

TOWNSHIP FIRE DEPARTMENT

CHAPTER 2: STANDARD OPERATING GUIDELINES

Part 1: Response Guidelines

Subject: County Level B Incidents

Page 1 of 6

Section: 2-1-14

Effective Date: 02-22-94

Revised Date:

- 14.01 Purpose. This guide is intended to establish response authorization and procedures for a Level B hazardous materials incident. This procedure will be applicable for either a city or county response.
- 14.02 Goal. This guide covers all members of the Eau Claire Fire Department involved in a response to a Level B hazardous materials incident. The objective of this operating guideline is to provide a method by which the Eau Claire Fire Department can quickly assemble the necessary resources to efficiently and effectively respond to a Level B hazardous materials incident in either the City of Eau Claire or in Eau Claire County. Although this guideline was written for the City of Eau Claire, it outlines what is expected of the requesting agency.
- 14.03 Guideline.
- A) Definitions.
1. Level A. A level A hazardous materials response is an emergency involving the release or potential release of a material that is harmful to life and the environment. A level A hazardous materials incident requires that the emergency responder be completely encapsulated in a protective package, to include maximum respiratory and skin protection.
 2. Level B. A level B hazardous materials release is the release or potential release of a material that requires maximum respiratory protection of the responders. Limited skin protection may be required.
- 14.04 The following guidelines are intended to establish procedures for daily staffing assignments and for notification of and response to Level B hazardous materials incidents.
- A) Authorization to respond. Requests for a Level B hazardous materials response shall be authorized and requested by the incident commander in the jurisdiction where the incident is taking place. The request must be processed through the Eau Claire Communications Center who will

Subject: County Level B Incidents

Page 2 of 6

Date: 02-22-94

cause the dispatch of the Level B team. The jurisdictional incident commander shall confirm with the communications center that notification or attempted notification of the Eau Claire County Department of Emergency Government has taken place. Shortly after dispatch, the Incident Commander or his representative will be contacted by a member of the Eau Claire Fire Department for incident-specific information.

Response personnel and equipment will be assembled as the information is gathered. The requested information will serve as preliminary size up information for the responding personnel. (See Hazardous Materials Information Form.)

1. Staffing.

a) Available personnel. Eau Claire Fire Department Personnel trained to the Technician or Specialist level are considered to be Level B hazardous materials response personnel. The Eau Claire Fire Department Shift Roster identifies personnel trained at the above-mentioned levels.

b) Daily assignments. The Battalion Chief will, on a daily basis, assign four on-duty personnel as the hazardous materials incident first responders. Persons so assigned will be notified of the assignment by 0800 hrs. The names of all notified hazardous materials first responders will be circled on the daily duty roster. One of the four assigned personnel should be an officer, if possible. It is understood that occasionally there will not be four hazardous materials trained persons available. If that is the case, the Battalion Chief will assign to the extent of availability.

c) Call back. If the hazardous materials response is a County response or if an incident in the City strains the department's resource availability, the call-back procedure will be utilized to both subsidize the initial response if necessary and to restaff the on-duty fire fighting force.

When calling in personnel under these circumstances, consideration must be given to the skill levels needed by the department at the time of the recall, ie: hazardous materials technicians, EMT-I personnel or fire combat personnel. Call-in assignments will be made in accordance with skill levels and department need.

d) Mutual Aid. In the case of a County Level B incident, the requesting department will be in a position to provide for some of the staffing necessary to mitigate the incident.

Subject: County Level B Incidents

Page 3 of 6

Date: 02-22-94

Functions which do not require technician or above skills should be reserved for the Department calling for the Level B response.

- e) Notification. All requests for a Level B hazardous material response will be processed through the Eau Claire County Communications Center. If the Eau Claire Fire Department responds to an incident which is or escalates into a reportable Level C or a Level B incident, the Communications Center must be notified of such and the appropriate contacts shall be made. This is necessary to insure proper liability coverage for a Level B incident is in place.

14.05 Response to Eau Claire County. When requested to respond into Eau Claire County for a Level B hazardous materials incident, the following procedures are recommended. The Communications Center will alert the Fire Department utilizing the fire tones. Upon being alerted of the incident, the following actions will commence.

