

OPERATIONS MANUAL

For the

TEAM MEMBERS

of the

**SHASTA-CASCADE HAZARDOUS MATERIALS RESPONSE TEAM
A MULTI-AGENCY HAZARDOUS INCIDENT RESPONSE TEAM**

Within

THE OPERATIONAL JURISDICTIONS OF

**LASSEN, MODOC, SHASTA, SISKIYOU,
TEHAMA AND TRINITY COUNTIES**

June 2010

SCHMRT OPERATIONS MANUAL

TABLE OF CONTENTS

ARTICLE I.	ADMINISTRATION	Page 6
Section 1.1	SCHMRT Team Structure Administrators Program Director Operations Director Workgroup Leaders Group Supervisors HazMat Specialists HazMat Technicians HazMat Support Personnel HazMat Investigations/Cost Recovery HazMat Personnel (Non-SCHMRT)	
Section 1.2	Agency's Coordination Efforts	
Section 1.3	Subcommittees	
Section 1.4	Workgroups	
ARTICLE II.	COST RECOVERY	Page 14
Section 2.1	General Compilation Incident Cost Summary Report General Billing Procedures Reimbursement Distribution Non-Billable Incidents Other Reimbursements	
ARTICLE III.	FINANCE	Page 17
Section 3.1	Fuel Cards	
Section 3.2	Bank Accounts	

ARTICLE IV. TRAINING

Page 18

- Section 4.1 Minimum Entry Training Standards
- Section 4.2 Post Selection Orientation
- Section 4.3 HazMat Specialist Minimum Training
- Section 4.4 HazMat Technician Minimum Training
- Section 4.5 HazMat Safety Officer Minimum Training
- Section 4.6 Continuing Education Training and Exercises
- Section 4.7 Currency Requirements
- Section 4.8 Training/Physical Exam Records and Certificates
- Section 4.9 Incident Critiques
- Section 4.10 Bi-Annual Training Plan

ARTICLE V. INCIDENT OPERATIONS

Page 22

- Section 5.1 Response
 - Incident Classification Levels
 - Local Response
 - Initial SCHMRT Response Commitment
 - Full SCHMRT Response Commitment
 - Notifications
 - Request for SCHMRT from Other than Participating Agencies
 - Regional Response
 - Response Communications

- Section 5.2 Scene Operations Page 28
 - HazMat ICS Structure
 - Perimeter Control Lines
 - Monitoring and Evaluating
 - Sampling Procedures
 - Pressurized Vessels
 - Rescue Policy
 - Medical Monitoring
 - Decontamination
 - After Action Reports

ARTICLE VI.	MATERIAL MANAGEMENT	Page 41
Section 6.1	Instrument Calibration	
Section 6.2	Property Lost or Damaged	
Section 6.3	Centralized Reporting	
ARTICLE VII.	MOBILE EQUIPMENT	Page 42
Section 7.1	Vehicle Maintenance	
Section 7.2	Vehicle Storage	
ARTICLE VIII.	PERSONNEL	Page 43
Section 8.1	SCHMRT Member Selection	
Section 8.2	Process for Participation	
Section 8.3	Baseline Medical Exams	
ARTICLE IX.	SAFETY	Page 45
Section 9.1	Treatment of Injured Members/Authorization for Medical Treatment	
Section 9.2	Personal Protective Equipment Maintenance	
Section 9.3	Personal Protective Equipment - Use of Duct Tape	
Section 9.4	NIOSH Protective Suite Standards	
Section 9.5	Level of Entry	
Section 9.6	Site Safety Plan	
Section 9.7	General Entry Standards	
ARTICLE X.	TELECOMMUNICATIONS	Page 49
Section 10.1	Dedicated Frequencies	

APPENDIX

- A SCHMRT Organization Chart
- B Emergency Resource Directory
- C Incident Operations Checklist
- D Notifications Phone Number List

ARTICLE I

ADMINISTRATION

SECTION 1.1 SCHMRT TEAM STRUCTURE

ADMINISTRATORS

The Administrators shall be composed of a designated representative of each participating agency. The Administrators shall set the Team's direction through enactment of policy and guidelines to assure continuity and a coordinated interaction of all participating agencies. This group shall commit reasonable resources under their individual control to adequately staff, train and maintain equipment and personnel to mitigate emergency incidents involving hazardous materials. The Administrators shall also assure that each individual participating agency's policies and procedures are not compromised and, further, that the direction of each participating agency's governing jurisdiction is not eroded.

