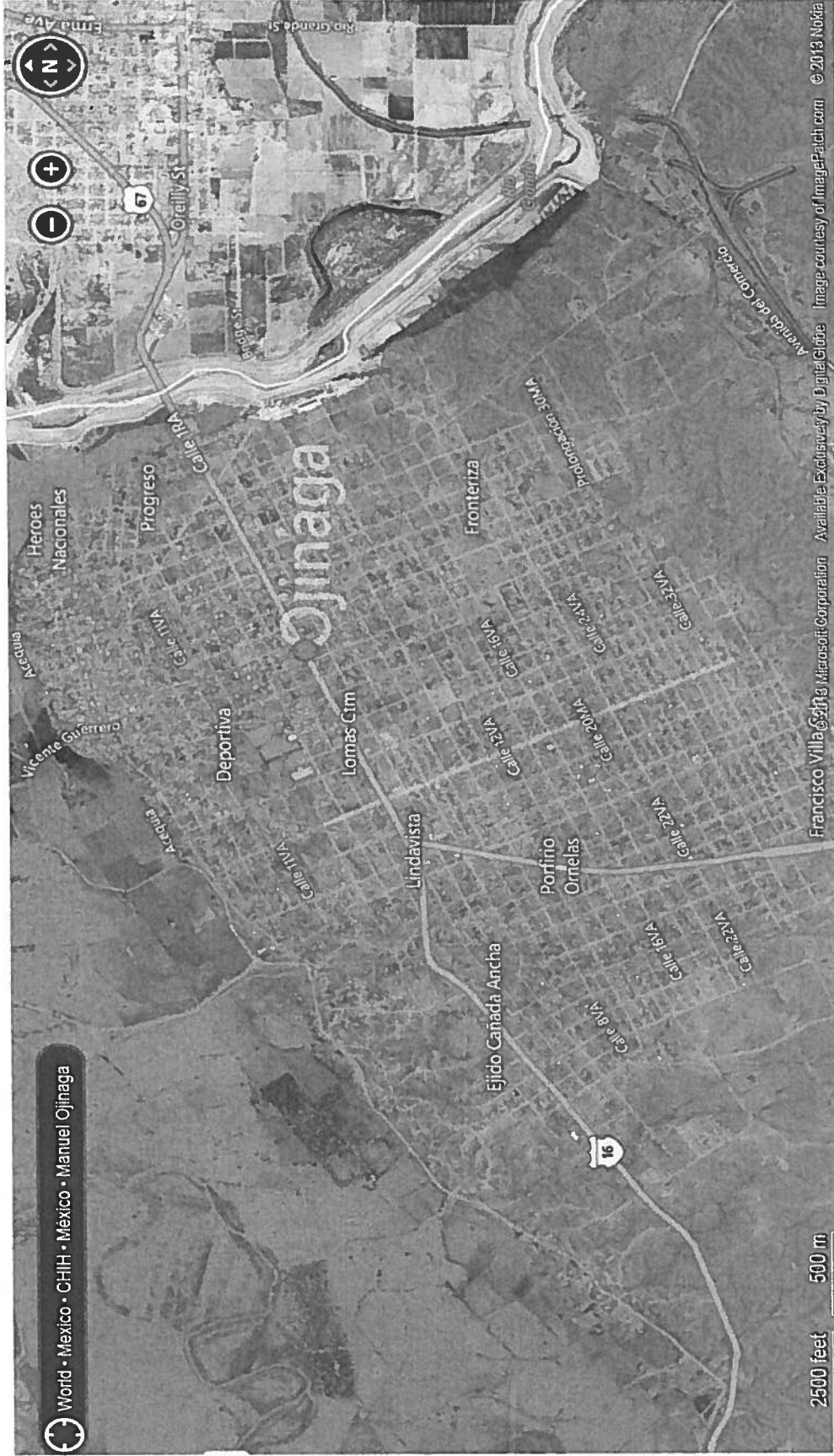


FIGURE 2: AERIAL VIEW OF PRESIDIO, TEXAS



## APPENDIX A: EMERGENCY NOTIFICATION NUMBERS

Any substantial threat to the public health, safety, or the environment, due to an accidental spill or release of oil or other hazardous material into the air, surface water, groundwater, or onto the ground, or the threat of any of the preceding should be reported to:

### UNITED STATES OF AMERICA

(In regards to spills occurring or affecting these geographical boundaries and require a response from the following agencies)

First Response National Response Center	1-800-424-8802 (from U.S.) 001-202-267-2675 (from Mexico)
U.S. EPA Region VI Spill Phone	1-866-372-7745 (from U.S.) 001-214-665-2210 (from Mexico)
TCEQ Emergency Spill Reporting Line	1-800-832-8224 (from U.S.) 1-956-425-6010 (from U.S.) 011-956-425-6010 (from Mexico)
TCEQ Headquarters	011-512-239-1000 (from Mexico)

