

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 53

April 21, 1983

TO: All Departments, Boards, Agencies, and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: HAZARDOUS MATERIALS INCIDENT RESPONSE PLAN FOR THE CITY OF NEW ORLEANS

1. PURPOSE.

This memorandum establishes a response plan for City departments and agencies in the event of a hazardous materials incident (see Attachment 1). It is meant to be implemented in conjunction with Policy Memorandum No. 151 (Revised), "Standard Operating Procedures for Emergencies/Disasters", which establishes general guidelines for City departments and agencies during an emergency or disaster situation.

2. DEFINITION OF HAZARDOUS MATERIALS.

A hazardous material is any substance or material capable of posing an unreasonable risk to health, safety, property, or the environment during storage, handling, transportation, or use. This includes the major classes of hazardous materials as defined by the U.S. Department of Transportation (U.S., Code of Federal Regulations, Title 49, Part 172.10) and by the Louisiana Office of State Police (Regulations Governing the Transportation of Hazardous Materials and Hazardous Wastes, Part 171.8).

Examples of these classes of hazardous materials are explosives, gases, flammable and combustible liquids, flammable solids, oxidizers and organic peroxides, poisons, radioactive materials, and corrosives. Response personnel should be aware, however that some substances not defined as hazardous materials by Federal, State, or local laws may still be harmful to people, property, or the environment because of flammable toxic, reactive, or other properties.

3. INTRODUCTION.

New Orleans is not a major production center for hazardous materials, although some local industries use these substances and often handle or store significant quantities. New Orleans does, however, provide many transportation routes, especially on water, rail and highway, for shipping hazardous materials.

The types of incidents which response agencies may encounter include spills, leaks, or vehicle crashes involving highway, rail, waterborne, air, or pipeline transportation or those involving the use or storage of hazardous materials at a fixed site. The accidents could involve a release or threatened release of a toxic, flammable, or reactive substance in solid, liquid or gaseous form.

4. PLAN DESCRIPTION.

This plan will go into effect whenever a hazardous materials incident occurs in New Orleans. Its intent is to list the primary areas of responsibility for City agencies in the event of a hazardous materials emergency and also to guide them in identifying and cooperating with other public and private response and support groups. This document:

- Describes the duties and responsibilities of City agencies;
- Outlines a communications system for contacting response groups and notifying vulnerable populations;
- Provides guidelines for on-scene coordination, containment, clean-up and disposal, community order, support services, and recovery.

The purpose of this plan is to summarize the general procedures of City agencies in the event of a hazardous materials emergency. This policy is not meant to be used as a field manual for response procedures. Each agency should develop its own more detailed operating procedures.

The Directory of Response and Support Organizations (Appendix A) discusses the responsibilities and capabilities of agencies and organizations that can provide assistance for response or support activities during a hazardous materials incident. The agencies and organizations are listed in alphabetical order and include the following:

- American Red Cross
- Association of American Railroads, Bureau of Explosives
- Board of Commissioners of Port of New Orleans (Dock Board)
- CHEMTREC (Chemical Transportation Emergency Center)
- CHLOREP (Chlorine Emergency Plan)
- Louisiana Department of Transportation and Development
- Louisiana State Police
- National Agricultural Chemical Association
- New Orleans Civil Defense
- New Orleans Fire Department
- New Orleans Health Department
- New Orleans Police Department
- New Orleans Sewerage and Water Board
- New Orleans Streets Department
- Orleans Levee Board
- Orleans Parish School System
- Riverway Gas Pipeline Company

- U.S. Coast Guard
- U.S. National Transportation Safety Board
- U.S. Navy

5. SUMMARY OF CITY AGENCY RESPONSIBILITIES.

This section provides a brief summary of City department and agency responsibilities as discussed in later sections of the plan. Some of these responsibilities require coordination with other agencies. In some cases, an agency or department may not have the resources to effectively carry out responsibilities listed in the plan. Consequently, all City agencies and departments shall designate at least one contact person to work with the Environmental Affairs Unit to review responsibilities and assess needs to develop proposals for improving response capabilities.

All City agencies will immediately review their standard operating procedures to ensure compliance with this plan and shall develop new procedures, if necessary, based on the general policies stated in this plan. All departments and agencies will submit written plans and procedures to the Chief Administrative Office which will ensure that agency procedures do not conflict with the overall City Plan.

Additional agency responsibilities include the following:

- a. The New Orleans Fire Department (NOFD) is designated as the lead agency in coordinating the City's field response during a hazardous materials incident. On-scene, support personnel from all City departments and agencies will accept direction from the NOFD officer-in-charge at the scene who will serve as the On-Scene Coordinator for City operations. Off-scene, all City departments shall cooperate as fully as possible with any request for support from the officer-in-charge.

New Orleans Fire Department personnel are also responsible for:

- Establishing a field command post;
 - Determining the priorities for rescue, protection, and containment;
 - Monitoring the City's role in the containment, clean-up and removal of the hazardous materials;
 - Coordinating communications and public information at the scene;
 - Terminating the City's response operation;
 - Collating the post incident reports of all departments; and
 - Conducting a formal critique after each incident.
- b. New Orleans Police Department personnel are responsible for maintaining community order and safety, including:

- Coordinating medical services;
 - Halting or altering activities and services in the area and rerouting traffic;
 - Crowd control;
 - Implementing evacuation;
 - Clearing access routes and escorting emergency vehicles;
 - Maintaining security and safeguarding property;
 - Criminal investigations; and
 - Maintaining safety perimeters and staging areas.
- c. The New Orleans Health Department will be responsible for coordinating the City's activities related to long-term health and environmental hazards.
- d. The Office of Civil Defense is responsible for:
- Integrating the City's planning on natural disasters with planning on hazardous materials; and
 - Assisting the Environmental Affairs Unit in maintaining, updating, and distributing the "Hazardous Materials Incident Response Plan" until staff capabilities allow complete transfer of this task to Civil Defense.
- e. The Environmental Affairs Unit of the Office of Analysis and Planning will be responsible for:
- Providing primary staff support to the Mayor's Advisory Council on Hazardous Materials;
 - Maintaining, updating, and distributing the "Hazardous Materials Incident Response Plan" until staff capabilities allow complete transfer of this task to Civil Defense;
 - Developing additional procedures for public review and comment, including conducting periodic public meetings to present status reports.
- f. All City departments and agencies will:
- Submit their written plans and procedures related to the "Hazardous Materials Incident response Plan" to the Chief Administrative Office, or submit a memorandum stating that they have no responsibilities in this area; and,
 - Document their response activities and costs during an incident.

6. INQUIRIES.

Any questions concerning this policy should be addressed to the Environmental Affairs Unit of the Mayor's Officer of Analysis and Planning at 586-4722.