

Hazardous Materials Contingency Planning for Miami-Dade County Schools



Shelter-In-Place Education Enhancement
2001-2002 Hazardous Materials Emergency Preparedness Planning Project

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Local Emergency Planning Committee

Mission Statement

The Local Emergency Planning Committee (LEPC), as established pursuant to Section 301 of Title III, shall prepare regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction. The LEPC shall serve as the repository for regional reports filed under Title III. The LEPC shall direct regional Title III implementation activities and perform associated outreach functions to increase awareness and understanding of and compliance with the Title III program.

Activities

The Emergency Planning and Community Right-to-Know Act (EPCRA), passed by Congress in 1986, also known as Title III of the Superfund Amendments and Reauthorization Act (SARA, Title III), requires: (1) public and private facilities that use, produce or store extremely hazardous substances or hazardous chemicals, to report their inventories on an annual basis; (2) each state maintain a State Emergency Response Commission (SERC) to facilitate hazardous materials emergency response and compliance with hazardous material reporting laws; and (3) preparation of local emergency response plans which, in Florida, have been developed utilizing the 11 Regional Planning Councils (RPCs) and state-appointed Local Emergency Planning Committees (LEPCs). The staffing and planning support provided by the RPCs to the State's 11 LEPCs has enabled those committees to function in accordance with federal and state regulations pursuant to Chapter 252, Florida Statutes.

Implementation of this program by LEPCs, in close coordination with the Florida Department of Community Affairs' (DCAs) Division of Emergency Management, helps ensure public safety, as well as the safety of emergency responders. The program also ensures the following:

- ▶ Federally-required emergency planning and training activities take place at the local level;
- ▶ On-going facility-specific hazard analyses to identify and incorporate information regarding new facilities in hazardous materials emergency response plans;
- ▶ Existence of a local mechanism to compile and analyze information regarding chemicals stored at facilities, thereby helping to prevent injury or death to local first responders; and
- ▶ Continuation of the public information component of the program which provides communities the opportunity to obtain information about the presence of toxic and hazardous substances in their vicinity.

LEPCs also serve as the public access repository for the reports filed under EPCRA. This information is used to compile the local hazardous materials emergency response plans mentioned above, which are reviewed and approved by the SERC, and put into action in the event of a chemical emergency.

Membership

LEPCs are made up of representatives representing the following occupational categories, as required in Section 301(c) of EPCRA: elected state and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel, broadcast and print media, community groups, facility owners and operators subject to EPCRA, interested citizens, non-elected local officials, and water management district representatives.

District XI LEPC consists of the following members and their alternates:

Community Groups

Grace Chapman
Broward League of Women Voters

Carol Smith
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Emergency Management

Charles V. Lanza
Miami-Dade County Emergency Management

J. G. "Joe" London
Monroe County Fire Marshal's Office

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Broward County Emergency Management

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Sandra L. Mancauskas
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Larry A. Doyle
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James Johnson
City of Hallandale Beach Fire Rescue

Donald Perdue
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Ronald Sperry
Miami-Dade Fire Department

Don Washington
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Anthony D. Sutter
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North Broward Hospital District

Katherine Simcic
North Broward Hospital District

Rose Mary Bossman
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Mitch Hausman
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Interested Citizens

John Frontena

Ray McDonald

Local Elected Officials

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City of Lauderhill

Local Elected Officials

Donald K. Rosen
City of Sunrise

Local Environmental

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Mike Graham
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Donna Fries
Miami-Dade County DERM

Nicholas Kontax
Broward County DPEP

Jessica Baker
Broward County DPEP

Mike Morris
SWS Environmental First Response

Terry Edwards
Florida DEP

Transportation

Mauricio Gomez
Florida DOT

Lillian Costa
Florida DOT

Derrick Gordon
Miami-Dade Transit Agency

Patricia Emard
Miami-Dade Transit Agency

Richard A. Mishefske
Tri-County Commuter Rail Authority

Maggie Ferrara
Tri-County Commuter Rail Authority

Lee Sims
American Airlines

Water Management District

Mercedes Barreras
South Florida Water Management District

District XI LEPC

2001-02 Planning Project Subcommittee

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2001-02 Planning Project: Shelter In Place Education Enhancement

