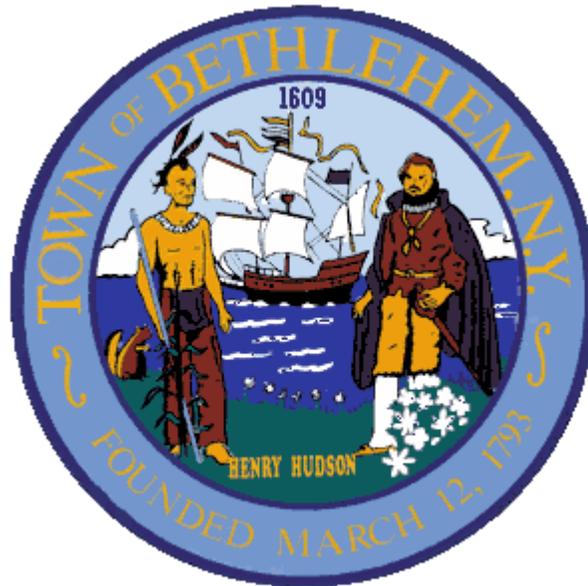


APPENDIX 4

TOWN OF BETHLEHEM HAZARDOUS MATERIALS INCIDENT MANAGEMENT PLAN



PROCEDURES FOR THE FIRST RESPONDER

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**TOWN OF BETHLEHEM
HAZARDOUS MATERIALS INCIDENT
MANAGEMENT PLAN
AND
PROCEDURES FOR THE FIRST RESPONDER**

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TOWN OF BETHLEHEM HAZARDOUS MATERIALS INCIDENT MANAGEMENT PLAN AND PROCEDURES FOR THE FIRST RESPONDER

INTRODUCTION

The Town of Bethlehem, not unlike any other similarly sized and demographically oriented municipality, is susceptible and may be vulnerable to disasters and catastrophes, whether they are natural or technological in nature. A study, to analyze the hazard potentials within the town, was performed by the Albany County Emergency Management Office in conjunction with the New York State Emergency Management Office. This study using HAZNY, a computerized, automated spreadsheet for hazard analysis, using historical and technical data, found and rated potential hazards that may negatively impact the town. This study and analysis rated the potential occurrences from high hazard to low hazard based on a numerical rating. The involvement of hazardous materials as a cause of a potential disaster within the Town of Bethlehem was prevalent in three of the top five rated hazards. In addition, the top-rated hazard, terrorism, has long been associated with, and has utilized, hazardous materials as it's primary delivery system. In essence four of the five highest rated hazards, rated as "high hazards" involve hazardous materials. The aforementioned HAZNY analysis has been distributed to all emergency response command officers and department heads. More information can be found regarding the original Hazard Review under CEMP, Attachment #1.

Terrorism
Hazardous Materials - in Transit
Hazardous Materials - at Fixed Site
Oil Spill

The general guidelines, protocols and procedures detailed in this plan are designed to assist the initial responder, emergency or otherwise, in obtaining the critical information needed to initiate action at the scene of a hazardous materials incident and bring same to a successful conclusion.

These procedures for the comprehensive management of a hazardous materials incident are herein established. These procedures shall be followed by all Town of Bethlehem personnel and related member organizations. The planning and execution of all aspects of a hazardous materials incident shall be in accordance with the National Incident Management System (NIMS) and all protocols and procedures therein shall be followed including incident command system (ICS) and a unified incident command system when appropriate.

Hazardous Materials pose a real and potentially disastrous threat to the Town of Bethlehem and the resident of Albany County. Hazardous materials incidents may include, but are not limited to, responses involving fires, product spills, transportation accidents, chemical reactions, explosions, etc. Associated hazards involved may include toxicity, flammability, radiological hazards, corrosives, bombs and/or other explosives, health hazards or any combination of these factors.

Although the Bethlehem police or some other municipal department may initially arrive at or come upon a hazardous material scene, the fire service will play the principle and lead role in any hazardous materials incident, as it is (the fire service) generally the first-arriving, organized responder with the mission and ability and training to contain, control, and/or resolve the incident. Since there are five fire departments in the Town, the fire departments will be referred to collectively as "Bethlehem".

HAZARDOUS MATERIALS RESPONSE

All Town operations will be addressed at three levels depending on the degree of hazard. At all incidents where suspected hazardous materials are involved the Town of Bethlehem dispatch and communications will dispatch the appropriate fire, police, and EMS organizations based on direct requests or the level declared. If the telecommunicators are aware of the aspects or information of a situation involving a hazardous material, this should be transmitted so as not to endanger responding resources.

TERRORISM

Chosen as the most threatening and psychologically devastating incident within the hazard possibilities, terrorism could take many forms. For the purpose of this plan only the use of hazardous materials, as a terrorist tool, will be considered. The use of hazardous materials, in whatever form or intent used, could be devastating. Whether terrorist used the local in-place hazardous materials infrastructure within the town or imported the products to be used will make a major difference to the effective response and containment of a terrorist attack. Some of the materials or products used as possible terrorist delivery methods are currently above the ability of the town-wide emergency response community to adequately counteract. The use of nuclear, radiological or biological devices would be difficult for town assets to immediately counteract and to successfully protect residents without outside technically competent resources. However, town or local response assets could react to and successfully counteract incidents of incendiary, chemical and explosive agents.

The Hazardous Materials Incident Management Plan included herein will use the all-hazards approach for planning which means that the same protocols and guidelines identified within the plan will be followed for all hazardous materials and used generically.

It should be noted that a terrorist event, be it foreign or domestic in nature and for whatever political, religious or other reason, is a crime and will create a major change in the dynamics of the response. Police are designated the lead agency in terrorist attacks. Due to the technical nature of the response to a HazMat incident, and in particular one caused by a terrorist, a unified command and operations structure must be initiated and maintained among

the emergency responders. In addition, protocols developed by the Federal and NY State Inter-Agency Working Group for Substance Testing must be adhered to in the collection and testing of unknown substances and materials.

HAZARDOUS MATERIALS PRODUCTS

CBRNE: chemical, biological, radioactive, nuclear and explosive

NICE: nuclear, incendiary, chemical and explosive

Chemical Incidents: are characterized by the rapid onset of medical symptoms (minutes to hours) and easily observed signatures (colored residue, dead foliage, pungent odor, dead insects and animals).