### REPUBLIC OF MEXICO

(In regards to spills occurring or affecting these geographical boundaries and require a response from the following agencies)

First Response/ Emergencies	060
National Coordinating Center for Civil Protection Agency	01-5-550-4558 (from Mexico) 011-52-5-550-4558 (from U.S.)
Communications Center (CENACOM), Civil Protection Agency	01-800-004-1300 (from Mexico)
Federal Prosecutor for Environmental Protection – PROFEPA	01-5-666-9459 (from Mexico) 011-52-5-666-9459 (from U.S.)
PROFEPA Emergency Spill Reporting Line	01-5-606-4416 (from Mexico) 01-5-606-8630 (from Mexico) 011-52-5-606-4416 (from U.S.) 011-52-5-606-8630 (from U.S.)



## **APPENDIX B: CUSTOMS AND IMMIGRATION RESPONSE**

In the case of an emergency and/or disaster that may occur in Mexico or the United States which requires emergency aid from various U.S. local or state agencies, including the Presidio Fire and Police Departments or aid from a similar Mexican agency, the municipality requesting aid will notify one of the following:

- 1) U.S. Customs Service
- 2) U.S. Immigration and Naturalization Service
- 3) Presidio International Bridge System

Upon receipt of the call requesting emergency aid, the Customs, Immigration or Bridge personnel will immediately notify the other two groups, who will be responsible for notifying their “cross the border” counterpart.

The U.S. Customs shift supervisor at the bridge of concern will be contacted and will take whatever immediate action is necessary to facilitate the crossing of the emergency equipment and personnel. Once arrangements have been made to facilitate the cross border emergency aid, the supervisor will notify the Assistant Director, Inspection and Control or in his absence any available Chief Inspector.

Emergency equipment of this nature is admissible under section 10.107 of the Customs Regulations.

## **APPENDIX B-1: UNITED MEXICAN STATES CUSTOMS CROSS BORDER CONTINGENCY PLAN**

In the case of an emergency and/or disaster that may occur in Mexico or the United States which requires emergency aid from various ROM local or state agencies, including the Ojinaga Fire and Police departments or aid from a similar U.S. agency, the municipality will call and notify one of the following:

- 1) Mexico Customs Service
- 2) Mexico Immigration and Naturalization Service
- 3) Ojinaga Bridge Department
- 4) Fire Department

Upon receipt of the call from the municipality which has requested the emergency aid, the Customs, Immigration or Bridge personnel will immediately notify the other two groups, who will be responsible for notifying the “cross the border” counterpart.

Mexico’s Customs shift supervisor at the bridge of concern will be contacted and will take whatever immediate action is necessary to facilitate the crossing of the emergency equipment and personnel. Once arrangements have been made to facilitate the cross border emergency aid, the supervisor will notify Protección Civil.

**APPENDIX C: CITY OF PRESIDIO DIRECTORY & CITY COUNCIL MEMBERS**  
**General Office Number 01-431-229-3517**

POINT OF CONTACT	TELEPHONE
1) MR. JOHN FERGUSON, MAYOR	(432)229-3517
2) MR. MARCO BAEZA CITY ADMINISTRATOR/CHIEF OF POLICE	(432) 229-3527
3) MR. BUTCH ACOSTA, ALDERMAN	(432)294-3772
4) MR. EDGAR SOTELO, ALDERMAN	(432)295-2488
5) MR. OSCAR MORENO, ALDERMAN	(432) 294-3917
6) MR. RAFAEL CARRERA, ALDERMAN	(432) 260-1206
7) FIRE DEPARTMENT	(432) 229-3701
8) CITY OF PRESIDIO VOLUNTEER FIRE DEPARTMENT	(432) 229-3701
9) MARCO BAEZA, CHIEF OF POLICE	(432) 229-3517 (432) 631-4600 mobile
10) SHERRIFF DEPARTMENT	(432) 229-3764
11) US CUSTOMS SERVICE	(432) 229-3961
12) US BORDER PATROL (432) 229-3440	(432) 229-3440
13) US BOUNDARY & WATER COMMISSION	(432) 229-3751