Background

The District XI Local Emergency Planning Council (LEPC) initiated this planning project with the Safety Department of Miami-Dade Public Schools as a second phase of the initial planning project done with the School Board of Broward County in 2000-01. This project aims to better coordinate emergency planning between hazardous materials facilities¹, local schools and emergency response agencies. A proposal was made to establish this project through the LEPC with the combined participation of the Miami-Dade County Fire Officers Association and Miami-Dade County Public Schools. The goal of the project was to have each school facility that might be affected by an off-site release of hazardous materials to develop a contingency plan² for such an occurrence.

While most fire departments have considerable experience in responding to school fire alarms, they generally have little or no experience in responding to hazardous materials incidents that affect schools. By actively participating in this project, local fire departments are able to identify hazardous materials facilities within their jurisdictions, obtain and assist in the development of contingency plans, and protect schools.

Coordination of the project by the LEPC provides various agencies with the opportunity to participate in the planning process and provides for expert risk analyses and contingency planning. Schools benefit directly by having existing emergency plans integrated into the process, providing an overall assessment of their ability to respond to a hazardous materials incident or other emergency. The public benefits by knowing that their local schools have plans that are coordinated with and approved by the agencies that will respond in the event of an actual emergency.

¹ Any structure or building (including storage tanks), that contains one of the categories of chemicals that Federal or State law defines as extremely hazardous substances, hazardous chemicals, or toxic chemicals that are in sufficient quantities (generally in excess of 55 gallons, 500 cubic feet, or 1,000 pounds) to be considered hazardous materials facilities. Anytime the quantity or type of hazardous materials present at a facility could affect the health and safety of the public off-site it would be considered a hazardous materials facility.

² A document setting out an organized, planned, and coordinated course of action to be followed in case of fire, explosion or release of hazardous materials or a similar event that could threaten human health or the environment.

Tasks

The first step in the planning process was to develop a list of tasks to be accomplished. The tasks identified are listed below.

- Obtain the support of stakeholders, including the Miami-Dade County Fire Officers Association and the Safety Department of Miami-Dade County Public Schools.
- Develop or obtain a map of Miami-Dade County, identifying the location of schools and hazardous materials facilities.
- Identify any hazardous materials facilities within 1,500 feet of a school (local fire department).
- Obtain emergency contingency plans from hazardous materials facilities (local fire department). Facilities unable to provide plans will be provided with assistance by the local fire department or LEPC to develop them.
- Obtain a listing of all licensed hazardous materials facilities from the Miami-Dade County Department of Environmental Resources Management (DERM) and note their locations in relation to schools. Compare the listing with information obtained from local fire departments to verify that all facilities within 1,500 feet of a school have been accounted for.
- Review all emergency contingency plans received and make recommendations for changes based on a risk analysis of hazardous materials present (local fire departments/DERM/LEPC).
- Identify and establish methods for alerting schools to the release of hazardous materials.
- Conduct workshops to assist affected schools in the development of their emergency contingency plans. Evacuation considerations will be discussed to determine the best courses of action.
- The LEPC and Fire Officers Association will make recommendations to Miami-Dade Public Schools for retrofitting needs of any school, especially as it applies to Sheltering-In-Place (SIP).
- Prepare a final report on the project to be distributed to the LEPC, Miami-Dade Public Schools, Miami-Dade Fire Officers Association and the Florida Department of Community Affairs.

Roles

Fire Departments:

- Identify hazardous material facilities within 1,500 feet of schools.
- Obtain copies of hazardous material facilities emergency contingency plans.
- Notify the LEPC of facilities without emergency contingency plans to ensure that they develop plans and comply with regulations as provided by the State of Florida.
- Coordinate emergency contingency plans with local authorities and schools in the vicinity of the facility.

