

WASHINGTON COUNTY FIRE DEPARTMENTS

INCIDENT GUIDELINES	SOG NUMBER: 103	FIRE ACCREDITATION NUMBER:
SUBJECT:	EFFECTIVE DATE: 7-15-04	DISTRIBUTION:
HAZARDOUS MATERIALS TEAM RESPONSE	LAST REVISION DATE:	ALL WASHINGTON COUNTY FIRE DEPARTMENTS

I. SCOPE

~~This guideline will apply to all incidents involving a response by the Washington County Haz-Mat Team. All Washington County Haz-Mat Team Operations will be governed by the Memorandum of Understanding between the Washington County Emergency Management Office, the Washington County Fire Chiefs' Association and the Incident Command System.~~

II. PURPOSE

~~In order to provide for a county-wide system of response to Hazardous Materials incidents, and to ensure the safe mitigation of Hazardous Materials incidents, the Washington County Fire Chiefs Association has provided these guidelines;~~

III. TERMINOLOGY

Communications Officer

~~The Communications Officer works with all personnel at the scene to ensure good quality communications at the incident. The Communications Officer assists in setting up the Haz-Mat Command Post. Ensures adequate power for the Command Post. Keeps Communication logs, monitors radio traffic and logs incident times as a back up for the Timekeeper.~~

Control Zones

Hot Zone

~~The area immediately surrounding a hazardous materials incident. The zone extends far enough to prevent harm from the hazardous material to any personnel outside the Hot Zone.~~

Warm Zone

~~The Hot Zone support area. Personnel and equipment enter Hot Zone at Access Control Points. The Decon area is in the Warm Zone.~~

Cold Zone

~~This area contains the Command Post and other functions for the incident.~~

Decontamination Officer

The Decontamination Officer is responsible for all Decon operations at the incident. Works with the Operations Officer, Entry Team Officer and Resource Officer to determine proper decontamination procedures. Directs set-up of Decon Area. Brief Decon personnel on procedures for the incident, including level of PPE required and potential hazards of materials involved in incident.

Decon Team must be in place and ready before Entry Team can make entry to incident.

Entry Team / Back-up Team Officer

The Entry Team Officer works directly with the Haz-Mat Operations Officer. The Entry Team Officer is responsible for the safety and the operation of the entry (and Back-up Team). The Entry Team Officer with the Entry and Back-up Team personnel will set up the suit-up area and check on equipment necessary for their operation. The entry team will check that all equipment is in operational condition. The Entry Officer will ensure that each member of the entry team has had the required pre-entry physical assessment, SCBA and PPE assessment, radio and other communication equipment assessment. Each of these assessments is documented as part of the pre-entry operations. Assures that Decon Team is in place and ready before Entry Team is allowed into incident area. If there is no Timekeeper, the Entry Team Officer will document all times for the entry team.

Haz-Mat Operations Officer

The Haz-Mat Operations Officer is responsible for the tactical operations at the incident. On most incidents the Haz-Mat Sector Officer may be in charge of the Entry and Back-up teams. For larger, more complex incidents the functions of Entry and Back-up teams may have their own officers. The Operations Officer with the Safety Officer and Resource Officer shall review level of response and PPE required. Review scene and site safety. Review entry requirements. Attend Pre-entry plan briefing.

Haz-Mat Resource Officer

The Haz-Mat Resource Officer will ensure that all resources necessary for the Team's operation are available at the incident and are working. The Resource Officer will also direct the research into chemical type and potential threat. On most incidents the Resource Officer may be in charge of the Decontamination team. In the Pre-entry briefing the Resource Officer will inform the Sector Officer, Safety Officer and Operations Officer on; PPE requirements, monitoring requirements and operation parameters.

For small incidents some of the functions of the Haz-Mat Sector Officer and Haz-Mat Operations Officer may be combined. The functions of the Haz-Mat-Safety Officer and the Resource Officer may be combined also.

For larger or more complex incidents the Haz-Mat Sector Officer may expand the staffing of the operation component to include; Entry Team and Back-up Team Officer, Communications Officer, Timekeeper, Medical Officer, Decontamination Officer.

