

## CITY OF BENICIA

### HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

#### I. PURPOSE:

The purpose of this Policy is to promote prompt and accurate reporting to the City of Benicia Fire Department of releases or threatened releases of hazardous materials that may result in injury or damage to the community and/or the environment.

The primary reason for prompt and accurate notification is to enable the Benicia Fire Department to take measures to mitigate the impacts of a hazardous materials release, such as:

1. Responding to inquiries from the public and the media
2. Determining if and to what extent community notifications are appropriate such as Alert Solano and community siren activation.
3. Assessing the extent of the release or the potential extent of the release and whether neighboring communities are at risk of exposure
4. Dispatching emergency response teams quickly and with the appropriate equipment and personnel

#### II. BACKGROUND:

As memorialized in the Good Neighbor Agreement executed in September, 2000 by the City of Benicia and Valero Refining Company, “the parties acknowledge that the City has the legal authority for the control and investigation of fires and other emergencies occurring at the refinery” and “Valero shall promptly notify the City’s dispatch center of any hazardous and/or dangerous conditions (real or potential) occurring at the refinery.” (Good Neighbor Agreement p. 8.)

Any time Valero is obligated to report a release of hazardous materials under applicable provisions of California or Federal law, Valero will also notify the Benicia Fire Department, State and County Office of Emergency Services.

The City dispatch center will be notified without delay in the event that the Operations Shift Superintendent mobilizes refinery incident response resources to deal with a fire, medical emergency, or release of hazardous materials. Examples of when the City dispatch center is to be notified include any situation where the refinery horn is activated (other than for drills or maintenance purposes) or Valero emergency response equipment is mobilized. . Even partial mobilization of the Fire Department requires that the City be informed. (Benicia Valero Emergency Procedures Manual section 203, p. 1.)

### III. BENEFITS OF PROMPT NOTIFICATION AND COOPERATION:

The Benicia Fire Department's ability to make quick and informed decisions to mitigate the impacts of a release is dependent upon receiving prompt notification and information about the release. The Benicia Fire Department is aware that information provided during the initial notification may be preliminary and that facilities may not be able to provide completely accurate information.

### IV. POLICY:

- A. **When Immediate Notification Required.** Responsible businesses are required to provide immediate notification to the Benicia Fire Department of a release or threatened release in the following situations.
1. Immediate notification is required upon discovery of any release or threatened release of a hazardous material that may have the potential for an adverse health effect from exposure to the chemicals release.
  2. **Specific Situations.** Immediate notification is required in the following situations:
    - a. All Level-1 through Level-3 incidents (as defined in Attachment B)
    - b. Valero mobilizes refinery resources to a fire, medical emergency, or release
    - c. Any situation where the refinery horn is activated except drills
    - d. Valero emergency response equipment is staffed, even partial mobilization of the Fire Department equipment
    - e. The release or threatened release of hazardous materials that may affect the surrounding population including odor, eye or respiratory irritation
    - f. The event may cause general public concern, such as in cases of fire, explosion, smoke, or excessive flaring
    - g. A release or threatened release which may contaminate surface water, groundwater or soil, either on-site or off-site
    - h. The release or threatened release may cause off-site environmental damage
    - i. Any event that requires activation of a Valero or City EOC or JIC

- j. Spill or release that may meet EPA Reportable Quantity requirements
- k. The facility's Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release in the likelihood of an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups

**B. Who to Notify.** Immediately notify the Benicia Fire Department dispatch center (on-call 24 hours a day)

- 1. Direct emergency Number 707-745-2424 or 9-1-1.
- 2. Advise the dispatcher to notify the Fire Department Duty Chief and provide a callback number.

**C. Required Information.** Provide the information required by the Facility Incident Checklist (Attachment A). Do not delay the notification due to inability to provide any of the information called for in the Facility Incident Checklist.

Note: Notification under this policy does not relieve the responsible business from having to comply with any legal requirement to notify other local, state or federal agencies.

**D. Follow-up Reporting.**

- 1. For all Level 1, 2, or 3 incidents (as described in Attachment B), Valero will immediately notify the Benicia Fire Department as described in section B and follow-up notifications will be provided as the situation changes.
- 2. For all Level 2 or 3 incidents (as described in Attachment B), which require Cal-OES notifications, Valero will provide the City of Benicia Fire Department the Cal-OES report link, number and additional context as appropriate. The City may refer to this link for up-to-date release information if the event duration is greater than 24 hours and updates are made. If the Cal-OES update warrants a change in required emergency response, Valero will also notify the City of Benicia dispatch center directly.
- 3. For all Level 3 incidents (as defined in Attachment B), or upon request of the City, a written 72-Hour follow-up report of the incident shall be submitted within 72- hours. (If the due date falls on a weekend or holiday, the Fire Chief may allow the report to be submitted on the next business day.) The report shall confirm, modify and/or update the information provided in the initial notification (Facility Incident Checklist). The report shall be submitted on the 72- Hour Follow-Up Report Form (Attachment C) using the 72-hour report guidelines (Attachment C-1). A hard copy and electronic copy of the report should be submitted.