The LEPC:

- Identify existing notification procedures of hazardous material facilities within 1,500 feet of schools.
- Coordinate project activities among Miami-Dade County Public Schools, hazardous material facilities, and fire departments.
- Provide Miami-Dade County Public Schools and fire department Public Information Officers (PIOs) with a project summary so that they can issue press releases along with any timelines.
- Increase hazardous materials awareness and provide guidance on the development of contingency plans by conducting SIP seminars for each school level.

Safety Department, Miami-Dade County Public Schools:

- Provide school location information for mapping.
- With the assistance of the LEPC, prepare a safety procedure card for each school to use in the event of a hazardous material emergency. The card should contain, at a minimum, evacuation procedures, accountability procedures, recognition of an event, SIP, and incident command procedures.

Timeline

| | |
|---------------|--|
| August 2001 | <u>A Guide to Contingency Planning for Schools</u> guidebook posted on the Florida Department of Education's website |
| December 2001 | Letter to Miami-Dade County Public School Superintendent Merrett Stierheim |
| January 2002 | Meeting with Miami-Dade Public Schools Safety Department |
| February 2002 | Presentation regarding the HMEP Planning Project and Sheltering-In-Place at Lawton E. Chiles Middle School in conjunction with Hazardous Materials Awareness Week. Meeting and project presentation to the Miami-Dade County Fire Officers Association GIS analysis of Section 302 facilities in relation to Miami -Dade County Public Schools |
| April 2002 | Scheduling of school workshops; Workshop announcement distributed to all public schools and large private schools in Miami -Dade County; LEPC Planning Subcommittee meeting; Conducted eight Hazardous Materials Contingency Planning/Shelter-In-Place Workshops for Schools including distribution of <u>A Guide to Contingency Planning for Schools</u> guidebook |
| May 2002 | Conducted the final Hazardous Materials Contingency Planning/Shelter-In-Place Workshops for Schools including distribution of <u>A Guide to Contingency Planning for Schools</u> guidebook. Assistance to schools requesting information on Hazardous Materials facilities in their vicinity and contingency planning. |
| Summer 2002 | Assistance to schools requesting information on Hazardous Materials facilities in their vicinity and contingency planning. |

Results

► Increased public awareness of hazardous materials

Public awareness of hazardous materials was increased through the distribution of A Guide to Contingency Planning for Schools, a publication specifically created for the first phase of this project and adapted for Miami-Dade County. The guidebook was distributed to every public school and the large private schools in Miami-Dade County and to the Miami-Dade County Fire Officers Association and was also made available for downloading on the South Florida Regional Planning Council's and Florida Department of Education's websites.

Additionally, nine workshops were held at Miami-Dade County Public School facilities. Workshops were held in the mornings and afternoons, in both the northern and southern regions of the county, to allow for the greatest possible participation among the 350+ public and private schools in Miami-Dade County. LEPC staff and personnel from the Miami-Dade County Department of Environmental Resources Management conducted the workshops. The 2-hour workshops included a Powerpoint presentation, guidebooks, maps, and question and answer periods. School administrators were given guidance on the steps to creating a hazardous materials contingency plan for their school. Probable threats were identified and response actions were outlined, from immediate and staged evacuation through Sheltering-In-Place



A local model railroad club constructed a scale model for the LEPC to use for demonstrating sheltering-in-place and evacuation considerations. The model is available for use by any school that wishes to borrow for demonstrating implementation of their contingency plan.



District XI LEPC 2001-2002 Hazardous Materials Emergency Preparedness Planning Project

➤ Identification of “at risk” schools through the use Geographic Information Systems

ArcView GIS was used to map school locations and identify schools that are located within 1,500 feet of Section 302 facilities and transportation corridors. A distance of 1,500 feet was chosen as an initial evacuation distance based on a percentage of the initial isolation distances for large spills of chemicals listed in the North American Emergency Response Guidebook.

