

MABAS 54 HAZARDOUS MATERIALS RESPONSE TEAM



POLICY & PROCEDURES

Adopted January 17, 2007

Revised June 18, 2008

1. Purpose

The purpose of the MABAS 54 Hazardous Materials Response Team (HMRT) is to provide a specialized team of personnel with specialized hazardous material training and specialized equipment. The team shall be capable of responding to a hazardous material incident to contain and or control the incident and prevent further damage.

It is the intent of the MABAS 54 (HMRT) to respond to any hazardous materials incident they are called to within their jurisdiction and to assist in mitigating the incident to the best of the team's ability. Assistance to outside jurisdictions will be at the discretion of the team leader.

The team operates within several limitations. This team is not to be considered a team of experts, but rather a team of technicians. They will provide assistance, resources and special knowledge. The team will have a delayed response, a limited manpower and equipment at times. The team is not a cleanup crew after the incident is over.

2. Operations

The MABAS 54 HMRT (Hazardous Materials Response Team) will be governed by:

- a. The intergovernmental agreement signed by member agencies
- b. Policies and procedures set by the team members
- c. Applicable Federal and State laws

It is the intent of the team to operate in a manner so as to provide for the safety of :

- a. Team members
- b. On site emergency personnel
- c. The public
- d. The environment

In order to provide for the safety of team members and the team as a whole, ANY team member who is under the influence of alcohol and or drugs will not participate or respond to or be present at any emergency or training exercise. It is the policy of this team that a person must have complete control of his/her physical and mental capabilities when responding to an emergency situation or participating in a training exercise.

To ensure the safety in the emergency operations of the team, an incident command system shall be implemented at all incidents.

3. Job Descriptions

3.1 Team Leaders

Three team leaders will be elected from team members. The team leader's term will be one year and will be staggered. Duties will include but are not limited to:

- a. Prepare yearly budget
- b. Oversee training of the team
- c. Oversee policy and procedural matters
- d. Remain updated on current legislation
- e. Research and investigate changing technology
- f. Assign team members to assist in duties as required

3.2 Training Officer

One training officer will be elected for a one year term. Duties to include:

- a. Provide minimum of (24) twenty four hours of training per year
- b. Maintain records of all training and certifications as required

3.3 Recording Secretary

One recording secretary will be elected for a one year term. The secretary will record the minutes at all meetings. If the secretary is absent, another member will record the minutes.

Each team member will have only one vote. There is no provision for absentee voting. All terms will be a calendar year from January 1 to December 31.

3.4 Operations Team Leader

- a. Help Pre-plan training with the training officer for the Operations Team
- b. Help keep track of Certified and Training Documents of the Operations Team.

4. Team Qualifications

All Entry team members shall be trained to Tech A level. A minimum of (24) Twenty four hours of training will be provided yearly. All Support team members will be trained to the Operations level and will have to meet a minimum of (12) Twelve hours of training a year. All state team requirements must be met. If team members fail to meet the requirements they will be put on probation for a (6) six month period. After the probation is over, that Team Member will be reviewed to see if He/She is to be taken off probation or be removed from the team.

4.1 Operations Support Personnel

- a. Haz Mat Awareness
- b. Haz Mat Operations

4.2 Entry Personnel

- a. Firefighter II
- b. Haz Mat Awareness
- c. Haz Mat Operations
- d. Haz Mat Tech A
- e. Haz Mat Tech B (optional)

Operations personnel will be assigned tasks within their training level and at no time will be allowed into the hot zone.

Application for Team Membership

Any person meeting the above requirements may apply for admission to the Team. Upon receipt of application the team leaders will contact the applicants department. The Chief of the applicants department will be asked to provide background on applicant and will be required to sign off on the application for them. The applicant must meet the above requirements with the following being critical:

1. Ability to work as a team member
2. Ability to receive and comply with an order or assignment
3. Ability to maintain minimum training standards required by the State
4. Pass yearly physical Entry Tech A

After review and background checks are completed, the application will be reviewed and brought before the members for a vote. A secret ballot vote will take place with the majority ruling. The member if approved will be contacted and allowed to come to the next scheduled meeting of the next month. Any rejected applications may be appealed to the MABAS 54 Chiefs at their regular meeting.

5. Training Requirements

5.0 Operations Level

Each operations team member shall obtain a minimum of 12 hrs of Continuing Education yearly. Training can be accomplished by the following ways.