**APPENDIX C-1: CITY OF OJINAGA DIRECTORY**

General Number: 011-52-626-453-0244

POINT OF CONTACT	TELEPHONE
1) C. Miguel A. Carreon Rohana) <u>MUNICIPAL PRESIDENT (MAYOR)</u>	(626) 453-0244
2) PROFESSOR ARTURO PEREZ MUÑOZ <u>MAYOR PRO-TEM</u>	(626) 453-0244
3) C. SRA LUCY MARRUFO <u>DIF MUNICIPAL DIRECTOR</u>	(626) 453-0244
4) LIC. GUADALUPE RIVERA RODRIGUEZ <u>CITY MANAGER</u>	(626) 453-0244
5) C. OSCAR MACIAS <u>MAJORITY LEADER AND TREASURER</u>	(626) 453-0244
6) C. OMAR ALEMAN GRANDAO <u>AGRICULTURE AND RURAL DEVELOPMENT DIRECTOR</u>	(626) 453-0244
7) C. ISRAEL TARIN PANDO <u>PUBLIC WORKS DIRECTOR</u>	(626) 453-0244
8) C. RODRIGO MUÑOZ ARREOLA <u>PUBLIC SERVICES DIRECTOR</u>	(626) 453-0244
9) C. ARNULFO CORTES ORTIZ	(626) 453-0244
10) C. LIC. MAYRA MUÑOZ D. <u>RESOURCE MANAGEMENT DIRECTOR</u>	(626) 453-0244
11) C. VALENTIN ESCONTRIAS G. <u>PUBLIC SAFETY DIRECTOR</u>	(626) 453-0244
12) C. PROFA SYLVIA FERNANDEZ <u>WOMEN'S ADVOCACY INSTITUE DIRECTOR</u>	(626) 453-0244
13) ING. MARTIN SANCHEZ VALLES <u>CITY OF OJINAGA UNION REPRESENTATIVE</u>	(626) 453-0244
14) PROFESSORA CELIA SOLEDAD DELGADO COLACION <u>SPORTS &amp; RECREATION DIRECTOR</u>	(626) 453-2541
15) ING. CARLOS ANGEL HERNANDEZ GARCIA <u>URBAN DEVELOPMENT DIRECTOR</u>	(626)453-0304
16) C. ABELARDO VAQUERA CARRASCO <u>CIVIL PROTECTION DIRECTOR</u>	(626) 453-0244
17) HOSPITAL INTEGRAL DE OJINAGA	(626) 453-1012 (626) 453-1905
18) INSITUTO MEXICANO del SEGURO SOCIAL (IMSS)	(626) 453-2199 (626) 453-0234
19) INSITUTO de SEGURIDAD y SERVICIO SOCIALES <u>de los TRABAJADORES DEL ESTADO (ISSSTE)</u>	(626) 453-0234
20) SECRETARIA de SALUBRIDAD y ASISTENCIA (SSA)	(626) 453-1212

## **APPENDIX D**

### **ACTION BY LAW ENFORCEMENT AGENCIES**

#### **GENERAL**

In any type of disaster that evokes an international response, law enforcement will be involved in a multitude of areas. The need for security, traffic control, crowd control, and to supply effective information on separated persons, specifically in relocation areas, will be paramount.

#### **PROCEDURES**

In the event of a disaster being declared by the municipalities, counties, states, or countries represented in this plan, Law Enforcement Agencies will follow their appropriate municipal, county, or regional contingency plans. The Cross Border Contingency Plan is considered an annex to the standing municipal, county, or regional plans and law enforcement agencies responsible to these plans will work within the same framework of the individual plans adopted by law.

In the event that evacuation from a disaster area into another municipality, county or country takes place, Law Enforcement Agencies will supply the following:

#### **RESPONSIBILITIES AND FUNCTIONS**

- i. To protect life and property and prevent and investigate crime that may be generated due to the evacuation.
- ii. To alert persons endangered by the effects of the disaster.
- iii. To alert and assist other emergency services.
- iv. To control traffic and crowds and ensure clear entrance and exit to and from cross border bridges and the control of traffic to designated holding areas.
- v. To maintain law and order at the holding (reception) areas to prevent unauthorized entry into these areas.
- vi. To evacuate citizens from danger areas when necessary.

To establish communication links with all law enforcement agencies affected and to supply constant information through the affected municipality, subject to law enforcement needs.

## APPENDIX E: STANDARD OPERATING PROCEDURES FOR FIRE AGENCIES

GENERAL: Three distinct fire disaster situations could arise, requiring the assistance of cross border fire service. A level-one incident or situation occurs when specialized equipment and/or manpower is most readily or exclusively available across the border or the municipalities usual local mutual aid resources are fully engaged. Level-two situations are defined as incidents where countywide or region-wide fire resources are fully engaged and additional fire service assistance is needed beyond the capability of the county or region. Level-three fire disasters require an executive declaration either from a state or local executive. The decision to respond rests with the Fire Chief and is determined case by case by his capability to cover his jurisdiction and render aid at the same time.

