



Monroe Fire Department

Standard Operating Guidelines Hazardous Material Response

Purpose: This SOG contains guidelines for responding to and establishing the initial control of a hazardous materials incident.

Level of Performance: Our department is certified at the operations level for Hazardous Materials Response. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the operations level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

All Responses shall be in accordance with Response profiles listed in MFD SOG 6.001.

Response

- An emergency response shall be required unless directed by the OIC.
- **The Emergency Response Guidebook shall be used to identify containers, chemicals involved, staging, and isolation zones.**
- All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, potential for fire.

Arrival on the Scene

- Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. *Note: in some situations, sheltering-in-place may be the most viable option.*
- All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- Obtain M.S.D.S. sheets and any chemical information available. This may include consists, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- Make contact with any company representatives and notify the appropriate agencies including a HAZMAT Technician team if necessary.
- Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Incident Actions

- All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives. THIS PLAN MUST BE WRITTEN and updated as the incident progresses.
- Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- Remove all ignition sources if materials are combustible or flammable in nature.
- Collaborate with the DNR, EPA, Green County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- Communications and accountability of all incident personnel shall be maintained at all times.

Reports and Documentation

- The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, Green County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- Record of all other agencies and their corresponding personnel who responded shall also be documented.
- Record of all items used that will need replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

Clean-Up

- Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Approval Date: December 2, 2014