Section 302 facilities are those facilities that have chemical substances present in an amount that meets or exceeds the Threshold Planning Quantity (TPQ) of any of the Extremely Hazardous Substances (EHSs) as found in the Title III List of Lists. Section 302 facilities were identified by Miami-Dade County’s Office of Emergency Management and by utilizing the Florida Department of Community Affairs, Division of Emergency Management’s Hazardous Materials Information System (HMIS).



Section 302 facilities and schools were mapped through geocoding facility addresses to a coverage of Miami-Dade County streets. 1,500 foot buffers were created for Section 302 facilities and major transportation routes (rail and highway). Schools located within the 1,500 foot buffer were identified as having the greatest probability of being affected by a hazardous material incident.

► Identification of factors affecting schools' ability to evacuate and/or shelter-in-place

As a result of the workshops and contingency planning process, school planning teams were able to identify factors that would affect their ability to either evacuate or shelter-in-place. Some factors that may affect the ability to evacuate are school location, population, time constraints, and the proximity of the hazard. Deficiencies identified at school facilities that would affect the ability to shelter-in-place will permit the prioritization of school maintenance needs. Planning teams also identified the need for equipment and materials that would be required in the event they were instructed to Shelter-In-Place.



One of two scale models demonstrating a room prepared for Sheltering-In-Place versus a room that has not been prepared. The room on the right demonstrates a chemical vapor entering through the building's ventilation system, windows and electrical outlets.

- Coordination of planning activities between Miami-Dade County schools, local fire departments, and hazardous materials fixed facilities

The contingency planning process initiated communication between school administrators and their local fire departments. Administrators were instructed to contact their local fire departments for assistance in identifying hazardous materials fixed facilities that were in the vicinity of their schools. The LEPC recommended that they include a representative from their local fire and police departments on the school contingency planning teams. SIP workshop attendees were provided with the names and contact numbers for each of the six fire departments in Miami-Dade County.



School administrators and hazardous materials fixed facilities will work together to develop a mechanism for notifying the school in the event of an accidental chemical release. Miami-Dade County Public Schools utilize local media to contact/notify students, parents and teachers that may be en route to schools that are experiencing an emergency condition.

Response Actions

The Shelter-In-Place/Contingency Planning Workshops evolved as a result of feedback received from the attendees. Some changes made: lists of local fire departments including contact phone numbers and licensed hazardous materials facilities, including addresses, were posted on the LEPC website to assist planning teams in identifying the facilities within the vicinity of their schools; distributing of the guidebook at the workshop, rather than prior to the workshop, to insure that every administrator present had a copy and could follow along during the presentation; and posting a large map of the county identifying schools and licensed hazardous materials facilities at the workshops. The Miami-Dade County Department of Environmental Resources Management agreed to provide maps of each region of the county, highlighting school locations and hazardous materials facilities, to the school district.

At the request of school administrators, the District Safety Office will develop an easy to use template for the Hazardous Materials Contingency Plan to insure uniformity of plans. The District Safety Office also will work on adapting the plan currently in place for evacuating schools in the vicinity of Turkey Point Nuclear Power Plant in the event of a radiological emergency to make it applicable to a chemical incident that could occur in any region of the county.

School administrators identified challenges to sheltering-in-place at their facilities. Many of the physical structures are old and cannot be easily sealed to prevent the infiltration of chemical fumes. Schools that can create a shelter suitable for SIP may need to have windows and doors weatherstripped so that they would have an airtight seal. Work orders will be submitted to initiate correction of these items and enhance the school's ability to shelter-in-place.

Recommendations

Upon completion of their emergency contingency plans, schools will submit copies of their plans to the School District Safety Department, their local fire department, police department and the LEPC. Plans will be evaluated and tested through the use of drills and table-top exercises. This process will identify weaknesses in the planning process and will provide a mechanism for making recommendations for improvement.