Biological Incidents: are characterized by the onset of symptoms in hours to days. Typically, there will be no characteristic signatures because biological agents are usually odorless and colorless. Because of the delayed onset of symptoms in a biological incident, the area affected may be greater due to the movement of infected individuals and/or animals.

Radiological Incidents: (nuclear), are characterized by the onset of symptoms, if any, in days to weeks or longer. Typically, there will be no characteristic signature because radioactive materials are usually odorless and colorless. Specialized equipment is required to determine the size of the affected area, and whether the level of radioactivity presents an immediate or long-term health hazard. Because radioactivity is not detectable without special equipment, the affected area may be greater due to the migration of contaminated individuals and animals.

Explosions: are characterized by the sudden and violent detonation of products accompanied by noise and fire. The destructive nature and extent of the explosion will be determined by the quantity and type of product.

Incendiary: fire-the flame, heat and light of combustion. Characterized by the heat, light, smoke and the destruction of the fuel or the product involved.

Hazardous Materials are labeled as hazardous because they pose an immediate threat to life-safety, property and the environment. The health hazard and life-safety issues are not only an immediate, but are a long-term concern and should be treated as such. Responders, town employees and/or other personnel should not enter into and/or approach an area of a potential hazardous materials situation without both the knowledge of and the protection from the material itself.

DO NOT TAKE BECOME INVOLVED UNLESS YOU ARE QUALIFIED AND PROTECTED.

I FIRE SERVICE

Responsibilities

The responsibilities of the appropriate fire department at any hazardous materials incident will include:

1. Identification of the material(s) or products(s) involved.
2. Evaluation of the hazards and risks present, and initial response level declaration.
3. Initial isolation of the area and entry denial to the general public and other non-qualified personnel.
4. Initial coordination and control of evacuation of the general public when conditions warrant.
5. Coordination of all available information, technical resources, and responding agencies.
6. Control and confinement of the problem, material or product, when safely possible, if so trained and qualified for the incident level or material or product involved.
7. Decontamination of personnel, property and the general public as necessary, if so trained and qualified for the incident level or material or product involved.
8. Establishment of command area and notification of appropriate response, technical and other personnel.
9. Safe termination of the incident.
10. Review and critique of operations, update and improve response plan.

Unified Command

This plan addresses the need to properly ensure direction and control for a multi-jurisdictional/multi-agency response to a hazardous materials emergency, which highlights the demand for a unified command structure among responding organizations under the direction of ONE On-Scene Commander. The concept of Unified Command simply means that all agencies that have jurisdictional responsibilities and authority at any incident will contribute to the process of:

- Determining overall response objectives
- Selection of response strategies
- Ensuring joint planning and application of tactical activities
- Ensuring integrated planning and application of operational requirements; including emergency protective measures, containment, safety and security
- Maximizing use of available resources

On-Scene Commander

Upon notification of a hazardous material emergency, the ranking, trained officer of the appropriate Bethlehem fire department shall act as On-Scene Commander.

Command Post

The On-Scene Commander will assess the emergency situation and establish a command area including, if necessary, the Mobile Command Center/Field Operations Unit. The On-Scene Commander should also declare a Response Level Criteria as listed in this section.

Management Notification

Upon notification of a serious hazardous materials emergency (Response Level 2 or 3) the Communications Center, after dispatching the necessary and required emergency service personnel, will notify the Director, Bethlehem Emergency Management Office (BEMO), the Town Supervisor and the police command staff as dictated by police protocols. Should the town Supervisor be unavailable, the next senior representative in the chain of command, as indicated in the Town's Comprehensive Emergency Management Plan, will be notified and will contact the On-Scene Commander to assess the situation. The Supervisor, if so, deemed necessary, shall have the Bethlehem Strategy Board also alerted.

Response Level Criteria

**Response Level 1
Controlled Emergency Condition**

Criteria

- Incident that can be controlled by the primary first response units
- Limited agency involvement
- Does not require evacuation, except for the structure or affected facility
- Confined geographic area
- No immediate threat to life, health or property

**Response Level 2
Limited Emergency Condition**

Criteria

- Limited, but a real and potential threat to life, health or property
- Expanded geographic scope
- Limited evacuation of nearby residents or facilities
- Involvement of additional response units

- Limited participation or mutual aid from external agencies
- Specialist or technical team involvement
- Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care and an expanded police role
- Possible county involvement

**Response Level 3
Full Emergency Condition**

Criteria

- Serious hazard or severe threat to life, health and property
- Large geographic impact
- Major community evacuation
- Multi-jurisdictional involvement
- Possible State and/or Federal involvement
- Specialists and technical team deployment
- Extensive resource management and allocation
- Multiple emergency operations

Declaring a Response Level

The On-Scene Commander should declare a Response Level. If a response level has not been declared, the members of the Unified Command including the ranking officer of the Town of Bethlehem Police Department should provide advice and assistance to the On-Scene Commander in declaring the appropriate Response Level.

Expanding a Response Level

It may not always be necessary, in all occasions, to move immediately from one level to the next as an incident progress or reduces in intensity and/or complexity. The Incident Commander (IC) can expand one level while contemplating progressing or regressing to the next level. Expanding a Response Level may be in the best method of proceeding in some cases.

Authority Dynamics and Transfer

Just as the dynamics of the on-scene direction and control operations expand, contract and/or change as an incident escalates; leadership and authority may also have to be transferred as an emergency expands. In this regard, the following criteria could be used to determine where direction and control authority should be centered:

- Geographic area involved
- Single or multi-jurisdictions affected
- Number of response agencies

- Resource commitments
- Response operational requirements (fire fighting, police, environmental contamination, public health impacts, evacuation, containment, emergency medical treatment)

Based on these criteria; authority, unified command and the designation of an On-Scene Commander could change as a hazardous material emergency expands or contracts.

Responsibilities

Response Level 1

- Ranking officer of the appropriate Town of Bethlehem Fire Department serves as On-Scene Commander.
- On-Scene Commander establishes liaison with the Facility Emergency Coordinator (fixed location), if available or required.
- On-Scene Commander alerts and briefs other agencies as necessary.
- Command area established, including Mobile Command Center/Field Operations Unit, if needed.
- Appropriate county and state notification are made, if required.
- On-Scene Commander designates a safety officer.
- On-Scene Commander evaluates the need to declare a higher response level, if appropriate.