**ATTACHMENT A**  
**FACILITY INCIDENT CHECKLIST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initial: \_\_\_\_\_

- A. Call Benicia Fire Department Dispatch Center - Phone: (707) 745-2424 or 9-1-1

**INFORMATION NEEDED IMMEDIATELY (IF KNOWN)**

- B. State your name and identify your facility and its address.
- C. State your phone number or a number with immediate access to an individual who can answer further questions from the City. (Preferably no voice mail phone numbers.)
- D. Has the material gone off-site? Yes/ No/ Unknown. \_\_\_\_\_ If yes, what area is being impacted? What is the direction of flow? \_\_\_\_\_ Is there any impact to storm drains or surface waters?
- E. State, if known, the chemical or material released and describe the physical state (solid, liquid, gas and/or vapor). Has this been verified? Yes/No/ Unknown
- F. State estimated quantity of chemical released
- G. Have you received any public complaints? Yes/ No/ Unknown.
- H. Are there any injuries on-site or off-site? Yes/No/Unknown
- I. Has the facility's "Emergency Operations Center" or emergency response staff been activated? Yes/ No/ Unknown

**ATTACHMENT B**

Exhibit A

NOTE: When in doubt of Level of Activation, always default to the higher level of activation.

Notification Level	Level 1	Level 2	Level 3
Possible Impact area	On Site Only Valero mobilizes refinery equipment to a fire, medical emergency, or release. Any situation where the refinery horn is activated except drills. Valero emergency response equipment is staffed, even partial mobilization of the Fire Department.	On Site / Off Site The release or threatened release of hazardous materials that may affect the surrounding population including odor, eye or respiratory irritation. A release or threatened release which may contaminate surface water, groundwater or soil, either on-site or off-site.	On Site / Off Site The release of hazardous materials that affects the surrounding population including odor, eye or respiratory irritation. A release which contaminates surface water, groundwater or soil off-site.
Notification Triggers	An event which may cause general public concern, such as in cases of fire, explosion, smoke, or excessive flaring. A release or threatened release which may contaminate surface water, groundwater or soil on-site. The facility's Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release in the likelihood of an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.	The release or threatened release may cause off-site environmental damage. Spill or release that may meet EPA Reportable Quantity requirements but does not meet requirements of Level 3.	Any Spill, Release, Fire, Explosion, Pressure Wave, Smoke, or Plume that may cause off-site adverse health or safety consequences for those with sensitivities or to the general public. Any event that requires activation of a Valero or City EOC or JIC.
Notifications	Voice notification to Fire	Voice notification to Fire and Cal-OES report link	Voice notification, Cal-OES report link, and 72-hr report

**ATTACHMENT C  
CITY OF BENICIA**

**72 HOUR FOLLOW-UP NOTIFICATION REPORT**

**INSTRUCTIONS:** A hardcopy and an electronic copy of this report is to be submitted for all Level 3 incidents or when requested by the Benicia Fire Department. See Attachment B-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. Forward the completed form to:

<b>For Benicia Fire Dept. Use Only:</b>  Received By: _____ Date Received: _____ Incident Number: _____ Copied To: _____ Event Classification Level: _____
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ATTENTION: Fire Chief  
Benicia Fire Department  
250 East L Street  
Benicia, CA 94510

**INCIDENT DATE:** \_\_\_\_\_ **INCIDENT TIME:** \_\_\_\_\_ **FACILITY:** \_\_\_\_\_

**PERSON TO CONTACT FOR ADDITIONAL INFORMATION**

\_\_\_\_\_ Phone number \_\_\_\_\_

**I. SUMMARY OF EVENT:**

**II. AGENCIES NOTIFIED, INCLUDING TIME OF NOTIFICATION:**

**III. AGENCIES RESPONDING, INCLUDING CONTACT NAMES AND PHONE NUMBERS:**

**IV. EMERGENCY RESPONSE ACTIONS:**

**V. IDENTITY OF MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES:**

**VI. METEOROLOGICAL CONDITIONS AT TIME OF EVENT including wind speed, direction, and temperature:**

**VII. DESCRIPTION OF INJURIES:**

**VIII. COMMUNITY IMPACT including number of off-site complaints, air sampling data during event, etc.:**

**IX. INCIDENT INVESTIGATION RESULTS**

Is the investigation of the incident complete at this time?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

If the answer is no, submit a 30-day final or interim report.

If the answer is yes, complete the following:

**X. SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:**

**XI. SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION**

## ATTACHMENT C-1

### 72-Hour Report Guidelines

*The following list suggests items that may be included in the 72-Hour Report to the Benicia Fire Department following an accidental release of a hazardous material. Not all of the items below may be applicable or available at the time of submission.*

- I. Summary of the Event
  - Background Information/ Events Preceding the Incident
  - Incident Summary, including timing of key events
  - Shift Logs, real-time computer/instrument logs, fenceline monitor data, etc.
- II. Emergency Notifications (include names, phone numbers and times)
  - Benicia Fire Department
  - Other Agencies
  - Copy of State OES Emergency Release Follow-Up Notice Reporting Form
- III. Agencies Responding
  - Agency
  - Person or people responding
  - Contact person with telephone number
- IV. Emergency Response Actions
  - Mutual Aid Activated?
  - Fire Department Response?
- V. Material Involved
  - Estimated Quantities
  - CalARP Regulated Substances?
  - Material Safety Data Sheets
- VI. Meteorological Data (wind speed, direction, temperature, rain/sun, etc.)
- VII. Injuries (including number, type and severity)
- VIII. Community Impact
  - Community Complaints
  - Off-Site Consequence Impact Analysis (i.e., injury, property damage, etc.)
  - Sampling Data, including fenceline monitors, if applicable
  - Community Monitoring Results
- IX. Incident Investigation
  - Procedure Summary
  - Will Root Cause Analysis Be Performed?
  - Investigation Team/ Contact Person(s)
  - Findings/Conclusions
    - Root Causes
    - "Safety System" Flaws
  - Corrective Action/ Preventative Measures
  - Description
  - Implementation Dates