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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Hazardous Materials Emergency Response Plan & Dispatch Protocol**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Procedure:**

1. All requests for hazardous materials team response or specialist will be made through emergency communication center.
2. Requests made via other communication methods will likely not be answered and/ or will be automatically forwarded to 9-1-1.
	1. Calls received directly to a team member from another Public Safety entity should be immediately forwarded to county dispatch for incident number assignment and notification.
3. When a request has been made, the dispatcher will ask what is needed and will assign a call into the computer aided dispatching (CAD).
4. Dispatch will make the determination of hazmat notification based on the criteria listed below.
5. The dispatcher may choose to make a notification automatically based on information being received and the criteria below.
6. Dispatcher will assign the "Unite ID" code to the call for all calls needing hazmat notification and/ or response.
	1. **LEVEL 1**- Calls requiring the notification or response of a hazmat officer will add the \_\_\_\_\_\_\_ code. The dispatcher will manually send an alphanumeric page in the following fashion: “\_\_\_\_\_\_\_\_\_\_ Officers notification only for/respond to (address) in \_\_\_\_\_\_\_\_\_\_ Township/Borough assist station \_\_\_\_\_\_\_ with investigation of (incident description) ."
	2. **LEVEL 2**- Calls requiring the response of a hazmat station will add the \_\_\_\_\_\_\_ code. The dispatcher will manually send an alphanumeric page in the following fashion: "\_\_\_\_\_\_\_\_\_\_ A or B respond to (address) in \_\_\_\_\_\_\_\_\_\_ Township/Borough, assist station \_\_\_\_\_\_\_ with of (incident description) ."
	3. **LEVEL 3**- Calls requiring the response of a hazmat station will add the \_\_\_\_\_\_\_ code. The dispatcher will manually send an alphanumeric page in the following fashion: "Station 81 respond to (address) in \_\_\_\_\_\_\_\_\_\_ Township/Borough, assist station \_\_\_\_\_\_\_ with of (incident description) . "DPS Staff should also be notified of full station responses.
7. Upon receiving the notification, the on-call hazmat officer will acknowledge the call and/or respond on radio on the Public Safety 800 Mhz Channel within five (5) minutes of the dispatch.
	1. On call schedules will rotate among the officers of \_\_\_\_\_\_\_\_\_\_.
	2. During that period of on-call time, the on-call representative will have a fully equipped response vehicle assigned to them to ensure efficient and timely response to an incident. It is the on-call person's responsibility to re-fuel and ensure the vehicle is in working order upon completion of duty.
	3. Response to incidents will be done so in a safe and timely manner. If the incident involves a life safety hazard, the staff member may respond using audible and visual warning devices.
		1. If emergency devices are in service, the operator of the vehicle should utilize due caution when approaching intersections and come to a complete stop before proceeding through.
		2. The vehicle operator will follow all applicable laws as prescribed in the to (state) Vehicle code for emergency vehicle response.
	4. Upon arrival at an emergency incident, the Hazmat Officer will park uphill and upwind of the incident, don the appropriate level of identification and make contact with the incident commander (IC).
		1. The Hazmat Officer will perform the following duties:
		2. Start an incident log
		3. Evaluate the call and determine if additional Hazmat personnel are needed and provide report to dispatch.
		4. Determine if resources from external agencies are needed.
		5. Represent the Hazmat Team by providing consultation and resource allocation to the incident commander
		6. Secure additional resources and document those utilized primary channels. Provide a report to incoming liaisons
		7. Develop an Incident Action Plan for the Hazmat Branch Director.