Neighboring schools could benefit from working together throughout the planning process, brainstorming implementation strategies, cooperating to provide shelter for nearby schools, coordinating plans by “feeder patterns”, etc. As plans are completed, schools should share their experiences with other schools that are in the process of developing their own plans. Subsequent planning efforts could then be streamlined and the later schools could benefit from lessons learned.

To increase public awareness of the planning process, the LEPC and School Board's Public Affairs and Parent Involvement Office will conduct a public outreach campaign. Schools will be able to utilize scale-models provided by the LEPC to demonstrate and discuss their contingency plans at public meetings.

Representatives of each local fire department will participate in a workshop regarding the schools contingency planning process. The fire departments will gain a better understanding of the project and their role in assisting the schools in the development of such plans.

Miami-Dade County Public Schools need to give administrators the authority to evacuate the school in the event of a hazardous materials release, without prior consent by upper management. Current School Board policies should be reviewed as they relate to hazardous materials emergencies. Miami-Dade Public Schools should adapt their “Turkey Point Evacuation Plan” to apply to a chemical emergency occurring anywhere in the county.

Other school districts initiating this process should have the School Board issue a directive requiring schools to participate in the planning process and hold administrators accountable for the submission of the plan by an established deadline.

The Florida Department of Education should permit schools located near hazardous materials fixed facilities to substitute a hazardous materials evacuation drill for one of the ten required fire drills.

Conclusion

The time required to complete this project was protracted by the effort needed to obtain "buy-in" from the involved agencies. While the Safety Department understood the need for the project and was cooperative, obtaining the full and active support of other agencies is an ongoing process. The school calendar further impacted the time required for completion of the project.

Interest in the project was aroused by the terrorist events of September 11, 2001. Presenters encountered some resistance by some school administrators at the meetings, questioning the need for yet another emergency plan for the schools, but objections subsided as the gravity of the past year's terrorist events and the recognition of the importance of the plan process was realized.

The workshops could have been lengthened to permit more time for questions and answers. Even though the need for individualized plans was emphasized, administrators still expressed a desire for a "fill-in-the-blanks" contingency plan. It was a challenge for them to understand how a generic plan applicable to all schools could not be developed. Each school is unique and their plans will vary depending on their location, the type of chemical threat, the physical structure of the school, the school population, etc.

HAZARDOUS MATERIALS

CONTINGENCY PLANNING FOR SCHOOLS

WORKSHOP

April 23, 24 & 26, 2002 (8:00 a.m. & 1:00 p.m.)
12525 NW 28th Avenue
Opa-Locka, FL 33167

April 25, 2002 (8:00 a.m. & 1:00 p.m.) and May 6, 2002 (8:00 a.m.)
15301 SW 117th Avenue
Miami, FL 33177

AGENDA

- I. WELCOME & INTRODUCTIONS
- II. BACKGROUND INFORMATION
- III. GOALS & OBJECTIVES
- IV. PRESENTATION
- V. QUESTIONS & ANSWERS - Open Discussion
- VI. EVALUATION
- VII. ADJOURN

The following definition can be used in defining a hazardous material facility for the School Emergency Planning Project: A Hazardous Material Facility is any facility, meaning a structure or building (including storage tanks), that contains one of the categories of chemicals that federal or state law defines as an extremely hazardous substance, hazardous chemical, or toxic chemical that is in sufficient quantity to be considered hazardous.

Generally, a facility containing hazardous chemicals in quantities exceeding 55 gallons, 500 cubic feet, or 1,000 pounds would be classified as a hazardous materials facility. Hazardous materials contained solely in consumer products packaged for distribution to and for use by the general public would **not** classify a building as a hazardous materials facility (*i.e.* The Home Depot, or a gas station, unless it provides refilling of liquefied petroleum "LP" tanks).