Response Level 2

- Ranking Officer of the appropriate Town of Bethlehem's Fire Department serves as On-Scene Commander.
- Unified command established.
- Command area established, including Mobile Command Center/Field Operations Unit.
- On-Scene Commander evaluates the need for on-scene ICS assistants such as Operations Officer, Planning Officer, Staging Officer, Medical Officer, Water Supply Officer, Logistics Officer, Public Information Officer, and Finance/Administration Officer etc.
- On-Scene Commander designates a Safety Officer.
- On-Scene Commander notifies and briefs the senior officers on duty, including police commanders, the Town Supervisor, and Director BEMO.
- Supervisor and On-Scene Commander brief the Public Information Officer, if established.
- On-Scene Commander and senior officers from all involved disciplines and the Supervisor evaluate the need to upgrade response level or declare a local state of emergency under N.Y.S. Executive Law, Article 2-B.
- The senior fire and police command officers on the scene, along with the Supervisor and BEMO Director determines the need for activation of the Emergency Operations Center and/or other special staff including the Town of Bethlehem Strategy Board.
- County Emergency Management and Fire Coordinator offices are notified.
- Senior fire department officer on scene notifies Communications to contact and advise the State Emergency Management District Office or the 24-hour State Warning Point at 518-457-2200. The alerting of the

on-duty hazardous materials specialists at the NYS Office of Fire Prevention and Control shall be made at 518-474-6746.

- On-Scene Commander and the senior officers evaluate the existing designation of the On-Scene Commander. They make a recommendation to the Supervisor who shall then decide to retain the existing On-Scene Commander or designate a new On-Scene Commander based on the scope and technical complexity of the emergency.
- A scribe shall be appointed and shall maintain records of the total operational effort.
- On-scene commanders and IC, at this time, should review and evaluate the need to widen the response effort through the use and application of the Albany County Hazardous Materials Response Plan.

Response Level 3

- Designation of the On-Scene Commander should be re-evaluated at this level based on the scope and technical complexity of the emergency. The Supervisor or designee shall make an appropriate designation after consulting with the existing On-Scene Commander, Strategy Board and senior command officers.
- Unified Command required.
- Command Post(s) establishment required; mobile and/or fixed.
- On-Scene Commander shall designate a Deputy and key assistants as required, in keeping with ICS protocols. They may include in addition to above; Resources, Communications, Health and Medical, Transportation, Assessment and Evaluation, Containment, and Evacuation Officers (these individuals should be readily identified as such).
- Safety Officer required.
- Supervisor declares a local State of Emergency under N.Y.S. Executive Law, Article 2-B, if appropriate.
- County Emergency Management Director activates the County Emergency Operations Center, if necessary.
- Public Information Officer activated.

Response Level 3 could be of the magnitude that requires resources from New York State government, particularly Department of Homeland Security and Emergency Services. These State agencies coordinate the application of the state's resources in an emergency. At this response level, unified command would likely include State and possibly, Federal resources and representatives. Local, county and state officials should re-examine response requirements and the designation of the On-Scene Commander at this time.

In a Response Level 3 Emergency or a State Disaster Emergency, the Supervisor, Strategy Board, senior officer(s) of the Bethlehem Fire and Police Departments and the senior county and state officials at the scene would jointly consider whether or not to designate a town, state, county or other official as the On-Scene Commander.

First Arriving Units

The role of the first arriving fire officer on the scene is very important. Clearly, the potential of the situation must be quickly recognized and this Hazardous Materials Plan implemented at an early phase.

First arriving units may find the D.E.C.I.D.E. strategy helpful in the early phase of operations in selecting the proper strategy. D.E.C.I.D.E. stands for the following:

- D - Determine if hazardous materials are present.**
- E - Estimate the harm without intervention.**
- C - Choose response objectives.**
- I - Identify action options.**
- D - Do the best option.**
- E - Evaluate the response.**

Specific tactics will have to be developed for the following situations:

1. For control of fire
2. For control of spill
3. For control of leak
4. For control of reaction

Specific Actions

Any unit arriving at an emergency scene (whether or not dispatched) noting any unusual smoke, cloud or odor, or a vehicle, outside tank, or building placarded so as to indicate hazardous materials should take the following action:

1. Report unit arrival and conditions to communications.
2. Stay upwind and at a higher elevation, if possible. Use binoculars to identify placard or problem.
3. If necessary - approach the scene with only a minimum of personnel - and in complete protective clothing (including SCBA) at a safe distance.
4. Once the material has been identified (through shipping papers, placard number, etc.) you should check the D.O.T. Emergency Response Guidebook for information on appropriate protective equipment, actions to be taken, evacuation recommendations, etc.
5. At this point a further search should be made of other sources to ascertain the accuracy of the D.O.T. guide.
6. Hot, warm and cold zones should be established, even if not officially or physically designated. Zone designation can be made as other units arrive.
7. If the current level of protection and/or training is unacceptable, then personnel should not enter the designated "hot" or "warm" zones, but should wait for personnel with the proper equipment and/or training.
8. Keep all units and personnel out of line with tanks or cylinders in case of failure or rupture.
9. Determine life safety requirements.
10. Decide and report the level of the incident, along with the appropriate fire service signal.
11. Establish a command post, including Mobile Command Center/Field Operations Unit, if necessary.

12. Once a response level for the incident is made, carry out assigned procedures dictated by the On-Scene Incident Commander.
13. Do not personally attempt or direct others to attempt any task, procedure or response effort you or they are not trained to perform.
14. If incident involves a site location, additional information should be reviewed using the SARA, Title III, Tier 2, Electronic Reporting Information.
15. Local GIS information should be consulted with regard to ground topography, possible water and other environmental concerns.

Decontamination

The first step in decontamination is to not become contaminated in the first place.

The On-Scene Commander, in consultation with the Officer of the HazMat Unit or Facility Emergency Coordinator (if appropriate), shall set up the appropriate exclusionary zones to isolate the incident. These zones will correspond to the "Hot" and "Warm" zones as set by fire service command officers. Any patient, personnel, or equipment that becomes contaminated shall remain in the "Hot" zone until thoroughly decontaminated. HazMat Unit will usually handle the function of decontamination with the possible support of other units, depending on the level of training.