- a. Documented SCBA training within your own department of 2 hrs min
- b. Shall attend (1) one team dress out a year
- c. Have Haz Mat Awareness within your own department
- d. Attend Bi-monthly training for the team
- e. Have required Fit Mask Testing done for SCBA yearly

5.1 Tech Level

Each Tech Level team member shall obtain a minimum of 24 hrs of Continuing Education yearly. Training can be accomplished by the following ways:

- a. Shall attend 1 dress out drill a year.
- b. Attend monthly meeting with training
- c. Attend outside Haz Mat training

6. Discipline

It is here by stated that the Haz Mat MABAS 54 team is to conduct themselves in a Professional manner when training and on any scene representing their department of MABAS 54 at all times. Any team member can bring a complaint about another team member if they feel there is a problem. Team Leaders will go over the complaint and investigate it immediately upon notification. If cause is found for Discipline the first will be:

1st Offense Verbal Warning

2nd Offense Written Warning

3rd Offense (6) six month suspension from calls (but allowed to come to training)

4th Termination

Any Discipline can be appealed to MABAS 54 CHIEFS

7. MEDICAL AND EXPOSURE RECORDS

Year physicals will be required for all members with a Physicians release stating the member is fit for team duty. The medical release will be kept on file in personnel jackets on the MABAS 54 trailer. The original physical report will be on file by the Haz Mat Team Physician. The actual physical report needs to be filed by the physician. A physician approved by the team and MABAS Chiefs will be used to achieve uniformity. Exposure records will also be kept on file per state requirements.

8. Participating Agencies

The agencies, which make up MABAS 54 Homeland Security Region 17, will follow the guidelines, policies and procedures set by the team and approved by the MABAS 54 Chiefs in order to ensure the safety and preparedness of all personnel. Each agency has a shared responsibility and commitment to the team. Each agency will be responsible for their share of personnel, financial obligations, equipment and training of their personnel.

9. When To Call For A Team Response

1. An emergency exists as defined in the HMRT definition
2. When extensive decontamination of response personnel is required
3. Unknown products

The MABAS 54 definition of an emergency is: Bad Chemical/Bad Location/Bad Container

Bad Chemical

1. The chemical requires special suits or equipment
2. The chemical requires special decontamination
3. The chemical requires outside agency response such as EPA, NRC, or FAA
4. The chemical requires identification/information not available to the department requesting aid
5. The incident poses a threat to the public if not mediated
6. The incident poses a threat to the environment if not mediated
7. The potential of a worsening condition exists if no action is taken

Bad Location

1. The incident poses an immediate threat to life safety
2. The incident will have a severe impact on the environment
3. The incident is larger than the department or the AHJ (Authority Having Jurisdiction) is able to handle.

BAD CONTAINER

1. There is a break in the containers integrity which may be mended
2. Spilled contents being absorbed into the ground
3. Hazardous vapors/gases being produced
4. Fire impinging on a sealed container

10. Team Notification

When the decision is made to call for the Haz Mat Team the following shall be followed:

1. The Incident Commander shall call MABAS Division 54 Primary Dispatch Point (Effingham City Dispatch – 217-347-0775) and Request a Haz Mat response. The requesting agency shall use their MABAS box card to request specific response.
2. Effingham Dispatch shall contact one of the designated team leaders if they need advice. If outside of our division, a full response is needed and Dispatch shall inform all members per Standing Operating Guidelines. If a full response is not needed, a minimum of three techs shall respond in the Haz Mat truck with basic supplies to mitigate the problem.
3. Any tech close to the incident shall respond to the Authority Having Jurisdiction station and wait for the full team to arrive. No attempt shall be made by any responding member to mitigate any situation until Incident Command is established and all team members are in place.

11. First Responder Actions (Host Department)

Members of a Fire Department responding to an incident will attempt to size up the situation, identify the product, isolate the incident, evacuate population and begin setting up Incident Command structure.

First responders should generally assume a Defensive Mode until adequate information is known about the situation and the chemicals involved.

Advantages of Defense Action may be:

1. Problem may be controlled without direct exposure of personnel to Hazardous Material.
2. Operations may not require specialized clothing in some cases
3. Special leak control equipment may not be needed.

Defensive Operation Options

1. Diversion – controlled movement of material to an area where the effects will produce less harm than if the hazard were allowed to follow the topography of the land.
2. Diking – use of a barrier to prevent passage of product to a potential area of harm
3. Retention – containment of a product in an area where it can be absorbed, neutralized or picked up for disposal

First Responding Units

1. Should approach from uphill and upwind if possible
2. 1st engine on scene will operate to its best advantage and additional units will stage at a safe distance.
3. Should not enter into a vapor cloud or contaminated area
4. Should not expose personnel to product to identify it.

Organizing for a full Haz Mat Response (Possible Offensive Mode)

When it becomes likely that further action needs to be taken or the Haz Mat Team needs to be called, the following guidelines will help Incident Command organize a response:

1. Identify the materials
2. Evaluate the hazards of the materials
3. Consider the risks to emergency personnel and the public.
4. Assessment of abilities of First Responders and Haz Mat Team
5. Availability of specialized tools and equipment
6. Need for Decon and emergency care in case of an accident

The Incident Commander will set up control of the incident by:

1. Establish a command post and sectors as needed
2. Identify a Safety Officer
3. Establish hot, warm and cold zones
4. Ensure continual monitoring to detect changes
5. Insure proper notifications have taken place
6. Consider evacuations as required
7. Insure all information and incident forms are utilized and maintained throughout the incident

Offensive Operations Options

1. Upright leaking containers and seal them in place
2. Close valves, tighten caps, lids etc.
3. Plug or patch damaged containers
4. Depressurize vessels by shutting off pumps or closing valves

12. MABAS 54 Hazardous Material Team Actions

The first team member on scene will report to the Incident Commander and will assist or continue to collect information. First, he will attempt to identify the product. Shipping papers, pre-plans, verbal information and any pertinent data will be obtained and logged for use by the team. The Incident Commander will document any actions that have been taken up by the team. The Incident Commander will document any actions that have been taken up to this point. The first Team Officer on scene will assume control of the MABAS 54 HMRT. In consultation with the Incident Commander, industry representatives, the shipper and team member's plan of action will be developed.