Haz-Mat Safety Officer

The Haz-Mat Safety Officer is responsible for the overall safe operation of the Team. The HM Sector Officer and the Safety Officer shall determine the level of the Team's

response. The Safety Officer shall insure that all Team safety requirements are met before each step in the Team's operation. The Safety Officer with the Operations Officer and Resource Officer shall review level of response and PPE required. Review scene and site safety. Review entry requirements. Attend Pre-entry plan briefing. Act as Timekeeper.

Haz-Mat Sector Officer

The Haz-Mat Sector Officer is the representative of the Team to the IC. All communication to the IC should go through the Haz-Mat Sector Officer. The Haz-Mat Sector Officer is responsible for the Strategic Plan for the incident

Incident Information / Flowchart

The Team will develop a Haz-Mat incident flowchart to assist in documenting the incident. The Haz-Mat Operations Officer is will assign responsibility for the flowchart.

Level of Response

The IC will determine the level of response.

Medical Officer

The Medical Officer is responsible for the medical safety of the entry and back-up team. The Medical Officer will perform pre-entry physical assessments and post entry physical assessments. The Medical Officer will have final authority on any team members' fitness for entry and will communicate their findings to the Entry Team Officer or Operations Officer.

Timekeeper

The Timekeeper is responsible for documenting operations at the scene. The Timekeeper works directly with the Operations and Entry Team Officers to plan the effective entry-operation times for all incidents. The Timekeeper will keep the Operations Officer and Entry Team Officer aware of the time remaining for the entry team.

IV. POLICY

The safety of each Team member is the Team's first priority.

1. Each individual member has the right to decide not to be part of an entry team, for any reason, without penalty.
2. The Team decides when entry to the Hot Zone will be made, with the approval of the Incident Commander. The Team alone decides when no Hot Zone entry will be made.
3. All equipment is to be considered expendable.
4. It is not the intent of the Team to provide clean-up functions. Commercially licensed companies are available for those types of emergency services. At no time is any portion of the Team to take possession of any hazardous materials or substances. Nor is it the recommendation of the Team that any authority having jurisdiction take possession of any form of hazardous materials or hazardous materials waste.

The Washington County Haz-Mat Team (Team) is a Level-B (or Tier 2) level response team. The objectives of the Team are to provide additional:

- mitigation equipment.

- communication capabilities
- reference materials
- hazardous material technicians

Team Administration

~~Each Department with a member on the Haz-Mat Team may send one (1) representative to general Haz-Mat Team meetings.~~

~~The Haz-Mat Team Committee will consist of six (6) representatives elected from those departments with Team members and a representative from the Washington County Emergency Management Office.~~

~~The Haz-Mat Team Committee members will serve a term of 2 years. Actions taken by the Committee will require at least a 2/3 majority vote.~~

~~The Team Committee will elect a Haz-Mat Team Coordinator. The Team Coordinator will work with the Team Committee to establish policies, develop guidelines and procedures for the Team. The responsibilities of the Coordinator will include, but may not be limited to:~~

- Establish sub-committees to ensure the efficient operation of the Haz Mat Team
- Act as the information conduit between the Washington County Chiefs' Association, Washington County Emergency Management Office and the Washington County Local Emergency Planning Committee (LEPC) and the Team.
- Make recommendations regarding training, vehicles, EMS and equipment.
- Confer with other committee members to resolve problems and coordinate activities.

Team Members

~~Members of the Team may come from any Fire Department in Washington County and the Washington County Emergency Management Office. Team members must meet all the criteria set forth here to maintain membership on the Team.~~

~~Team members will be certified as Haz-Mat Technicians and will maintain this level of certification as a condition of membership on the Team.~~

~~The Team members are at this time from Washington County Fire Departments and Washington county Emergency Government. Any firefighter must be sponsored by their department to become a member of the Haz-Mat Team. The sponsoring department is responsible to provide that:~~

1. Each Team member must pass an annual respirator physical that meets the Wisconsin Department of Commerce requirements.
2. Each Team member will have a baseline blood test. The results of this test will become a part of their personal Haz-Mat Team medical record.
3. The Haz-Mat Team Record will compile the required certifications for each Team member. It will also document training and response activities for each Team member.