Anytime the quantity or type of hazardous materials present at a facility could affect the health and safety of the public off-site, it would be considered a hazardous materials facility.

UNDERSTANDING THE INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a set of common procedures for organizing personnel, facilities, equipment and communications at the scene of an incident (school exposed to a hazardous material incident). It enables the responders and the school staff to systematically organize their activities to easily expand to meet the requirements of the incident.

ICS tasks are similar to those of business managers:

- **Planning** - gathering and evaluating information;
- **Directing** - directing resources and activities to accomplish goals;
- **Organizing** - developing a responsive organization to ensure proper incident management;
- **Coordinating** - coordinating the overall operation;
- **Communicating** - communicating effectively within the organization;
- **Delegating** - gathering and assigning resources; and
- **Evaluating** - evaluating overall effectiveness of the plan.

Business management and emergency incident management both involve the procedures for controlling personnel, facilities, equipment, and communications. The advantage of using the ICS is that it provides the opportunity for fire departments and other agencies including schools from a wide geographical area to work together. The organizational structure and communication network of the ICS allows agencies to coordinate their efforts.

Internet Resources

- ▶ [Local Emergency Planning Committee \(LEPC\)](http://www.sfrpc.com/lepc.htm) (<http://www.sfrpc.com/lepc.htm>)
"A GUIDE TO HAZARDOUS MATERIALS CONTINGENCY PLANNING FOR SCHOOLS"
<http://www.sfrpc.com/ftp/pub/lepc/miamidadeguide.pdf>
This is a step-by-step guidebook to use in the creation of your school's hazardous materials contingency plan. It includes a model contingency plan and a list of resources available to you.

- ▶ [State Emergency Response Commission](http://www.dca.state.fl.us/cps/SERC/serc.htm) (<http://www.dca.state.fl.us/cps/SERC/serc.htm>)
The State Emergency Response Commission (SERC) is responsible for implementing federal Emergency Planning and Community Right-To-Know Act (EPCRA) provisions in Florida and serving as a technical advisor and information clearinghouse for state and federal hazardous materials programs. The Florida Department of Community Affairs is the lead agency responsible for implementing EPCRA and provides staff support to the SERC. The Commission conducts quarterly public meetings in varying locations throughout the state. Currently, [SERC membership](#) comprises 23 Governor-appointed individuals who represent the interests of state and local government, emergency services, industry and the environment.

- ▶ [Florida Department Of Education](http://www.firn.edu/doe/) (<http://www.firn.edu/doe/>)
The Office of Safe Schools is responsible for three major areas: The Federal Safe and Drug-Free Schools Program; SESIR and Discipline Data, and School Emergency Management Plans as well as other safe schools-related activities.

- ▶ [Environmental Protection Agency](http://www.epa.gov) (<http://www.epa.gov>)
"CHEMICALS IN YOUR COMMUNITY" (December 1999)
<http://www.epa.gov/ceppo/pubs/chem-in-comm.pdf>
This pamphlet summarizes the chemical information you can obtain under EPCRA and the Clean Air Act (CAA); Tells you where to find it; Tells you about other information you may also find helpful; and indicates how you can use these various sources of information to build a snapshot of chemicals stored and released in your community.

- ▶ [The Chlorine Institute, Inc.](http://www.cl2.com) (<http://www.cl2.com>)
Visit this site for more detailed information on Chlorine.

Miami-Dade County Fire Departments



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Frequently Asked Questions

▶ What are hazardous materials?

Hazardous materials are chemicals that federal or state law define as extremely hazardous substances, hazardous chemicals, or toxic chemicals that are in sufficient quantities (generally in excess of 55 gallons, 500 cubic feet, or 1,000 pounds) to affect the health and safety of the public off-site.



Chlorine Rail Tank Car



Chlorine Cylinders

▶ Why does my school need to develop a contingency plan? If there is a hazardous materials incident, won't the police and/or fire department tell us what to do?