Any police officer, firefighter, EMS representative, town employee, or any other responder or bystander at the scene of any hazardous material incident who comes into contact with any hazardous or other noxious material, whether through touch or inhalation, shall immediately seek or be brought to on-scene medical personnel for examination and treatment.

1. Identify the substance if possible
2. Describe the substance if possible
3. Describe symptoms suffered from exposure
4. Fire Command or BPD Communications shall inquire of ChemTrec, NYSPIN or the department system, technical manuals and advise the individual of the recommended treatment.

Any individual suffering exposure to a material shall be transported immediately for any treatment necessary, or be examined by on-scene medical personnel and be treated as they deem appropriate or transported to a hospital as necessary.

Decontamination of an individual exposed to a hazardous or noxious material shall be accomplished as soon thereafter such exposure as possible.

1. In the absence of trained decontamination personnel, the individual or another person shall contact communications and:
 - a. Identify the substance if possible
 - b. Describe the symptoms suffered from exposure

- c. Fire Command or BPD Communications shall inquire of the varied identification resources such as, but not limited to Chem-Trec, e-Justice Portal, DOT Handbook, Google, SARA-e-Plan the AMCH emergency room or any other resource to determine the appropriate method of decontamination.
2. When a decontamination process has been established at the scene of an incident the individual who has been exposed shall be brought to such decontamination station as soon as possible after exposure. Depending on the product involved hospital admission should be coordinated with the hospital itself, prior to transportation.

Personal Protective Equipment

As stated above (Specific Actions, #3), the appropriate full protective clothing must be worn at any Hazardous Materials Incident. In most cases, but not all, this will include - turnout coat, gloves, boots, helmet, face shield, and self-contained breathing apparatus.

Totally encapsulating chemical protective suits, if available shall be used in conditions where skin absorption or vapor inhalation of a hazardous substance may result in a substantial possibility of immediate death, immediate serious illness or injury, or impair the ability to escape. If you have not been trained in the use of such equipment, then it should not be attempted to be worn.

If the department lacks the appropriate protective equipment, then outside agencies will be relied upon. The primary designated countywide agency would be the Albany County Hazardous Materials Response Group, which includes the West Albany Fire Department, the Watervliet Arsenal and the Albany Fire Departments. Other assets if needed should be special called including the SABIC, Innovative Plastics, Selkirk. Private contractors should also be considered under such circumstances. For other possible decontamination and/or clean up contractors or agencies see Attachment #1 to this Appendix.

Remember - Do not become involved more than your expertise, training or protective equipment will allow!

Water Incidents

It is possible that the Town will become involved in a hazardous materials incident, which may occur on the Hudson River or in the Normans Kill Creek or other such in-town tributary.

It is extremely important that an incident such as this be handled quickly and effectively to prevent exposure of the public waterways in the four local counties (Albany, Rensselaer, Columbia and Greene) and the possible contamination of the water systems their-in and the Bethlehem system itself.

Units responding should follow the guidelines laid out for land incidents in addition to the following:

- Secure water transportation through the Selkirk Fire Department, Albany Police Department, Albany County Sheriff, Coeymans Fire

Department Dive Team, private industrial assets, or the Albany or other Yacht Clubs or private commercial organizations.

- Request Bethlehem communications or Albany County communications to notify the Rensselaer, Greene and Columbia County Communication's Centers of the incident.
- Consider notifying an outside agency such as Miller Environmental Group, Inc. or Clean Harbors for the possibility of supplying booms and/or other protective or cleanup equipment.
- Notify NYS DEC.
- Notify US Coast Guard.
- The need for a level determination is as necessary with a water incident as it is with a land spill or release.

Remember: An added safety component of water rescue or life safety hazard presents itself in a water incident. The lives of fire department and other response personnel and the public are of the utmost importance. Be part of the solution - not part of the problem.

Training

All emergency services assets with a potential to respond to a Hazardous Material incident should be trained to the level of their expected involvement. It is recommended that all responding or involved personnel be trained to at least the HazMat awareness level. In addition, personnel should be trained based on the individual protocols and requirements of their department or agency.

II EMERGENCY MEDICAL

All emergency medical operations will be coordinated in the following manner:

All EMS activities at the disaster site are to be coordinated outside of the hot zone of the hazardous materials release point, as well as the contamination control area. Current depth of expertise may only permit EMS personnel to handle victims who have undergone primary decontamination prior to presentation for first stage primary triage.

All EMS activities will follow the REMO EMS management plan for mass casualty incident for handling hazardous materials incident victims.

Response Level 1

1. The situation would be managed by a Bethlehem/Sheriff' EMS response, if required. No external action should be required for this response level.
2. EMS Command is established under the Incident Command System.
3. The on-scene commander will be responsible for provisions for victim extrication as well as decontamination prior to turning the victim over to the EMS units for triage and transport to facilities for definitive care.

Response Level 2

1. The On-Scene Commander will advise the Town of Bethlehem Senior EMS Commander of the situation.
2. EMS Command is established under the Incident Command System.
3. The EMS Command will monitor the situation and begin coordination with the On-Scene Commander, area hospitals, and the County Health Department.
4. The EMS Command will evaluate the need for mutual aid and coordinate any required assistance. At this time the EMS Command may elect to notify REMO and REMAC of the situation so that mutual aid standby may be initiated as well as hospital notification through the REMAC network.
5. EMS Command and Hospital Administrators will take initial steps to prepare for treatment of chemical exposure victims and shall evaluate the need to implement the hospital disaster plan, under the Hospital Emergency Operations Coordinating Center (HEOCC).
6. The decision will be made by the EMS Command as to whether or not expert medical treatment advice should be pursued through HEOCC, with REMO transmitting calls to available agencies as listed above for dissemination to the community.

Response Level 3

1. The EMS Command shall:
 - a. Implement County Mass Casualty Incident Plan (MCI), if appropriate.
 - b. Coordinate EMS activities with On-Scene Commander, Albany County EMS Coordinator, Director, Bethlehem Emergency Management Office, Director, Albany County Emergency Management, Fire Coordinator and the Albany County Health Department personnel.
 - c. Assign transportation and triage officers, if required.
2. If multiple victims are expected, notify area hospitals that are so designated to implement their disaster plan, HEOCC.
3. The County Health Department will provide manpower support as necessary.
4. The EMS Command of the Town of Bethlehem will have overall control of EMS considerations for the hazardous materials contingency, but whose actions will be based upon conferring with the EMS representative in the EOC, the On-Scene Commander, and the Health Department representatives, etc.

