

Oregon Office of State Fire Marshal

# HAZMAT Transportation by Rail Incident Response Plan



## Development Project Scope of Work (SoW)

Revised April 20, 2017



# **HAZMAT Transportation by Rail Incident Response Plan Development Project Scope of Work (SoW)**

## **Summary**

This document outlines how the Oregon Office of State Fire Marshal (OSFM) is able to provide up to \$10,000 in funds to Oregon's Local Emergency Planning Committees or county emergency managers of local emergency planning districts developing their LEPCs as established by the Oregon State Emergency Response Commission (SERC) to develop community HAZMAT Transportation by Rail Incident Response plans.

Funding is available through the allocation of general fund dollars through House Bill 3225 which directs the OSFM to coordinate planning for oil or hazardous materials spills or releases, or the potential of spills or releases, during rail transport. This SoW provides guidelines and a consistent methodology for developing such plans. It also outlines recommended tasks and responsibilities, and provides an overall understanding of the services to be provided under this SoW.

## **Background**

For many years Oregon has had hazardous commodities transported by rail across its borders and through its communities. Many different types of hazardous commodities have been safely and successfully transported along the industry's main and short line railroads. However, over the course of the last several years, Oregon has experienced a dramatic increase in crude oil unit trains (multiple cars of the same commodity with an end destination).

Oregon experienced its first major crude oil by rail emergency incident as seen in Mosier, Oregon on June 3rd, 2016. Although the response to this incident was well coordinated and resulted in zero injuries or fatalities, it identified the need for pre-emergency planning specific to HAZMAT transportation by rail incidents.

Local authorities and responders, recognizing this need, have begun the process of developing emergency response plans to HAZMAT transportation by rail incidents, prompting the creation of this SoW. The combination of the quantity of crude oil transported and the multiple communities and environments these trains travel through increases the significance and complexity of a derailment accident.

## **Request for Funding Requirements:**

Submit one copy (electronic, fax, or hard copy) of each of the following documents for a complete application:

### **I. Coversheet**

- a. Project title: Assign a project title that accurately describes the project as it is associated with HAZMAT Transportation by Rail Incident Response Plan development.
- b. Project period: This project is to be completed within a maximum of 8 months upon the receipt of approval letter from the Office of State Fire Marshal.
- c. Applicant agency: Provide an agency name or entity (and mailing address) that will serve as the recipient and will accept the grant funds.
- d. Project contact list: The primary contact (including title, phone, and email address) for this project.
- e. Agency Authorized Official: Provide the name and title of the authorized official for the applicant agency. The authorized official should then sign and date the coversheet.
- f. Local Emergency Planning Committee: If applying on behalf of an Oregon LEPC, please list the LEPC.
- g. Total project funding: Total project funding amount requested.

### **II. Budget summary and project budget detail sheet**

- a. Maximum grant funds allocated awarded by OSFM to be no greater than \$10,000.
- b. Funds will be released upon the completion of the project.
- c. State and the local agency receiving funds, will enter an Inter-Governmental Agreement (IGA) upon award of the grant.
- d. Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).
  - i. Planning/Description of Activities – Expense
    1. What do you plan to purchase, rent, or contract?
    2. What is travel needed for?
- e. The budget summary must include a detail sheet and must show line item detail for all costs included in the project.
- f. In the budget detail, provide calculations for how the project funding request was determined.

### **III. Project Narrative**

- a. Project Description
  - i. Provide a detailed description of the project.
  - ii. Identify what will be accomplished or furthered by this project.
  - iii. Identify capabilities that this will create or enhance.
  - iv. Address the following questions in the project description.
    1. Who – who will be performing the task or activity?
    2. What – what task or activity is being performed?
    3. Why – why is the task or activity being performed?