	5. Through consultation with the IC and Hazmat officer (if necessary) a county Public Safety Official may respond to function in a Liaison capacity within the command post.
8. The Hazmat Officer will ensure the proper response to Hazmat incidents
	1. For officer only calls, officers should respond with the equipment or resource that is being requested at the scene.
		1. If the resource needed is carried by both stations, both stations may respond with it, so a back-up is available should one fail.
		2. If the response is for consultation only, the officer should predict what may be needed based on the call type and respond with that.
	2. A sufficient number of Hazmat Officers will respond to the request for assistance. Additional officers should prepare division equipment for possible response.
	3. The Hazmat officer will act in accordance with the approved Standard Operating Guidelines for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team.
	4. Through Consultation with the IC and, if necessary, county public safety official, a determination will be made as to the level of response or type of equipment needed on scene. The IC will report such to the dispatcher via radio on the appropriate fire tactical channel.
9. Once all have arrived on the scene, the highest ranking officer will assume the role of Hazmat Branch Director within the operations section.
	1. Officers will develop an incident action plan and report that plan to the command post through the operations section chief.
	2. Level 1 and 2 responses will involve command integration to a limited capacity and may involve the station officer in an operational capacity, reporting to the incident commander from the work area.
	3. In the event of a Level 3 team response, a hazmat branch will be established that will report to the operations section chief as prescribed.
	4. The hazmat team will function under the \_\_\_\_\_\_\_\_\_\_\_\_Materials Team Standard Operating Guidelines as approved by the \_\_\_\_\_\_\_\_\_\_\_\_\_.
10. At 20 minutes duration of an incident, the county dispatch center will notify the established command post, who will in turn update the dispatch center of the incident progress.
	1. Dispatch Services will immediately notify the regional watch desk of the event progression via \_\_\_\_\_\_\_\_\_\_\_\_\_.
	2. Dispatch Services will notify the regional watch desk when the event has been terminated via \_\_\_\_\_\_\_\_\_\_\_\_\_.
11. Upon termination of the incident, a report will be generated in the following manner:
	1. **Level 1 Incident**:
		1. Knowledge Center report completed by DEM or EDS (if after normal hours) or notification to regional watch desk via phone. (immediately).
		2. DPS response report completed within 24 hours for investigations that were handled by the Station Officer.
	2. **Level 2 Incident**:
		1. Knowledge Center report completed by DEM staff or EDS (at request) (immediately).
		2. Hazmat incident response report (completed within 48 hours)
			1. Attach associated data from equipment.
		3. LEPC incident review packet
			1. All reports, pictures, instrument findings, failures and CAD complaint copied and given to the \_\_\_\_\_\_\_\_\_\_ of Emergency Management within 72 hours of incident.
			2. Will be reviewed by LEPC at next monthly meeting.
	3. **Level 3 incident:**
		1. \_\_\_\_\_\_\_\_\_\_\_\_ report completed by DEM staff or EDS (al request) (immediately).
		2. Hazmat Incident response report (completed within 48 hours)
			1. Attach associated data from equipment.
		3. NFIRS report from responding Fire Departments
		4. PA EMS report from HM EMS Agency and responding EMS
		5. Applicable police reports for the incident v1. Letters of concern/ commendation
		6. LEPC incident review packet
			1. Reports, pictures, instrument findings, failures and CAD complaint copied and given to the \_\_\_\_\_\_\_\_\_\_\_\_ of Emergency Management within 2 weeks of incident.
			2. Will be reviewed by LEPC at next monthly meeting.
12. The\_\_\_\_\_\_\_\_\_\_\_\_ or, in his/her absence, the \_\_\_\_\_\_\_\_\_\_\_\_ will make final determination regarding incident management disputes that involve a \_\_\_\_\_\_\_\_\_\_\_\_ asset and/or responsibility.