### 1) Liability

A. Any loss or damage to, or expense incurred in the operation of fire apparatus or other equipment answering a call for assistance from outside territory, and the cost of any materials used in connection with such call, and for salaries and other compensation and traveling and maintenance expense of the assisting forces furnished during the time they shall not be performing their duties for the assisting municipality/entity, shall be a charge upon the municipality which issued the call for assistance. This paragraph shall not apply to the case of damage or expense to fire apparatus or equipment which occurred while responding to a request for assistance, or returning from the scene upon completing the assistance, and while the apparatus or equipment was not involved in the emergency operation, and which was caused by:

1. The act or omission of a fireman in the performance of his duties who is a member of the assisting force which suffered the damage; or
2. The act or omission of a third party or through an instrumentality not connected with the actual emergency operation.

While responding to a call for assistance, the municipality or entity shall be liable for the negligence of firemen of that municipality or entity occurring in the performance of their duties in the same manner and to the same extent as if such negligence occurred in the performance of their duties within the area regularly served and protected by said unit.

Any such claim for loss, damage, expense or cost shall not be allowed unless within 60 days after the same shall have been sustained, a written notice of such claim, under oath, itemizing such loss or expense is served by mail upon the fiscal officer of the municipality/entity which requested assistance.

B. Liability for workers' compensation for fire fighters involved in a cross border situation remains with the fire fighters' home fire company.

### 2) Procedure

Agencies will operate according to the standard operating procedures of individual fire agencies.

## **APPENDIX F: ACTION BY SOCIAL SERVICES DEPARTMENTS**

**GENERAL:** In any type of disaster that invokes an international response, there will be a need to house, feed, and provide medical and support services to a large number of people. In addition there will be a need to register displaced persons, reunite separated persons within the disaster area and provide information and respond to inquiries from outside the disaster area.

**NOTE:** EACH OF THE DEPARTMENTS AND AGENCIES HAVING RESPONSIBILITIES UNDER THIS PROCEDURE MAINTAIN INDIVIDUAL OPERATING PLANS. IN ALL CIRCUMSTANCES, THE OPERATING PROCEDURE OF THE REQUESTING AUTHORITY WILL PREVAIL.

**PROCEDURE:** In the event of a disaster, the services of Social Services staff, on either side of the border, will be activated through a call-out, originating as provided for in their respective Standard Operating Procedure.

**Requesting authority:**

- a. The requesting authority will establish an assembly point as close as possible to an international border crossing point. This location should be on a main highway or an easily accessed secondary highway that is well marked and easy to locate.
- b. It will be the responsibility of the responding agency to assemble its personnel at a site of its choice and to provide transportation from that site to the assembly point as designated by the requesting authority.
- c. The requesting authority will provide sufficient space to receive and, if necessary, store any transportation used by the responding authority in travelling to the assembly area.
- d. The requesting authority will provide transportation to move the responding personnel to the respective work areas.
- e. During the time that the responding personnel are on the site, it will be the responsibility of the requesting authority to provide shelter, food, equipment, and any medical needs to the responding personnel.
- f. The responding authority will arrange for all necessary relief for any and all responding personnel.
- g. The requesting authority will arrange to register and provide identification of responding personnel and will keep this information updated and available at the Emergency Operations Center.
- h. Upon receipt of an official declaration that the emergency situation has been terminated, the requesting authority will ensure that all personnel are so advised and will provide the necessary transportation to return the responding personnel to either (1) their own transportation, or (2) to a satisfactory drop-off spot in the responding agency's area.
- i. The responding agency will be attached to and will work under the command of the requesting authority.

**GENERAL:** It is generally understood that the responding authority will be asked to provide personnel to assist in the following areas:

- (i) Registration
- (ii) Care and supervision of evacuees
- (iii) assistance at emergency welfare centers in areas of counseling; grief counseling; general inquiries; location of persons; reconciliation of families; supervision of children; etc.

## **APPENDIX G: CROSS BORDER EMERGENCY MEDICAL SERVICES RESPONSE SEQUENCE**

- a. Report is made.
- b. Confirm the incident.
- c. Activate the Response Plan; request that neighboring municipality be placed on standby alert.
- d. Place hospital on standby.
- e. Request status of available resources.
- f. Assume Emergency Medical Services command and report to Unified Command Post.
- g. Decontaminate the Sector established.
- h. Staging Sector established.
- i. Triage Sector established.
- j. Establish hospital communications.
- k. Obtain initial hospital capability/bed inventory from hospitals.
- l. Upgrade neighboring municipality from standby to operational mode if mutual aid will be necessary, and advise the municipality of resource needs.
- m. Establish Treatment Sector.
- n. Develop listing of receiving hospitals and identify access routes.
- o. Begin transportation of patients from Transportation Sector by priority to appropriate hospital. (Patients being transported across the border will be double tagged per guidelines.)
- p. Provide appropriate pre-hospital care prior to transport if treatment sector has been established.
- q. Continue to monitor hospital candidates.
- r. Advise Medical Examiners and mortuaries if necessary.