Accidental releases of hazardous materials occur with no warning and your school is likely to have very little time to take actions to protect students and staff. If there is a chemical release you will need to implement your plan immediately, before response personnel even arrive on the scene. Once the police and fire departments respond, they are going to be busy taking actions to mitigate the incident and protect the public from the effects of the hazardous material. There are simply not enough emergency response personnel for you to rely on individualized instruction from them. By initiating your plan, you will allow emergency responders to better utilize their limited resources in response to the incident. Additionally, you will be protecting yourself from possible litigation by having plans in place to deal with a hazardous materials emergency.

- Why can't the LEPC provide a "fill-in-the-blanks" template of a contingency plan for each school to use?

Each school is unique and there are a number of variables that will influence the development of your contingency plan. Some factors that you will need to consider include: the type of construction and the design of the school buildings; the school population (number, age, mobility, special needs, etc.); the school location and its proximity to a hazardous materials fixed facility, transportation corridors, and potential points-of-safety; the type of hazardous materials that are near your school, etc. Additionally, if your plan is to be successful it should be developed by a group of people with a vested interest in the process. Involving a team of people in the planning process will enhance the successful implementation and utilization of the plan and result in increased safety for your school. It is impossible to create a "one size fits all" plan that will adequately serve the needs of every school. The greater the participation in the planning process, the more likely you are to have a plan that can be successfully implemented.

- Shouldn't hazardous materials facilities that are located near schools notify them of the presence and threat of hazardous materials housed there?

Ideally, all hazardous materials facilities located in the vicinity of schools would not only notify schools of the potential hazards, but would also assist them in developing contingency plans and alert and notification procedures. Unfortunately, facilities may not be aware of or be in compliance with federal and state regulations. We hope that this project will assist us in identifying such facilities so we may assist them in complying with the regulations. Another positive result of this project will be the initiation of an on-going dialogue between facilities and schools and the development of an alert/notification procedure to be used in the event of an accidental release of hazardous materials.



➤ What is PPE, who would use it, and how would it be used?

PPE is an abbreviation for Personal Protective Equipment. For hazardous materials, PPE is designed to protect people from serious injuries or illnesses resulting from contact with chemical hazards. PPE might include respirators, eye protection and protective garments. Anyone required to wear PPE must be trained on how to use it properly, understand its limitations, maintain the equipment and be properly fitted. For example, the use of PPE might be necessary for a school maintenance worker to shut down ventilation systems if there was not one central control. If at all possible, it would be best to locate controls for ventilation systems in one centralized safe-zone that would not require the use of PPE to gain access. The planning process will help you identify opportunities for making your response to a critical incident at your school safer and more efficient. If you would like additional information regarding PPE, visit the U. S. Department of Labor Occupational Safety & Health Administration website at www.osha.gov.

➤ Where can I get additional copies of the guidebook?

Additional copies of A Guide to Contingency Planning for Schools can be obtained by contacting the LEPC, visiting their website at www.sfrpc.com/lepc.htm, or by visiting the Florida Department of Education, Division of Public Schools, Safe Schools website <http://www.firn.edu/doe/besss/safehome.htm>.

➤ How can I obtain a list of hazardous materials sites?

A list of licensed hazardous materials facilities in Miami-Dade County is available by contacting the LEPC or visiting their website at <http://www.sfrpc.com/lepc/planning.htm>, by contacting the Miami-Dade County Department of Environmental Resources Management.

➤ What types of facilities will terrorists target? What's a likely scenario that we may encounter?

Although the events of September 11, 2001 have increased our awareness of the likelihood of a terrorist incident, the probability of a terrorist incident is still relatively low. It is impossible for us to know what actions a terrorist might take or which facilities they will target. Fortunately, even accidental hazardous materials releases are relatively infrequent, but when they do occur they can easily affect a large number of people. Your best defense is to develop a contingency plan and identify the hazards that are most likely to threaten your school. Planning will assist you in protecting yourself, your staff and your students in the event of any type of emergency.