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4. Where – where will the task or activity take place?
  5. When – when is the task or activity projected to be performed?
  6. How Many – what is the projected number of participants involved in the task or activity?
- b. Collaboration
- i. Area of benefit and partners. List the cities, counties, response disciplines, public and private entities, etc. that will benefit by the proposed project.
  - ii. Indicate who you will partner with to conduct this project.
  - iii. Memorandums of understanding or letters of support from other agencies are encouraged, but not required.
  - iv. Overall contribution
    1. How does the project contribute to the overall effort of addressing and/or enhancement of local hazardous materials planning and training?
    2. How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?
- c. Project Management
- i. Itemize tasks and include a timetable
    1. Project to be completed within 8 months from the date of grant approval letter is received.
    2. What is the proposed timeline for completion of the project?
    3. How will you make sure timelines and tasks are being met?
    4. What plans, strategies, or practices are you using to reach the project objectives?
    5. Who is supervising the project?
    6. Who is responsible for managing the grant?
    7. Who will do the work? Objectives, project outcomes, results, and evaluation.
    8. It is recommended that the plan should be exercised within 6 months upon completion.
  - ii. List and prioritize the specific measurable and obtainable objectives.
    1. Discuss project objectives to be accomplished.
    2. What capabilities will be created or enhanced?
      - a. Outcomes describe the intended impact of the project on the preparedness environment. This often includes the ways in which the project has enhanced or developed the capability or capacity to serve the public.
    3. How will you evaluate project results in the short and long-term? How will you define and measure the project's success?
  - iii. Compliance
    1. Outline the means to determine the agency and the contractor are doing the job properly and meeting local, state, and federal emergency response planning guidelines.
      - a. Provide previous rail emergency response plans, examples of emergency response plans, or summarize contractor qualifications for completing the project.

### Essential Plan Elements

With the goal of providing for consistency of emergency plans developed within different areas of the state, the following elements are recommended for HAZMAT by Rail Emergency Response Plan development, even though the predominant hazardous commodities being evaluated and planned for may change based on the area.

1. Identification of the volume, type, and frequency of the top three (minimum) HAZMAT commodities transported by rail through designated response area. May include additional hazardous commodities if deemed necessary.
2. Identification of rail transportation routes, rail facilities, transloading facilities, and other supporting infrastructure.
3. Identification of emergency response procedures by rail industry and local responders, including response times.
4. Designation of key response agencies along the rail line including, but not limited to; the railroad company, state partners (OSFM, OSP, DEQ, OEM, ODOT, OHA), federal partners (PHMSA, EPA, Coast Guard, FRA), tribal resources, OSFM Regional HAZMAT Teams, local fire/EMS/law enforcement, and private response contractors.
5. Outline of emergency notification and public information procedures from the initial phase of the incident to incident termination.
6. Description of how to determine the probable affected area(s) and population along the rail lines, critical and/or at risk facilities, to include historically and environmentally sensitive areas.
7. Inventory of local emergency response equipment, responder training, and capabilities/limitations.
8. Outline of evacuation plans, route identification, and plume modeling for critical areas.
9. Training programs and resources for first responders.
10. First responder incident action plan template and initial response checklist to accompany the plan.
11. Methods and potential scheduled timeframes for exercising the plan.
12. Identification of existing emergency response plans and mutual aid agreements within the specific response area and implementation of those plans.

## HAZMAT Transportation by Rail Incident Response Plan

The HAZMAT by Rail Response Plan is based on the 9 Planning Elements of an LEPC plan as seen in the crosswalk chart below:

<b>LEPC 9 Planning Elements</b>	<b>HAZMAT Rail 9 Planning Elements</b>
Identification of facilities and transportation routes of extremely hazardous substances	Identification of rail transportation routes, rail facilities, and other supporting infrastructure
Description of emergency response procedures, on and off site	Description of the emergency response procedures
Designation of a community coordinator and facility emergency coordinator(s) to implement the plan	Designation of key response agencies along the rail line, the rail railroad company HAZMAT response coordinator, and the regional HAZMAT team
Outline of emergency notification procedures	Outline of emergency notification procedures
Description of how to determine the probable affected area and population by releases	Description of how to determine the probable affected area and population along the rail lines
Description of local emergency equipment and facilities and the persons responsible for them	Description of local emergency response equipment
Outline of evacuation plans	Outline of evacuation plans
A training program for emergency responders (including schedules)	Training programs and resources for first responders
Methods and schedules for exercising emergency response plans	Methods and schedules for exercising the HAZMAT by Rail plan



This report was prepared by:

Oregon State Police  
**OFFICE OF STATE FIRE MARSHAL**  
[oregon.gov/osp/sfm](http://oregon.gov/osp/sfm)  
[fb.com/OregonStateFireMarshal](https://www.facebook.com/OregonStateFireMarshal)  
[twitter.com/OSFM](https://twitter.com/OSFM)

Contact:  
Michael Heffner, Manager  
Emergency Response Services Branch  
503-934-8030 — [michael.heffner@state.or.us](mailto:michael.heffner@state.or.us)