**APPENDIX G-1: GUIDELINES FOR AMBULANCES  
REQUESTED TO PROVIDE CROSS BORDER ASSISTANCE**

When requested to provide assistance to Emergency Medical Services across the border for major incident/disaster situations, etc., all ambulance crews will follow these guidelines:

- 1) Report to meeting area as directed by dispatch (usually a border crossing).
- 2) Police will meet and escort vehicles to site.
- 3) Maintain communications with dispatch on assigned channel.
- 4) On arrival at site, report to staging area as directed or to site commander.
- 5) Advise EMS command whether crew is Advanced Life Support (ALS) or Mobile Intensive Care Unit (MICU).
- 6) Provide appropriate pre-hospital care prior to transport if treatment sector has been established as directed by Emergency Medical Services command.
- 7) Transportation of patients from transportation sector by priority to appropriate hospital directed. Patients being transported cross border will be double tagged as per guidelines.
- 8) Return to site after delivering patients to appropriate hospital.
- 9) Clear and return to home base when directed by dispatch.

## APPENDIX H: ACRONYMS

ALS	Advanced Life Support
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
PROTECCION CIVIL	Mexican Civil Protection Agency
CLAM	Comité Local de Ayuda Mutua
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
ERT	Environmental Response Team
FOSC	Federal On-Scene Coordinator
GLO	General Land Office
HAZMAT	Hazardous Materials
HC	Hazardous chemicals
HS	Hazardous substances
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JCP	Joint Contingency Plan
JRT	Joint Response Team
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NCP	National Contingency Plan
NIMS	National Incident Management System
NRC	National Response Team
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PRP	Potentially Responsible Party
RCRA	Resource Conservation and Recovery Act
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RP	Responsible Party
RRC	Railroad Commission
RRT	Regional Response Team
SARA	III Superfund Amendments and Reauthorization Act of 1986, Title III(Also known as EPCRA)
SEMARNAP	Secretaría de Medio Ambiente Recursos Naturales y Pesca
SERC	State Emergency Response Commission

SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard operating procedures
SOSC	State On-Scene Coordinator
SO	Sheriff's Office
SSO	Site Safety Officer
TCEQ	Texas Commission on Environmental Quality
TCRA	Texas Community Right to Know Act(s)
TDEM	Texas Division of Emergency Management
TGLO	Texas General Land Office
TNRCC	Texas Natural Resource Conservation Commission
TxDOT	Texas Department of Transportation
TxDPS	Texas Department of Public Safety
U.S. EPA	United States Environmental Protection Agency
USCG	United States Coast Guard

## APPENDIX I: DEFINITIONS

1. **Accident site:** The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. **Acute exposure:** Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. **Acutely toxic chemicals:** Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. **Area Contingency Plan:** As defined by sections 311(a) (19) and (j) (4) of CWA, as amended by OPA, means the plan prepared by an Area Committee, that in conjunction with the NCP, shall address the removal of a discharge including a worst-case discharge and the mitigation or prevention of a substantial threat of such a discharge from a vessel, offshore facility, or on-shore facility operating in or near an area designated by the President.
5. **Bulk:** Material that is stored or transported in a loose, unpacked, liquid, powder, or granular form capable of being conveyed by a pipe, bucket, chute or belt system.
6. **CHEM-TEL:** Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
7. **CHEMTREC:** The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.
8. **Cold Zone:** The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
9. **Comite Local Ayuda de Mutua (CLAM):** A group of local representatives representing Mexico industry and agencies who assist in the preparation of spill response plans on the Mexico Border.
10. **Cleanup:** For the purposes of this document, cleanup refers to the removal and/or treatment of oil, hazardous substances, and/or the waste or contaminated materials generated by the incident. Cleanup includes restoration of the site and its natural resources.
11. **Coastal Waters:** The waters of the coastal zone (except for the Great Lakes and specified ports and harbors on inland rivers). Precise boundaries are identified in USCG/EPA agreements, Federal Regional Contingency Plans and Area Contingency Plans.
12. **Decontamination:** The removal of hazardous substances from personnel and their equipment necessary to prevent adverse health effects and secondary contamination.
13. **Discharge:** Any spilling, leaking, pumping, pouring, emitting, emptying or dumping. **Dispersant:** Those chemical agents that emulsify, disperse, or solubilize oil into the water column or induce the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.
14. **Drinking Water Supply:** As defined by section 101(7) of CERCLA, means any raw or finished water source that is or may be used by a public water system (as defined in the Safe Drinking Water Act) or as drinking water by one or more individuals.
15. **Environmentally Sensitive Area:** An especially delicate or sensitive natural resource that requires protection in the event of a pollution incident.