**Level of Hazardous Materials Incidents**

The following levels of Hazardous Materials incidents are presented for aiding first responders in assessing a situation and requesting the appropriate levels of assistance from within \_\_\_\_\_\_\_\_\_\_\_\_. Responders should request "HazMat Officer" or "HazMat Team" when asking for assistance. Emergency Dispatch Services will utilize the above procedure and notify the appropriate agencies based upon Department of Public Safety protocols.

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| **Incident Level** | **Description** | **Response Resource** | **Examples** |
| I | Incident or potential release which can be controlled by first responder. Evacuation of immediate area only. Small area and no life or property threat. | Local level response Notification of required local, county, state and federal agencies. Typical agencies: FD, EMS, PD, Chemtrec, NRC, HazMat Officer as required | Fuel Spill <100 gal Inadvertent chemical mixtureNatural Gas Release inside Abandoned Container Equipment request |
| II | Incident larger than Level I. Potential threat lo life/property. Limited protective actions may be required | Resources required beyond First Responders.Mutual aid responses from other organizations.Typical agencies: Level I Agencies, County Hazmat limited response, PW, ARC, MCDPS, Public Utilities | Air Monitoring request Gasoline tank truck rolloverUnknown Chemical release without injury <55 gallons Fires at an industrial facilityCO with multiple people showing symptoms |
| III | Incident with severe hazards. Extreme threat to life/property. Large scale protective Actions required | Requires resources beyond those found in the community. Mutual aid resources from region, state, federal, and private sources.Typical resources: Level I & II Agencies Hazmat Team Full ResponseMutual aid PD, FD, and EMSEMA, DEP, PA DOH, US EPA, USCG, FEMA | Major train derailment with fire or major release Explosion or toxicity hazard.Migrating vapor cloud release from SARA facility WMD incidentAircraft incident Hazmat Release with injuryPreplanned response locations |

A HazMat Officer will be available 24/7 to assist local responders in determining the appropriate incident level.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Montgomery County (PA) Department of Public Safety ESF#10

HazMatFC.com

**Hazardous Materials Response Team - Response Index Flow Chart**

The following table has been established to serve as a reference for categorizing notifications/responses to hazardous materials incidents. The categorization will divide incidents into one of four assignments. Please note that the list does not contain all types of incidents that may be encountered and discretion should be used by the dispatcher/supervisor in determining response level. When in doubt, notify the on-call SOC representative and they will make the appropriate call.

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| **Dispatch assignments based on the following:** | **Hazardous Materials Assignment** |
| **Service Notification** | **Level I** **Box** | **Level II** **Box** | **Level III** **Box** |
| Release/spill at a location with clean-up in progress, No off-site release. | X |  |  |  |
| Notification ONLY per the SARA Title III requirements by a facility | X |  |  |  |
| Abandoned/discarded containers with no evidence of release | X |  |  |  |
| Other non-emergency type calls for advice from emergency responders | X |  |  |  |
| Unknown odor/substance WITHOUT injury and/or illness |  | X |  |  |
| Fuel spill/leak of automotive fluids from small motor vehicle <100 gallons |  | X |  |  |
| Fuel spill/leak of automotive fluids from large motor vehicle <100 gallons |  | X |  |  |
| Request for DPS/SOC equipment (shelter, gator, DECON, Bobcat, IST) |  | X |  |  |
| Fuel/oil spill/leak >100 gallons (from any location) may be upgraded by EDS |  | X | X |  |
| Hazardous Material release <55 Gallons (1drum) NO injury/illness |  |  | X |  |
| Unknown odor/substance WITH injury/illness |  |  | X |  |
| Hazardous Material release WITHIN a residential structure |  |  | X |  |
| Incidents within a laboratory setting (working fires, spills, leaks) |  |  | X |  |
| Carbon Monoxide Incident WITH injury and/or illness |  |  | X |  |
| Hazardous Material release >55 gallons (1 drum) |  |  |  | X |
| Hazardous Material release WITH injury and/or illness |  |  |  | X |
| Hazardous Material release described as poisonous |  |  |  | X |
| Hazardous Material release described as a vapor cloud |  |  |  | X |
| CBRNE/WMD Incident |  |  |  | X |
| Pre-determined locations identified as Hazardous in a vulnerability study |  |  |  | X |
| Plane/helicopter crash described as being large or military aircraft |  |  |  | X |
| Commodity Incident/Accident (trains/trailers/tankers) with potential leak or fire |  |  |  | X |
| Notification to consist of the following: | DPS Staff Notification ONLY no Response Unless Requested | Request Hazmat Officer to be notified DPS/DivisionResponse or phone consult if necessary | Request Hazmat Officer to Respond DPS/DivisionDetermined by SOC based on location | DPS Staff Divisions 911/919Determined based on location |