Personal Protection

EMS personnel are allowed and authorized to participate in hazardous material incidents only to the extent of the particular level of training, which they possess, and the quality of the protective equipment, which they are wearing. No EMS personnel will participate in, enter into, become involved in, advance to, or treat anyone for which they are not trained for or equipped to or protected from any hazardous materials situation.

Medical Advisor

The Town Board has appointed an individual to serve on the Supervisor's Strategy Board in the position of Medical Advisor. This position was created to advise town government management personnel on matters of medical concerns, as they pertain to town-wide emergency management. The Medical Advisor, while not in an operational capacity, will offer guidance and advice in technical matters and will interface with local, county and state health officials.

Training

All emergency services assets with a potential to respond to a Hazardous Material incident should be trained to the level of their expected involvement. It is recommended that all responding or involved personnel be trained to at least the HazMat awareness level. In addition, personnel should be trained based on the individual protocols and requirements of their department or agency.

III POLICE

The Bethlehem Police may well be the first responding emergency agency to arrive at the scene of a hazardous material incident. Their activities and especially their immediate action could possibly bring a potentially dangerous situation to a rapid and safe conclusion. The first arriving officer and his/her report is of extreme importance. The role of the police in a hazardous material incident will not drastically change based on the levels of severity as determined by the On-Scene Commander, therefore no level designation have been established.

It is important to note that because the police may well be the first emergency responder to be at the incident location, the officer(s) should pay heed that they do not become involved to a greater degree than they are trained for or equipped to handle. The information that is to be relayed to Communications is the foundation upon which the successful conclusion of the incident is built.

General Police Responsibilities

1. Initial information/alerting.
2. Remove possibility of the added involvement of residents.
3. Traffic/crowd control.
4. Scene isolation.
5. Evacuation management.
6. Assist in coordination of clean-up activities.
7. Criminal investigation.
8. Command advice.

9. Technical data if available.
10. County, state and federal law enforcement liaison.

The Bethlehem Police should be aware of the various hazard locations and vulnerability zones for each. Plans for performing their responsibilities based on these locations and zones should be reviewed often.

Specific Actions

It should be noted that fire service representatives, depending on the situation and timing, might well undertake a number of the following. It is necessary to coordinate the activities so that they are done once and done correctly.

Police officers responding to incidents involving hazardous materials should perform the following procedures.

- A. Upon arrival at any scene, the police officer must be alert to the involvement of any hazardous materials.
- B. If a recognized hazard potential is present or believed to be present, take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, and calling appropriate technical resources including the fire department.
- C. The officer should look for sources of information identifying the particular substance and its characteristics (hazards). The primary method for identification is the placarding required on the container or building. Other sources include:
 1. The condition of the transporting container.
 2. The driver of the vehicle.
 3. If the driver is not available, and if it is safe to do so, the officer should look for placards on the vehicle, search the driver's compartment for shipping papers and examine labels, which may be on containers in the vehicle.
- D. If A hazard, OR potential hazard exists, the officer should examine the hazard area with binoculars from a distance and try to identify the dangerous substance. **Getting too close can be fatal.**
- E. Eliminate the possibility of sparks from fires, smoking, flares or electricity.
- F. In hazardous materials situations, it should be remembered that the Fire Chief or fire commander is in charge and is ultimately responsible for making the majority of the notifications mentioned herein. The Police Department communications personnel will, however, assist in making notifications as requested or previously noted.
- G. Summon assistance for traffic and crowd control.
- H. Evacuate the surrounding area depending on the hazard.
- I. Maintain isolation of the area until the hazard is cleared.

- J. Carefully control the movement of vehicles within the area - detouring traffic if necessary.
- K. Contact the shipping source or the receiving agency for recommendations in handling the emergency.
- L. Warn and evacuate the public in the affected area in the event of a drifting cloud of toxic, flammable or explosive gas, or if radioactive materials are involved.
- M. Notify the Health Department, hospitals, ambulance services and emergency management units if radioactive or explosive materials are involved and/or a hazardous substance that affects a large number of persons.
- N. Should request information on the chemical or product involved. Do not duplicate fire service actions in this area. Coordination is the key in unified command.
- O. Call for the Field Operations Unit if needed.
- P. Notify Department Command Staff as specified in the appropriate standard Orders.
- Q. Utilize the e-Justice system, Google, and other resources to access HAZMAT information.
- R. The arriving police unit activities must be coordinated by supervisors to prevent the possible looting of evacuated premises.
- S. Police may also be asked to coordinate cleanup services.

Post-Incident Critique

Administrative and supervisory staff of the police department shall meet after an incident involving hazardous materials (all response levels) to critique the performance of police and communications personnel. The purpose of this objective, non-judgmental review is to identify problems and successes that occurred during the incident and to make plans for a safer, more effective and efficient response to future incidents.

Police and communications personnel shall also participate in any post-incident critique held for fire or other emergency services.

Personal Protection Equipment (PPE)

Police officers responding to any scene where hazardous or noxious materials may be involved MUST be aware of potential risks to life or health. Officers are not routinely issued any personal protection equipment and therefore are expected to act only when they do not expose themselves or others to any risk. The primary responsibilities of arriving police officers are:

1. Secure the scene without risk of exposure

2. Summon the necessary emergency services
3. Attempt to identify the material
4. Remove exposed persons from affected area, if possible, without endangering him/herself.

Only officers who are issued certain PPE such as arson investigators, etc. may more actively participate in a hazardous or noxious material incident and then only to that degree that the issued equipment is rated for protection, and their training allows. No police or communication personnel shall expose themselves unnecessarily to a risk that endangers life or health.

Training

All emergency services assets with a potential to respond to a Hazardous Material incident should be trained to the level of their expected involvement. It is recommended that all responding or involved personnel be trained to at least the HazMat awareness level. In addition, personnel should be trained based on the individual protocols and requirements of their department or agency.