The Administrators will mutually agree on the composition of the Team personnel who will perform in the Program Director, Operations Director and the Workgroup Leader roles as defined in this Agreement. Primary direction to Team operations will funnel through the Program Director and Operations Director to the Workgroup Leaders.

Following each successful cost-recovery, a review of the cost recovery efforts shall be conducted by the Administrators to recap any successful reimbursements and to assure that distribution has been made in the appropriate manner to the participating agencies.

The Administrators shall meet as often as necessary to assure consistent Team direction, but no less than four times a year.

PROGRAM DIRECTOR

The Administrators shall consensually agree to appoint a single person from the lead agency to assume the responsibilities of the Program Director. This individual shall act to assure that the policy direction as delineated by the Administrators is carried forward by the entire Team to satisfactorily meet the goals and objectives. As of the date of this revision, the lead agency is the Shasta County Fire Department.

The Program Director shall also apprise the Administrators of those changes in law, regulations, training requirements or Team needs on a requisite basis to assure consistent Team functions. Operational issues of a regional nature will be pursued by the Program Director on behalf of and at the direction of the Administrators.

The Program Director is responsible to inform all members of the Administrators of on-going and/or daily changes to Team operations which could be affected by influences outside of Team control. Administrators can and should contact the Program Director with any questions relating to Team operations.

The requests to expend funds budgeted for operations will be routed through the Program Director and on to the Administrators for approval. This shall include request to expend funds collected for responses and held in SCHMRT accounts for Team use.

The Program Director will review all billing packages developed by the Team for cost collection. The Program Director will assure proper and accurate accounting of all collected funds and that any collected funds are distributed to the participating agencies as appropriate.

OPERATIONS DIRECTOR

The Administrators shall consensually agree to appoint a single person to assume the responsibilities of the Operations Director. This individual shall direct the day-to-day operations of SCHMRT and shall be accountable to the Program Director. The Operations Director shall be trained and certified as a Hazardous Materials Specialist per the training requirements contained in this Agreement.

The Operations Director will be responsible to oversee all Team sub-role functions through the Work Group Leaders. This individual's ultimate responsibility is to assure 100 percent mission readiness of SCHMRT in the form of response preparedness of personnel, apparatus, tools and equipment. This individual will assure that personnel are properly trained and being utilized in positions appropriate to their level of knowledge, skills and certifications. This individual should also be a California State Certified Instructor in the field of Hazardous Materials and shall take a lead role in training. Some of this individual's responsibilities will be as follows:

- Conducts initial 8-hour orientation for new Team members.
- Oversees ongoing training.
- Stays apprized of changes in training, response practices and industry standards.
- Attends seminars and specialty training on a local, statewide and national level to assure current, relevant knowledge of Team members.
- Interacts with other HazMat Teams, serves as a liaison with allied agencies.
- Conducts after-action reviews at each monthly Team meeting.

The Operations Director shall be ultimately responsible for assuring that apparatus and equipment are acquired, inventoried and maintained. This individual shall oversee equipment acquisition, apparatus specifications and ongoing maintenance concerns via the Equipment Workgroup Leader. The Operations Director shall have ready access to the apparatus designated as HazMat 24.

The Operations Director shall maintain records and prepare reports via the Records Workgroup Leader. Included are training records of Team members, incident reports of Team responses and the official roster containing current contact numbers for each Team member.

The Operations Director shall be responsible for assuring a “Top 10 Plan” is developed wherein the chemical/product most likely to be encountered by SCHMRT members is researched and model mitigation techniques are listed.

The Operations Director shall pursue ongoing funding sources and specific grants in order to maintain the operation and growth of the SCHMRT. This individual shall approve purchases made on SCHMRT bank accounts, maintain checkbooks and fuel cards assigned to SCHMRT and assure that cost recovery documentation is prepared by the Finance Workgroup Leader.

WORKGROUP LEADERS

The Program Director and Operations Director shall consensually agree to the make-up of the Workgroup Leaders. The personnel of this group will be accountable to the Operations Director and will assume the first level supervisory role for Team operations. All Workgroup Leaders shall also be trained to perform as HazMat Technicians/Specialists per the training requirements contained in Article IV of this Manual.