➤ Why evacuate if there is a toxic cloud headed towards the school?

Evacuation is preferable if you receive notification of a threatening chemical release in enough time to safely evacuate the school. Sometimes evacuation will not be possible and sheltering-in-place may be your best alternative. Sheltering-in-place means to seek shelter within a structure and remain there until the danger of exposure to the hazardous material subsides. The decision to shelter-in-place or evacuate depends on the ability to evacuate, the type of structure available for sheltering, the hazardous material involved, and the population affected.

➤ Why is so much emphasis placed on chlorine?

Chlorine and anhydrous ammonia are the two hazardous materials that occur in the greatest volume and frequency in our area. We have placed an emphasis on chlorine because some of our schools are adjacent to water treatment facilities that utilize chlorine in their processes and it represents the most likely threat. For more information on the hazards of chlorine, you may contact the LEPC or visit The Chlorine Institute's website at <http://www.cl2.com>.

➤ When should my school plan be completed? Who do we submit it to?

The LEPC has set a goal of receiving draft plans from the schools by the end of September 2002. This will provide your planning team the remainder of this school year, the summer, and the beginning of the next school year to develop your plan. Once your draft plan has been completed, submit it to the district safety office and they will forward it to the LEPC for review. The LEPC will review the plan and submit suggestions for improvement. Once your plan has been completed, it should be submitted to the district safety office and your local fire and police departments. The plan should be reviewed and updated on an annual basis and tested through the use of drills. The LEPC is aware of the requirement for numerous fire drills, especially at the beginning of the school year, and is hoping to get the Department of Education to agree to permit the substitution of a hazardous materials drill for a fire drill.

➤ How can my school planning team obtain more information?

Your best resources for more local information are the LEPC, your local fire and police departments, the Miami-Dade County Office of Emergency Management and the Department of Environmental Resources Management. There is a wealth of information available through the Internet. A good start for learning more about chemical hazards would be to visit the U. S. Environmental Protection Agency Chemical Emergency Preparedness Program Office (CEPPO) website at www.epa.gov. State of Florida information is available through the Florida Department of Community Affairs, Division of Emergency Management at www.floridadisaster.org.

➤ How will my school be notified of a chemical emergency?

There are a number of means of notification available, whether you are notified through a “reverse 9-1-1” system, the media, the district safety office or a neighboring facility. The planning process should help you identify the notification mechanisms that will work best for your school. One suggestion was to utilize NOAA weather radio used in the event of a tornado. It is important to remember that in some cases your school may not be notified. School personnel or students might be the first to recognize that a chemical emergency is occurring. That recognition might come through the observation of signs and symptoms of chemical exposure or witnessing a chemical spill or vapor cloud. If you become aware of an emergency situation, initiate your plan and call 9-1-1.

SIP Workshop Participant Evaluation Survey Summary

Course content was applicable

Opportunities for participation were adequate and balanced

Goals & Objectives were met

Questions were answered thoroughly

Audiovisuals supported the program intent

Audiovisuals were easy to read and hear

Printed materials support the course content

Workshop facilities were comfortable

Lighting and temperature were appropriate

| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Not Applicable |
|--------------------------|-----------------|----------------|--------------|-----------------------|-----------------------|
| 4% | 3% | 4% | 43% | 47% | --- |
| 4% | 1% | 5% | 43% | 47% | --- |
| 1% | 12% | 12% | 41% | 35% | --- |
| 4% | 12% | 9% | 36% | 39% | 1% |
| 3% | 3% | 3% | 42% | 49% | 1% |
| 1% | 1% | 4% | 35% | 56% | 3% |
| 1% | 1% | 1% | 44% | 53% | --- |
| 2% | 7% | 7% | 43% | 40% | --- |
| 1% | 6% | 1% | 44% | 47% | --- |



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