- A) Engine companies with the hazardous materials first responders for the day (previously assigned in accordance with staffing daily assignments above) will immediately respond to No. 2 station and prepare for the response.
- B) A person will be assigned to make phone or radio contact with the requesting department and begin the information gathering process. The HAZARDOUS MATERIALS INFORMATION SHEET will be used in the process.
- C) As soon as possible, C-9 will depart for the scene of the incident, with the on duty battalion chief, a branch director, a safety officer, and a monitor person. Their mission is to secure the scene and gather information.
- D) A call back of at least eight (8) personnel shall be conducted in accordance with the call back procedure. This call back will be considered emergency duty and would therefore allow specific skill levels to be recalled.
- E) The hazardous materials response vehicle will not depart for the scene of the incident until a minimum of seven (7) trained personnel are prepared to respond.

Subject: County Level B Incidents

Page 4 of 6

Date: 02-22-94

- F) Prior to responding, a hazardous materials branch director will be appointed. The hazardous materials branch director will assign a person to research, decon and entry group supervisor positions. It is believed the requesting department will be able to assist with work-related tasks in the cold zone assuming proper supervision is established both by requesting department and the responding team.
- G) The hazardous materials branch director will receive and review the HAZARDOUS MATERIALS INFORMATION SHEET and discuss the response with the shift commander prior to departing for the incident.
- H) If additional information indicates a greater response is required, the shift commander may expand the call back as necessary.
- I) The hazardous materials branch director will be responsible to give progress reports to the Eau Claire liaison officer at 30-minute intervals when requested by the Eau Claire liaison officer or at significant points in the incident.

14.06 Response within the City of Eau Claire. Basically, the same procedures as outlined for the County response will be followed, with the exception that the team may be gathered at the scene of the incident rather than at No. 2 Station and the level of recall will be determined by the incident commander.

14.07 Command and Control. Eau Claire County Fire Departments have agreed to utilize the incident command system for command and control at hazardous materials and other incidents. The county department into whose jurisdiction the team responds will assume the responsibility for command. Command shall recognize the hazardous materials response team as a branch of the incident command structure. The hazardous materials branch director will report to command upon arrival at the scene to receive a briefing, a radio channel assignment and review the position the team is to assume in the organizational structure. The research, decon and entry group supervisors may be carrying out necessary tasks as the branch director is being briefed.

The requesting department will organize and make available to the hazardous materials branch director a minimum of five (5) work teams (two firefighters constitute a work team). The hazardous materials branch director will assign the work teams in accordance with the strategic and tactical needs of the branch. Major incidents may require additional work teams. Requests for additional resources must be processed through command.

Subject: County Level B Incidents

Page 5 of 6

Date: 02-26-94

Under no circumstances will the hazardous materials branch engage in any strategy or activity not authorized by command nor will the team be ordered to carry out a strategy which, in the opinion of the branch director, places team members or the environment at unnecessary or unreasonable risk. The action at a hazardous materials incident must be planned for and taken with full cooperation between command and the hazardous materials branch director. If, for any reason, conflict should develop between command and the hazardous materials team leader, the Eau Claire liaison officer shall intercede on behalf of the hazardous materials team.

- 14.08 Command Liaison. The on-duty Battalion Chief or the Eau Claire Fire Department Duty Chief shall respond to all hazardous materials incidents. Car 9 will be used for the response because of the availability of on-board command resources. The responding chief officer will report to command and act as a liaison for the Eau Claire Fire Department Hazardous Materials Team.

Subject: County Level B Incidents
Page 6 of 6
Date 02-22-94

Hazardous Materials Information Form

Date _____ **Time** _____

Person Taking This Information _____

Information Taken From? _____

Incident Location? _____

Command Post Location? _____

Who is the Incident Commander? _____

Command Post Phone Number or Radio Frequency _____

Staging Location _____

Recommended Route Into the Scene _____

Wind Direction and Speed at the Scene _____

When did the Incident Occur (Date/Time) _____

Is This a Transportation Incident? _____ **Truck/Car** **Train** **Airplane** **Other**

Is This a Fixed Facility Incident? _____ **Retail** **Manufacturing** **Distribution** **Recreational** **Farm**

Is This A Sara Title III Reporting Facility? _____

Have You Evacuated Anyone? _____

Is Anyone Injured/Killed/Pinned or Trapped? _____

Do You Have Product Names or Numbers Available? _____

Do You Have M.S.D.S. Sheets Available on the Product? _____

Approximately How Many Emergency Personnel Do You Have on the Scene? _____

Who has Jurisdictional Authority? _____

Has the Jurisdictional Authority Authorized This Response? _____

Has the County Department/Emergency Government Been Notified? _____

If so, Whom? _____ **Title?** _____