The Team Leader or Officer will maintain control and direction of the team throughout the incident.

Team members responding with trailers will prepare for utilization of equipment once a plan of action is developed. Decon will be set up prior to any action by the team.

The Team Leader will designate a Safety Officer for the team who will not be relieved of his duty until the incident is over.

A Minimum of (8) Team members will be required to form a functional team.

1. Six (6) Technicians and Two (2) Operations Personnel
 - a. 1 Safety Officer
 - b. 1 Team Leader
 - c. 1 Decon Officer
 - d. 1 Entry Team Leader
 - e. 1 Equipment Officer
 - f. 2 Entry Team Members
 - g. 2 Back-up Entry Team Members
 - h. 2 Science Officers
 - I. 1 Medical Officer

EMS response will be a minimum of a BLS (Basic Life Support) Ambulance but would prefer ALS (Advanced Life Support) Ambulance response.

Decon shall be provided by one of the MABAS Decon teams with each department mindful of personnel manning so as to maintain coverage of their respective response area.

13. Mediation Of The Incident

Once the determination is made to intervene in the incidents natural outcome the following priorities will exist:

1. Safety of all team members
2. Safety of all emergency personnel
3. Safety of the public
4. Evacuation if needed
5. Stabilization of the hazardous material
6. Disposal or removal of contaminated material or product

The team will attempt to complete the following actions before committing to action:

1. Contact Chemtrec
2. Set up weather station
3. Reaffirm zones
4. Establish land line communications if possible
5. Request any additional resources if needed

The following Sectors must be established and Sector Officers assigned:

1. Safety
2. Decon
3. Medical
4. Resources

Team members will be assigned to specific tasks based on their experience, knowledge and skills.

A team briefing will be held and the following actions will be taken:

1. Establish a plan of action
2. Establish parameters of action
3. Establish duties of mediation team
4. Develop a backup plan
5. Identify location of Decon

Proper Protective Gear will be based on:

1. Available compatibility charts
2. Reference material
3. MSDS Sheets
4. On site expertise
5. Availability of equipment

The following areas must be in place and operational before any action is taken:

1. Decon Sector with appropriately dressed personnel in sufficient numbers and appropriate Decon agents and tool in area
2. Minimum of one (1) BLS (Basic Life Support) Ambulance must be on scene but prefer to have ALS (Advanced Life Support) Ambulance on site for each team. The service ambulance will be ready to receive a contaminated victim.
3. Notification must be made to receiving hospital of incident status and chemicals involved.

Selection of tools will be based on the following:

1. Nature of problem
2. Availability of equipment
 - a. Haz Mat team trailers
 - b. Local Fire Department
 - c. Resource directory
3. Conduct visual and operational check
4. Check compatibility

A briefing session will be held for the entry team, back up team and Decon Officer by the Team Leader and Safety Officer to cover the following points:

1. Hazards of the product
2. Physical properties
3. Toxicity
4. Short Term Limits Value
5. Signs and symptoms of exposure
6. Container type if possible
7. Extent of entry time
8. Emergency Decon and escape
9. Communications hand signals
10. Location of back-up team
11. Location of Decon
12. Gear limitations
13. Antidote if available
14. Exit and entry point

Donning of protective clothing will be completed through strict adherence to the procedure and check list. The Safety Officer will sign off on the checklist. All entry and exit medical checks will be completed on personnel at all times. Any team member out of the parameters will be removed and reassigned.

Entry of personnel into the hot zone is done under monitored conditions. The Backup Team must be in place ready to close suit, hook up air and go.

Personnel exiting hot zone must proceed to Decon and if unable to proceed on their own emergency Decon will be initiated.

The Haz Mat Team Safety Officer will have the authority to withdraw the team from any situation he deems to dangerous and will have the authority to stop all team participation when the situation warrants such action.

14. Decon Procedure

1. Set up Trailer
2. Locate in a safe place up wind, up hill if possible and in warm zone.
3. Decon personnel will mix solution
4. Set up flush and retention areas one, two or three pool Decon depending on chemical
5. Set up Emergency Decon
6. Decon Officer will advise all Decon is in place

When rescue of victims or team members becomes apparent, all due care will be taken to avoid endangerment and contamination of rescue personnel.

15. Support Personnel and Clean Up

Support personnel on scene are to be assigned specific functions under control of a team member. There will be no free lancing allowed. Personnel are to stay in their assigned area.

All clean-up will be by outside firms. Team equipment will be deconed by dressed team members when they enter and leave Decon if possible. All equipment will be inventoried and will be replaced.