

G U I L D E L I N E
B L O O M F I E L D G E N O A C I T Y
F I R E & R E S C U E

HAZARD MATERIAL RESPONSE

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Purpose Our Company is not a certified Hazardous Materials Response Team, however we have a basic knowledge of response for the protection of our citizen's. The following are basic guidelines to secure the area and protect our Citizens from harm of exposure to these hazards.

Definitions

Hazardous Material is defined as and not limited to any unknown substance that might be a health risk to any persons or any material that might need to be placarded in a reportable quantity.

Level of Performance

Response

- 1) Prior to responding to a known hazardous materials incident, all personnel will have Hazardous Materials training.
- 2) An emergency response shall be required unless directed by the OIC.
- 3) Stage at a safe distance until the product and quantity can be identified. **“don't** commit yourself to a dangerous position or situation.”
- 4) All units shall stage “Level 1” (at least a 1/2 mile away) from the scene and designate a command post and a command channel. When selecting a staging area take into consideration the following:
 - wind direction
 - topography
 - accessibility
 - proximity to the incident
 - overhead obstacles
 - potential for conflagration

B. Arrival on the Scene

- 1) As soon as possible, obtain M.S.D.S. sheets without endangering the crew.
- 2) With appropriate level of personal protective clothing, establish hot, warm, and cold zones and refuse admittance to the area.
- 3) Establish a safety team prior to any entry where possible injury or health hazard is possible.
- 4) Prior to any entry maintain time logs on every personnel and action taken. Maintain logs of people evacuated and medical examination of those persons. Any personnel or public sent to evacuation sites need to have names, ages, and addresses, telephone numbers documented for easy identification and locating.
- 5) Assignments to subordinate officers need to be taken such as sector tasks; decontamination, safety, logistics and media. Maintain communications with all sectors.
- 6) All precautions must be taken until proper identification of materials and knowledge of spill/leak can be obtained. Notify Dispatch when information is received on the scene.

C. Guideline

All hazardous materials incidents are different, the guidelines to eliminate the product are never the same, and therefore the following are basic and may be altered under the authority of the OIC with the cooperation of all sectors.

- 1) Prior to any entry a documentation area shall be established and a safety team in position.
- 2) Prior to any attempt to control a spill/leak/fire, if water sources may be involved or contaminated, dike or dam areas to prevent any run off of material.
- 3) If the product can be extinguished without conflict to water, then apply water in large volumes to containers for cooling and ventilation. Use of unmanned monitors is preferred.
- 4) Remove uninvolved material, after cooling (if on fire) to a safe distance. The Haz-Mat entry team preferably should do this.
- 5) If our Company has the appropriate level personal protective equipment and trained personnel, an attempt to stop the leak should be made,(i.e. shut valve off, cap, or remove) if not the Haz-Mat entry team shall stop the leak.
 - close valves
 - place plugs in openings
 - place containers, if able, in upright position

- always use water spray to approach leak using fog spray to reduce vapors
- 6) Remove all ignition sources, to prevent reignition if fire is involved.
- 7) Provide assistance to DNR, Walworth County Officials and Haz-Mat team whenever possible.

D. Clean-Up

Clean up of materials is the sole responsibility of the person or company responsible for the material being spilled or dislodged. The Fire department may provide guidance and assistance to the person or company responsible without taking the responsibility. All of the personnel in contact with product will be decontaminated with equipment prior to leaving the scene.

E. Reports and Documentation

- 1) At no time will any personnel release any information regarding the incident to any person(s) including media. It shall be the OIC or the Walworth County Emergency Management's job of informing the public.
- 2) A documentation of all operations performed on the incident shall be kept at all times for each call involving this department . A written report shall be completed by the OIC and filed with all other documents taken.
- 3) A Personal Exposure Record will be logged and kept on file for each person exposed to hazardous materials. The OIC shall consult with EMS personnel for records after the incident. This form shall be attached to Medical Evaluation form from the hospital, copy of the ambulance trip sheet, and Exposure/Decontamination form.
- 4) A Hazardous Materials Incident Exposure Record for all company's involved, making entry, will be kept and filed when the incident is within the Bloomfield Genoa City Fire Department's district.

Implementation: This policy shall be effective immediately. It shall remain in effect until withdrawn or modified by the department.

Approval Date: 12-05-06