16. Extremely hazardous substances (EHS): Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
17. Hazard: The chance that injury or harm will occur to persons, plants, animals or property.
18. Ground Water: As defined by section 101(12) of CERCLA, means water in a saturated zone or stratum beneath the surface of land or water.
19. Hazard analysis: Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.
20. Hazardous chemicals (HC): Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
21. Hazardous material (Hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
22. Hazardous substance (HS): Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.
23. Hot Zone: The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
24. Incident Commander: The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).
25. Incident Command System: A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is

applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.

26. Incident of National Significance: An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.
27. Local Emergency Planning Committee (LEPC): A group of local representatives appointed by the State Emergency Response Commission (SERC) to prepare local oil and hazardous materials spill response plans as per the mandates of the Superfund Amendments and Reauthorization Act, Title III. Natural Resources: Land, fish, wildlife, biota, air, water, ground water, drinking water supplies, and other such resources belonging to, managed by, held in trust by, appertaining to, or otherwise controlled by municipal, state, or federal governments or private parties.
28. National Response Center (NRC): Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
29. National Incident Management System (NIMS): The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.
30. On-scene: The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
31. On-Scene Coordinator (OSC): The government official at an incident scene responsible for coordinating response activities.
32. Plume: A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
33. Primary Response Contractor or Contractors: An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil or hazardous material.
34. Regional Response Team (RRT): The federal response organization (consisting of representatives from selected federal and state agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and for providing advice to the OSC in the event of a major or substantial spill.
35. Regulated facility: A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
36. Reportable quantity: The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.
37. Response: The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.

38. Risk Management Plan (RMP): Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.
39. Reauthorization Act of 1986 (SARA): The SERC approves the State Oil and Hazardous Substances Discharge Prevention and Contingency Plan and Local Emergency Response Plan.
40. State Emergency Response Commission (SERC): A group of officials appointed by the state governor to implement the provisions of Title III of the Federal Superfund Amendments.
41. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.
42. Toxic substances: Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
43. Vulnerable Facilities: Facilities which may be of particular concern during an hazmat incident because they are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails); Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or include large concentrations of people (shopping centers, recreation centers).
44. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

## APPENDIX J: GENERAL EVACUATION CHECKLIST

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> <li>▪ Determine population of risk area(s)</li> <li>▪ Identify any special needs facilities and populations in risk area(s)</li> </ul>	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	ADVANCE WARNING:	
	6. Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions and regional, state, or federal partners that may be affected of evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions & to local, regional, state, or federal partners that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> <li>▪ What should be done to secure buildings being evacuated</li> <li>▪ What evacuees should take with them</li> <li>▪ Where evacuees should go &amp; how should they get there</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Provisions for special needs population &amp; those without transportation</li> </ul>	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to local, regional, state, or federal partners.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local or federal partners that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special needs facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> <li>▪ Documenting damage &amp; making expedient repairs</li> <li>▪ Caution in reactivating utilities &amp; damaged appliances</li> <li>▪ Cleanup &amp; removal/disposal of debris</li> </ul>	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

**APPENDIX K: Emergency Public and Information Warning Exercise: Evaluation Guide\***

<b>Jurisdiction or Organization:</b>	<b>Name of Exercise:</b>
<b>Location:</b>	<b>Date:</b>
<b>Evaluator:</b>	<b>Evaluator Contact Info:</b>
<i>Note to Exercise Evaluators: Only review those activities listed below to which you have been assigned.</i>	

**Activity 1: Manage Emergency Public Information and Warnings**

**Activity Description:** In response to need for public notification, provide overall management and coordination of Emergency Public Information and Warning capability.

**Tasks Observed** (check those that were observed and provide comments)

Note: Asterisks (\*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Task /Observation Keys	Time of Observation/ Task Completion
1.1 Activate plans, procedures, and policies for coordinating, managing, and disseminating public information and warnings. - Public information is disseminated according to Incident Action Plan	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

	TARGET	ACTUAL
Time to activate Public Affairs surge plans	Within 1 hour	
Time to develop initial communications strategy in collaboration with interagency partners	TARGET Within 20 minutes	ACTUAL
1.2 Identify public information needs of the affected area.	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]	
1.3 Coordinate internal information programs. - Critical incident information is obtained from IC/IUC or EOCA/OF staff	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]	
1.4 Coordinate external information programs. - Staff instructed on procedures for release of information	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]	
1.5 Coordinate public emergency information. - Staff instructed on procedures for Protective Action Decisions	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]	