Team Identification Cards

~~Every Haz Mat Co-Op Response Team Member will be issued identification (ID) Card.~~

This ID card must be carried on each team member responding to Haz Mat alarm incidents. Upon arrival at the scene of the incident, members will report in person to the staging area and be checked in by the Staging Officer. Under no circumstances will any team members be allowed to function on the scene of a Haz Mat incident without possessing the proper identification card.

The members will wear their ID card at all times when on the scene of the incident. The only exception to this will be while wearing specialized protective clothing. When the member dons protective clothing, the ID card will be personally handed to the Entry Sector Officer.

The Entry Sector Officer will register each member donning a suit on an entry report and will retain the ID cards until they have exited the Decon checkpoint. At this time, the Sector Officer will record the exit time and return the ID card to the team member or to the Haz Mat EMS sector officer if medical evaluation is required.

Team Training

The Hazardous Materials Response Team Committee (Team Committee) will develop a training schedule each year. Training will include "in-house" or individual department training, Response Area department training and county-wide training. There will be required training each year as determined by the Team Committee.

The Team will conduct 2 county-wide training sessions per year. To maintain Team membership each member must attend at least 1 county-wide training session per year.

All training sessions attended will be documented in the Haz-Mat Team Record.

Determination of a Hazardous Material Incident

It is the responsibility of the first responding Department's Incident Commander (IC) to make the determination that the County Haz-Mat Team should be activated.

The Team will function as a Sector in the Incident Command System and will be responsible to the Incident Commander.

The IC calling for the Haz-Mat Team remains in charge of the overall operations at the scene. The Incident Commander should be trained as a *Hazardous Materials Incident Commander*.

Levels of Response

The IC will determine the level of Haz-Mat Team Response required.

- a) Level one – Trailer only
- b) Level two – Full team response

The Washington County Sheriff's Department will dispatch the County Haz-Mat Team

Information given to Dispatch Center when requesting the Haz-Mat Team:

- a) Department requesting the Team.

- b) Type of incident & Level of Response
- c) Location of the incident

Information to be given to team in route;

- a) Direction of approach.
- b) Command Post location.
- c) Staging area location.
- d) Radio frequency

When the Team is activated the Dispatch Center shall notify:

WC Emergency Management
WC LEPC (At this time the LEPC representative is from WCEM)
WC Health Department

Team Member Response

Team members will respond to their Department. They will notify Washington County Dispatch of the number of technicians responding to the scene. They will respond to the scene in a department vehicle with their turnout gear.

When on scene the Washington County Hazardous Material Team will assess the incident and determine if the incident can be mitigated with on-scene resources or if additional help is needed.

The Team shall assess the need for other support agencies. (E.g. Sheriff or PD for clandestine labs)

Emergency Incident Operations

All operations will follow the Incident Command system.

It is the responsibility of the Incident Commander and first arriving companies to:

- ensure scene safety
- establish control of incident scene,
- eliminate ignition sources
- And if necessary begin indicated evacuations.

The IC may also designate preliminary Control Zones for the incident. The Haz-Mat Sector Officer may modify these zones.

The Haz-Mat Sector Officer will perform an independent size-up of the incident and request any additional resources needed and establish parameters for the Team working at the incident.

The Team shall/may provide;

A Haz-Mat Sector Officer
A Haz-Mat Safety Officer
A Haz-Mat Operations Officer
A Resource Officer.

The Team may expand these positions to include;
An Entry Team Officer
A Medical Officer
A Decontamination Officer

After each Haz-Mat incident the Team will review the operations for safety and effectiveness.

All Team members present will assist with restoring the Haz-Mat Trailer to a ready to respond condition.

Haz-Mat Incident Billing

It is the responsibility of the Department that experiences the Haz-Mat incident to bill the "spiller" of the incident for costs. The Team will provide a list of material costs and each responding department will provide a list of personnel and apparatus costs for the incident. The Team may provide assistance to the department for any questions regarding billing.

The Washington County Emergency Management Office may provide assistance to the department for any problems with billing.

By order of:

Terry Kohl 7-15-04
WCFCFA President/Date

[Signature] 1/26/04
WCFTOA President/Date