IV COMMUNICATION

Response Procedures

Initial Response

The Town of Bethlehem Communications Center will dispatch the appropriate emergency service responders based on the information received and in line with department protocol previously established.

Additional Response

The Town of Bethlehem Communication Center will notify and dispatch additional personnel and equipment based on directions of field commanders (IC) or in relation to Response Level Criteria (1, 2 or 3) as declared.

Response Level 1 - Controlled Emergency Condition

This may well serve also as the initial response when details do not conflict with department's established protocols. Town of Bethlehem Communications Center will notify and dispatch the following:

1. The appropriate Town of Bethlehem Fire Department(s).
2. Town of Bethlehem Police Department.
3. Appropriate Town of Bethlehem EMS, if situation so indicates.

4. Inquire as to need to reevaluate possible upgrade of Level 1 response to Level 2.

Response Level 2 - Limited Emergency Condition

1. Appropriate Town of Bethlehem Fire Department(s)
2. Town of Bethlehem Police Department
3. Appropriate Town of Bethlehem EMS providers
4. Upon notification of a hazardous material emergency, the Town of Bethlehem Communications Center shall record all emergency notification information on the New York State Emergency Response Commission Release Report Form, attached.
5. The Town of Bethlehem Communications Center shall immediately alert and inform the appropriate Town, County and State Agencies of the emergency notification information. This alert will take place even if the notification information states that the County and State Agencies have already been notified.
6. Number "5" above shall include, but will not be limited to, the following:
 - A. Police Chief
 - B. Director, BEMO
 - C. Town Supervisor
 - D. Albany County Office of Emergency Management
 - E. Albany County Fire Coordinator
 - F. NYS Emergency Management Office (DHSES-EMO)
7. Dispatch Field Operations Unit.
8. The Town of Bethlehem Communications personnel shall then notify the State Spill Hotline (800-457-7362) of the emergency.
9. Assist On-Scene Command with information on released product, if needed, through inquiry using e-Justice or other sources.
10. Inquire as to need to reevaluate possible upgrade of Level 2 response to Level 3.

Response Level 3

1. All of the above as noted in Level 1 & 2.
2. Balance of Supervisor's Strategy Board, if not already involved, should be alerted.
3. Prepare to call designated Town personnel to assist in activation of Emergency Operations Center, if needed.

It is important that Levels of Response be declared based on the severity of situation at hand. It may become necessary that Communications inquire as to the emergency condition level.

Training

Communications personnel should be trained on the basics of HazMat awareness and the terminology and possible technical terms and aspects of this type of specialized incident.

V OTHER TOWN DEPARTMENTS/PERSONNEL

It is a distinct possibility that personnel from other than the emergency services groups may be the first to arrive at or come upon a hazardous material incident. The town Highway Department and Department of Public Work both spend the majority of their time within the confines of the town and are likely to find or witness an hazardous materials event during their normal work schedule. Under no circumstances shall these personnel or private citizens be allowed to enter into a contaminated area. Non-emergency town personnel arriving prior to emergency service units shall not enter into or advance to an area, which would be hazardous to their health. If an employee happens upon such an incident, he/she shall:

- A. immediately retreat to a safe area, up-ground and upwind of the incident,
- B. block area to additional vehicle or pedestrian traffic,
- C. contact Bethlehem Communication of the problem,
- D. render assistance, if qualified, to anyone injured,
- E. do not enter or advance into dangerous (hot) or contaminated area, regardless of reason,
- F. brief first arriving emergency service responder of details,
- G. withdraw to safer location,
- H. present self for examination by EMS providers,
- I. advise police representative of name for future use and reporting.
- J. If you are not trained for, or equipped for this event, stay away.

REMEMBER - Be part of the solution, not part of the problem.

Levels of response have not been established for this group since their role will be based on requirements and their expertise as the incident progresses. However, those individuals that could possibly be involved in a hazardous material situation, by virtue of their job duties, should be trained to recognize the threat and be prepared to protect themselves accordingly.

VI ALERTING-EVACUATION-SHELTERING

Alerting

A release of a hazardous material into the environment could quickly bring harm to public health. The public, however, can be protected through the implementation of protective actions. In order for protective actions to be effective, the public must be first warned or alerted that an emergency exists and secondly instructed on what to do.

The hazard analysis of the Town of Bethlehem (and Albany County) has identified vulnerability zones surrounding facilities and transportation routes, which have extremely hazardous substances, where such protection may have to be implemented.

Basically, residents of each vulnerable zone would be warned by a combination of activation of the County and Town alerting systems, town e-news, Internet based social media, massed fire sirens, route alerting, that is, emergency vehicle equipped with sirens and a public address capability, and residential door-to-door alerting. Public instructions on what to do would also be broadcast over the Emergency Broadcast System and both local radio and television, and possibly the Bethlehem Emergency Management Network. The Town Hall, "Information" phone system, extension 1999 should be immediately updated.

Response Procedures

The on-scene commander of the Town of Bethlehem Fire Department has the authority and the responsibility of ordering an evacuation, sheltering or sheltering-in-place. Use of unified command, especially police, and consultation with Town Supervisor and Strategy Board is an important part of the evaluation. A decision to or not to pursue one of these alternatives can have a direct impact on the lives and safety of the residents. It should be noted that while the fire service commanding officer is normally the Incident Commander (IC) at a HazMat event, and therefore has the authority and responsibility for evacuation orders, the Police Commander is tasked with performing and leading the evacuation efforts.

Response Level 1

- o There should be no need for Public Warning or Emergency Information for Response Level 1. However, the Public Information Officer should fully monitor the situation and respond to public and media requests for information.

Response Level 2

- o This response level may require the warning of a limited area close to the emergency scene which local response forces are capable of managing. It may also require the activation of the Albany County Integrated Public Alert Warning System (IPAWS, and/or NY Alert. The

Town internal Information Phone System, extension 1999 with any relevant information for the general public.

- o On-Scene Commander, based on the protective action decision, activates local warning systems, if necessary, which may include sirens, route alerting and residential door-to-door alerting.
- o On-Scene Commander may advise the Public Information Officer through county personnel to activate IPAWS/NY ALERT.
- o IPAWS/NY Alert messages are prepared jointly by Public Information Officer, On-Scene Commander and Town Supervisor.
- o The Public Information Officer activates EBS and broadcasts EBS messages.
- o Public Information Office is responsible for interfacing with media requests for information of the situation.