## Activity 2: Activate Emergency Public Information, Alert/Warning, and Notification Plans

**Activity Description:** Activate key personnel, facilities, and procedures.

**Tasks Observed** (check those that were observed and provide comments)

Note: Asterisks (\*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

	Task /Observation Keys	Time of Observation/ Task Completion
2.1	Assign Public Information Officer. <ul style="list-style-type: none"> <li>- PIO activated</li> <li>- Joint Information Center (JIC) staff notification</li> <li>- JIC activated and assigned personnel that are briefed on incident details</li> <li>- Emergency Response agencies notified and appropriate PIO personnel partnered with JIC personnel</li> <li>- Public &amp; private sector agencies notified and mobilized to support JIC/Rumor Control</li> <li>- Rumor Control notified and activated</li> </ul>	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]
2.2	Identify appropriate spokesperson(s). <ul style="list-style-type: none"> <li>- Recognized technical experts mobilized</li> <li>- Key public information positions filled</li> </ul>	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]
2.3	Notify both public and private partner agencies of Joint Information Center (JIC) activation. <ul style="list-style-type: none"> <li>- Partner agencies notified and mobilized to support JIC operations</li> </ul>	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]

	Time for notification of partner agencies by the public information officer (PIO) for the initial responding agency	TARGET Within 1 hour of Incident Notification	ACTUAL
2.4	<p>Ensure appropriate representation of all relevant public affairs entities, including nongovernmental organizations and the private sector, in any Joint Information Center (JIC) that is established by the government.</p> <ul style="list-style-type: none"> <li>- All partner agencies mobilized to support in JIC</li> </ul>	<p>Time: Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>	

<b>Activity 3: Establish JIS</b>	
	<p><b>Activity Description:</b> Upon assigning PIO, activate and implement the JIS/JIC and disseminate information to public.</p>
	<p><b>Tasks Observed</b> (check those that were observed and provide comments)            Note: Asteńsks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure</p>
	Task / Observation Keys
3.1	<p>Coordinate the provision of timely and accurate emergency public information through the Joint Information System (JIS).</p> <ul style="list-style-type: none"> <li>- The JIS is coordinated with States, tribal, and local officials to determine required assistance</li> <li>- The JIS is coordinated with EOC to publicize PAD (e.g., evacuation, shelter-in-place, etc.)</li> </ul> <p>Time of Observation/ Task Completion</p> <p>Time: Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>

3.2	<p>Activate JIC to include nongovernmental and private-sector partners as appropriate.</p> <ul style="list-style-type: none"> <li>- JIC facility opened</li> <li>- JIC Staff mobilized</li> <li>- Facility operational</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
	<p><b>Time to establish a JIC</b></p>	<p><b>TARGET</b> Within 2 hours <b>ACTUAL</b></p>
3.3	<p>Coordinate and integrate the resources and operations of external affairs organizations to provide accurate, consistent, and timely information through the Joint Information Center (JIC).</p> <ul style="list-style-type: none"> <li>- External affairs organizations are integrated into JIC</li> <li>- Coordinated and consistent messages are released through JIC</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
3.4	<p>Provide a central contact for the media through the JIC, ensuring "one accurate message, many voices" approach to information dissemination.</p> <ul style="list-style-type: none"> <li>- Consistent message is provided to all spokespersons</li> <li>- Spokespersons and technical experts from stakeholders are incorporated into the JIC</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
	<p><b>Percentage of JIC participants who agree that emergency public information was coordinated and consistent across agencies and organizations</b></p>	<p><b>TARGET</b> 75% <b>ACTUAL</b></p>
3.5	<p>Implement routing and approval protocols for release of information.</p> <ul style="list-style-type: none"> <li>- Information is routed appropriately for approval prior to release</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>

	Percentage of JIC participants who document that notifications were communicated to appropriate individuals and groups according to the public awareness, education, Emergency Operations and Incident Action plans	TARGET 75%	ACTUAL
3.6	<p>Disseminate crisis and emergency risk communication information to media, public, partners, and stakeholders.</p> <ul style="list-style-type: none"> <li>- Information is released as scheduled or as it becomes available</li> <li>- Environmental/public health and safety information is disseminated</li> <li>- Information is disseminated taking into account special needs populations and special populations (based on demographics)</li> <li>- Volunteer and donations guidance is disseminated</li> <li>- Press packages are made available as needed</li> <li>- Technical experts provide background, context, and more detailed explanations of events, as appropriate</li> </ul>	<p>Time: Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>	
3.7	<p>Disseminate domestic and international travel advisories.</p> <ul style="list-style-type: none"> <li>- Dissemination of domestic and international travel advisories is coordinated with DHS agencies including TSA, ICE, and CBP</li> <li>- Dissemination of international travel advisories is coordinated through U.S. Department of State</li> <li>- Dissemination of domestic travel advisories is coordinated through the U.S. Department of Transportation</li> </ul>	<p>Time: Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>	
3.8	<p>Provide emergency public information to special needs/disabled populations.</p> <ul style="list-style-type: none"> <li>- Information is provided in multiple languages, formats, and technologies</li> </ul>	<p>Time: Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>	

### Activity 4: Issue Emergency Warnings

**Activity Description:** Upon receiving Protective Action Decisions, issue emergency public warnings through established warning systems.