Response Level 3

- o This response level normally requires public warning and emergency instructions to a sizeable area. Town resources may be required to support public warning. The County IPAWS and other alerting systems will normally be activated.
- o On-Scene Commander activates public warning system based on protective action decision by the Town Supervisor.
- o On-Scene Commander advises if there is a need for county assistance in public warning.
- o On-Scene Commander advises Albany County Communications and the Albany County Fire Coordinator if there is a need for county assistance in public warning.
- o County Sheriff's Department assists in public warning.
- o County Fire Coordinator implements the County Mutual Aid Plan to provide assistance in public warning.
- o County Emergency Manager advises Public Information Officer to activate EBS.
- o IPAWS messages are prepared jointly by Public Information Officer and On-Scene Commander.
- o Public Information Officer activates IPAWS and broadcasts messages.
- o The Public Information Officer establishes a joint news center where all media can obtain information on the emergency.

Arriving on-scene response units should endeavor to ensure the safety of all personnel and civilians in the immediate hazard area. Using all pertinent safety measures, personnel should be removed to safety by arriving fire and police department members. If deemed necessary, fire and police department members should consider the start of decontamination of affected individuals. If decontamination procedures are not yet readily available, responders should try to segregate those affected or contaminated individuals until DeCon can be established.

The choice of how to protect the residents and/or inhabitants of a vulnerability zone rests with the incident commander. For a hazardous materials incident this position of IC is usually the responsibility of the on-scene fire commander. The decision to evacuate, shelter or shelter-in-place is of profound importance to the successful completion of the incident underway. The life-safety implications of one choice versus another are staggering. While it is the final responsibility of the incident commander to make this choice, it

should be done with the input and consensus of the on-scene command staff, Supervisor and/or Strategy Board.

Town measures and planning for Evacuation, Sheltering In-Place, Sheltering are reviewed and discussed in the following town CEMP documents; Appendix #5 and Annex #11.

Sheltering-In-Place

Sheltering-in-place is the easiest and safest means of protecting personnel within a vulnerability zone. The ability of sheltering-in-place while easy and safe does bring with it the possibility that the protection of the individual from the original source of contamination may be marginal at best. Sheltering-in-place should only be undertaken when evacuation cannot be performed or that the risk to the individuals is greater than staying in place. The incident commander must weigh the possibilities of remaining in place versus the other options of evacuation and sheltering.

Evacuation

The movement of people from a threatened area to a safer place. Evacuation brings with it a number of critical decisions that must be considered prior to making the choice of moving residents and personnel located in the vulnerability zones. Can the individuals involved be easily and safely transported? Are there suitable transportation means available? Where will the individuals be transported? Is there a defined time frame that must be adhered to? Has a risk-benefit analysis been reviewed with command personnel?

The Town of Bethlehem Police department will be responsible for coordinating all evacuations.

The vulnerability zones have a circular radius of 1/2 mile, 1 mile, 5 miles, and 10 miles, based on particular product and material involved. However, usually due to wind direction these areas should be considered cone shaped and the population downwind should be given first priority.

Town, fire agency or private vehicles, Capital District Transportation Authority buses, or BC/RCS school buses or whichever is deemed most effective by the Incident Commander and Bethlehem Police Department should be used to transport the citizens being evacuated.

Sheltering

The result of the decision to evacuate brings with it the need to shelter the individuals involved in the evacuation. Some of these may have the ability to find shelter with friends, neighbors, family or commercially. However, depending on factors such as time, weather and physical condition there may be a large number of evacuees, particularly the at-risk groups of the elderly or very young that will need to be sheltered after the process of evacuation.

Evacuees should be transported to the designated Red Cross other public and private school buildings, town buildings, faith-based locations and/or other pre-designated evacuation points safely away from the incident. The Town Senior Services shall contact the Albany Chapter of the American Red Cross, and the Albany County Social Services, Salvation Army and other support agencies as needed for assistance.

On a larger scale - Level 2 (expanded) and Level 3 - the order for a mass evacuation will pass to, and be the responsibility of the Supervisor after consultation with the on-scene commander, Strategy Board, County, State and Federal representatives.

APPENDIX #5 and Annex #11, TO THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Appendix #5 to the Town of Bethlehem Comprehensive Emergency Management Plan, "**Sheltering, Sheltering-In-Place and Evacuation**" is appended to the CEMP. In addition, Annex #11, "**Fire Districts Sheltering Plans and Agreement**" is hereby annexed and should be used in conjunction with this Plan and both should be made part of this plan, as the town's response for evacuation, sheltering and sheltering-in-place.

VII HAZARD LOCATION/VULNERABILITY ZONES

There are a number of locations (fixed facilities) located within the Town of Bethlehem, which store, manufacture or transport hazardous materials. These locations should be reviewed often to ensure that these locations or routes are adequately planned. The HAZNY study, referenced prior, reviewed these locations during its calculation and based on this information suggests that extensive pre-planning and hazard analysis be initiated by the fire department having jurisdiction and that this information be shared with all of the emergency service responders. In addition, it is important that that the fire department having jurisdiction maintain updated pre-plan documents for these locations and that vulnerability zones be established for each.

Vulnerability Zones

Vulnerability zones surrounding these itemized locations should be computed, but should also include zones surrounding Interstate and major transportation routes. Also, the rail lines running north and south along the river, rail lines running east and west and the Hudson River itself should be included. The Vulnerability Zone for a major chlorine leak is ten miles. This should be kept in mind when issuing orders for evacuation.

These zones will be set up as follows:

- Zone 1 - 1/2-mile radius
- Zone 2 - 1-mile radius
- Zone 3 - 5-mile radius
- Zone 4 - 10-mile radius

The introduction of vulnerability zones and their radii should be compared, computed and published by the Bethlehem Fire Departments during preplanning procedures. The above zones should be reviewed and determined based on the DOT Guide Book and other resource materials.

Decontamination

(Note: this has been repeated from Section I)

The first step in decontamination is to not become contaminated in the first place.

The On-Scene Commander, in consultation with the Officer of the HazMat Unit or Facility Emergency Coordinator (if appropriate), shall set up the appropriate exclusionary zones to isolate the incident. These zones will correspond to the "Hot" and "Warm" zones as set by fire service command officers. Any patient, personnel, or equipment that becomes contaminated shall remain in the "Hot" zone until thoroughly decontaminated. HazMat Unit will usually handle the function of decontamination with the possible support of other units, depending on the level of training.