**Tasks Observed** (check those that were observed and provide comments)

Note: Asterisks (\*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

	Task /Observation Keys	Time of Observation/ Task Completion
4.1	Implement communications and warning systems to include the media, the Emergency Alert System (EAS), and other warning systems that take into account general public, special needs/disabilities and special populations. <ul style="list-style-type: none"> <li>- Protective Action Decision (PAD) is broadcast</li> <li>- Population is notified of an emergency via multiple available warning systems (e.g., siren, TV, radio)</li> </ul>	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]
	Time from threat notification to activation of warning systems	TARGET Within 30 minutes ACTUAL
4.2	Ensure accurate and timely dissemination of proactive and protective action messages to general public and emergency personnel. <ul style="list-style-type: none"> <li>- Information is released in accordance with operational procedures</li> <li>- Information is released in time to allow people to react to the hazard</li> </ul>	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]



4.3	<p>Disseminate prompt, accurate information to the public in languages and formats that take into account demographics and special needs/disabilities.</p> <ul style="list-style-type: none"> <li>- <i>Information released is in languages and formats that match the population demographics and is accessible to persons with special needs/disabilities</i></li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
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<p><b>Activity 5: Conduct Media Relations</b></p>	
<p><b>Activity Description:</b> Upon activation of the JIS, monitor media contacts and conduct press briefings.</p>	
<p><b>Tasks Observed</b> (check those that were observed and provide comments) Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure</p>	
<p>Task /Observation Keys</p>	<p>Time of Observation/ Task Completion</p>
<p>Provide periodic updates and conduct regularly scheduled media conferences.</p> <ul style="list-style-type: none"> <li>- <i>Schedule of press conferences is published and adhered to</i></li> <li>- <i>Additional press conferences are conducted as events require</i></li> <li>- <i>Ensure policy maker (Leader) and Incident Commander are involved in media conferences, when practical and available</i></li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
<p>Time to alert media of JIS/JIC activation and how to access services</p>	<p>TARGET Within 2 hours ACTUAL</p>
<p>Time from the incident to the first formal news conference</p>	<p>TARGET Within 3 hours ACTUAL</p>

	Information was released as scheduled, or as it became available	Yes [ ] No [ ]
5.2	<p>Track media contacts and public inquiries, listing contact, date, time, query, and outcome.</p> <ul style="list-style-type: none"> <li>- Phone line for public inquiries is established (or phone lines "are" established)</li> <li>- Phone line for media inquiries is established (or phone lines "are" established)</li> <li>- Inquiry staff have updated information</li> <li>- Staff conduct operations as one voice</li> <li>- Information and reassurance are conveyed to the public</li> <li>- Trends in public inquiries (e.g., rumors, misconceptions) are tracked</li> <li>- Incident Command is alerted to public issues affecting response</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
5.3	<p>Establish relationship with non-English speaking media.</p> <ul style="list-style-type: none"> <li>- Non-English speaking media are identified within affected area, based on demographics</li> <li>- Non-English speaking spokespersons are available</li> <li>- Non-English news releases are accomplished as required</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
5.4	<p>Monitor media coverage of event to ensure that information is accurately relayed.</p> <ul style="list-style-type: none"> <li>- Information is accurately relayed to public</li> <li>- Networks are monitored for information that may be misleading or misinterpreted</li> <li>- Potential misconceptions or information gaps are identified</li> </ul>	<p>Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>

**Activity 7: Demobilize Emergency Public Information and Warning**

**Activity Description:** Upon deciding public information services are no longer needed, close the JIC and demobilize personnel.

**Tasks Observed** (check those that were observed and provide comments)  
 Note: Asterisks (\*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

	Task /Observation Keys	Time of Observation/ Task Completion
7.1	Disseminate notice of JIC closure to all Federal, State, local, tribal, and nongovernmental stakeholders. - Notice of closure disseminated to media, partner agencies and general public	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]
	Time of notice of JIC closure disseminated	TARGET Within 24 hours ACTUAL
7.2	Archive important records of JIC activities and records. - Documentation of JIC activities boxed and stored appropriately	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]
7.3	Demobilize JIC personnel and facilities as necessary. - JIC staff debriefed	Time: Task Completed? Fully [ ] Partially [ ] Not [ ] N/A [ ]

7.4	<p>Implement secondary public protective actions (PPA).</p> <ul style="list-style-type: none"> <li>- Based upon scope and nature of the event, initiate additional evacuation or protection-in-place measures</li> <li>- JIC staff released</li> </ul>	<p>Time:</p> <p>Task Completed?</p> <p>Fully [ ] Partially [ ] Not [ ] N/A [ ]</p>
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