Any police officer, firefighter, EMS representative, town employee, or any other responder or bystander at the scene of any hazardous material incident who comes into contact with any hazardous or other noxious material, whether through touch or inhalation, unless deemed contaminated, shall immediately seek or be brought to on-scene medical personnel for examination and treatment.

1. Identify the substance if possible
2. Describe the substance if possible
3. Describe symptoms suffered from exposure
4. Fire Command or BPD Communications shall inquire of Chemtrec, NYSPIN or the department system(s) and technical texts and advise the individual of the recommended treatment.

Any individual suffering exposure to a material shall be transported immediately, unless deemed contaminated, for any treatment necessary, or be examined by on-scene medical personnel and be treated as they deem appropriate or transported to a hospital as necessary.

Decontamination of an individual exposed to a hazardous or noxious material shall be accomplished as soon thereafter such exposure as possible.

1. In the absence of trained decontamination personnel, the individual or another person shall contact communications and:
 - a. Identify the substance if possible
 - b. Describe the symptoms suffered from exposure
 - c. Fire Command or BPD Communications shall inquire of ChemTrec, e-Justice, the town's computer system, AMCH emergency room or any other resource to determine the appropriate method of decontamination.
1. When a decontamination process has been established at the scene of an incident the individual who has been exposed shall go or be brought to such decontamination station as soon as possible after exposure.

VIII COMMAND AND CONTROL OUTLINE

The following agencies have Command and Control responsibility during the Hazardous Materials phases (pre-response, response, and post-response).

Pre-response, Planning

Planning- Bethlehem Fire Departments; Bethlehem Emergency Management Office (BEMO), Bethlehem Police Department and EMS, DPW-GIS
Coordinating - Bethlehem Fire Departments; BEMO, BPD Police, EMS
Training - Bethlehem Fire Departments; County Fire Coordinator, BEMO, BPD Police, EMS
Fixed Sites - Bethlehem Fire Departments; Building Department
Transportation - Town of Bethlehem Police, State Police, Sheriff, Town of Bethlehem Senior Services, local school districts and CDTA

Response

Operations - Bethlehem Fire Departments
Evacuation - Bethlehem Police Department, Senior Services, School Districts
Public Information - Bethlehem Police Department, Bethlehem Fire Departments, BEMO, PIO
Emergency Medical - Town EMS Units, Albany County Medics

Post-Response

Clean-up - Bethlehem Public Works, Highway, outside agencies, private Contractors (See CEMP, Appendix #4, attachment #1 for decontamination and clean-up additional resources).

Post-incident critique -

Shall include all Bethlehem assets involved including emergency response units and town departments along with all other departments and agencies involved, including town managers and external resources.

Other Town of Bethlehem Response

Response to a hazardous material incident has been outlined in depth for the town emergency service groups. However, if an emergency of any magnitude occurs other town assets would come into play including the departments of highway, parks, senior services, buildings, information, comptroller and other town and volunteer agencies. These organizations and their expertise should be called upon when needed and used in planning.

Post-Response-Oversight

Once the on-scene Commander deems that the situation has been brought under control - reduced danger of fire, reaction, etc. the Bethlehem Fire Department will commence to evacuate the scene. One or more units may, however, remain on the scene to oversee the actual cleanup operations. This clean up will be performed by the responsible shipper, manufacturer, or related party. If this is not possible, a private clean-up organization will be called and the responsible party will be billed for their services, following NYSDEC guidelines. A partial list of these organizations can be found on Attachment 1.

Post-Incident Critique

As soon as possible after a Hazardous Materials incident a post-incident critique will be held. This critique will be called and held at the Town of Bethlehem Town Hall or other selected location. All agency commanders that had participated in the response, recovery and mitigation phases of the incident will be invited to discuss the incident. This discussion should address some of the following:

1. Command structure
2. Communications
3. Effectiveness of personnel or equipment
4. EMS
5. Crowd control
6. Evacuation procedures
7. Decontamination
8. Any other aspect of the emergency that went well, or not as expected

There should also be an individual department critique of the operation involving all members that responded to the emergency. This meeting will be similar to the one described above with a purpose of refining the plans, actions and response of the Bethlehem Fire Departments, EMS units and police, including town department's operations at any future incidents.

Plan Modification

This plan, including any pertinent attachments, addenda, and appendices should be reviewed, modified and/or updated on an annual basis by the Director, Emergency Management Office in conjunction with representatives of the emergency services of the Town and industrial representatives. Should a hazardous Materials response occur, the plan should be reviewed for completeness in light of the event and corrections made based on the Post Response Oversight and the Post Response Critique.

Plan Testing

Exercises to test the validity of this plan should be done on a regular basis. Training by the individual departments, groups or organizations covered under this document should be a regular part of their normal training curriculum and protocols. Training exercises and 'tabletop' reviews should be undertaken to test the response capabilities of each member with a possible role in a HazMat incident.

IX CRITICAL STRESS DEBRIEFING

Should multiple fatalities or injuries occur that might create the likelihood of psychological problems, the scheduling of a stress debriefing session should be done immediately. Everyone reacts to tragedy differently and at different times, make sure the emergency service responders and other involved parties to the incident are given the opportunity for stress counseling

X CONCLUSION

Remember: The way to a successful hazardous material operation is planning and the correct and prudent use of available assets. Hazardous materials in an unfriendly environment can be fatal. Responding emergency services should review the following:

1. Identify hazard locations
2. Identify hazard routes
3. Preplan the above
4. List needed resources.

Hazardous Materials are labeled as hazardous because they pose an immediate threat to life-safety, property and the environment. The health hazard and life-safety issues are not only an immediate, but are a long-term concern and should be treated as such. Responders, town employees and/or other personnel should not enter into and/or approach an area of a potential hazardous materials situation without both the knowledge of and the protection from the material itself.

DO NOT TAKE BECOME INVOLVED UNLESS YOU ARE QUALIFIED AND PROTECTED.

XI ATTACHMENTS :

1. HAZMAT Spill and Clean-Up Resources
2. HAZMAT Glossary

01/16/2026

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