Workgroup Leaders assume an important responsibility for their respective agency in that communication to agency Administrators concerning daily Team activities will be borne by the Workgroup Leaders. The Administrators shall set yearly Team direction, but will also expect updating of their respective agency’s participation somewhat more often. This agency briefing will be through and by the agency’s member(s) in the Workgroup Leaders through the Operations Director and Program Director.

Individual Leaders of the Workgroups shall coordinate activities of designated HazMat Technicians/Specialists and support personnel in non-emergency sub-roles. These sub-roles shall be in addition to each Team member’s primary incident responsibilities and will be important to the orderly growth and maintenance of the overall Team. These sub-roles are further defined in Section 1.4 of this Manual.

GROUP SUPERVISORS

Supervision of SCHMRT Technicians/Specialists at the scene of emergency incidents shall be the responsibility of the HazMat Group Supervisor. Standard practice shall be to have the HazMat Technician/Specialist from the responsible jurisdiction for a particular incident

designated as HazMat Group Supervisor. Other personnel from SCHMRT who are not performing as the HazMat Group Supervisor at the scene of an incident are to be assigned duties commensurate with their knowledge and experience. The Administrators acknowledge that it will not always be possible to have a HazMat Group Supervisor from the responsible jurisdiction in charge of Team activities at the scene of an emergency incident for a variety of reasons and, therefore, agree in the event that no qualified HazMat Group Supervisor from the responsible jurisdiction is available, any SCHMRT Technician/Specialist shall be qualified to assume the role of HazMat Group Supervisor.

HAZMAT SPECIALISTS

The Specialist shall be employees of the participating agencies who have come under the scrutiny of the selection process contained in Section 8.1 of this Manual and have met the highest level of hazardous materials incident response training requirements. Due to the major commitment of time and money which an agency invests in each Specialist, it will be incumbent upon the agencies to have a dedication from each individual in this classification. It is the goal of SCHMRT to have each member certified to the level of HazMat Specialist within two years of appointment to the Team. Further, each HazMat Specialist will specialize in a particular field of HazMat operations, i.e., CAMEO, railcar, ASO, Terrorism/WMD, clandestine labs, etc.

In addition to filling rolls within the HazMat Group during emergency responses, each Specialist will serve as a member or leader of a Workgroup as defined in Section 1.4 of this Manual to assure the maintenance and growth of the capabilities of the SCHMRT. Accountability will be maintained by each Workgroup Leader. Members will have the opportunity to volunteer for a Workgroup which suits their interest or will be administratively assigned a position on a Workgroup.

HAZMAT TECHNICIANS

The Technicians shall be employees of the participating agencies who have come under the scrutiny of the selection process contained in Section 8.1 of this Manual and have met the training requirements of their classification. Due to the major commitment of time and money which an agency invests in each Technician, it will be incumbent upon the agencies to have a dedication from each individual in this classification.

In addition to filling rolls within the HazMat Group during emergency responses, each Technician will serve as a member or leader of a Workgroup as defined in Section 1.4 of this Manual to assure the maintenance and growth of the capabilities of the SCHMRT. Accountability will be maintained by each Workgroup Leader. Members will have the opportunity to volunteer for a Workgroup which suits their interest or will be administratively assigned a position on a Workgroup.

HAZMAT SUPPORT PERSONNEL

Support personnel are those employees of the participating agencies which the individual agencies have committed to the effort of Team support and who have come under the scrutiny of the selection process contained in Section 8.1 of this Manual. These personnel are essential to the emergency operations of SCHMRT in that they will allow the Specialists/Technicians to perform the entries and functions that their advanced training has prepared the Specialist/Technicians for. It will be incumbent upon the participating agencies to allow the Support personnel to attend as many of the SCHMRT drills and annual scenarios as possible to refine emergency operations and interaction among the total SCHMRT.

In order to include more trained personnel in support roles, support personnel must be trained to the HazMat First Responder Operational (FRO) level, and FRO Decon and are employees or volunteers of a participating SCHMRT jurisdiction and may perform the duties of HazMat support.

HAZMAT INVESTIGATIONS/COST RECOVERY

SCHMRT will provide technical support to the investigating agency on incidents where an investigation is required. Investigative efforts will be coordinated through the HazMat Group Supervisor at the scene of the incident. The development of reimbursement billings for Team responses shall include information developed from the preliminary investigation of negligent acts or responsible generators of hazardous materials.

HAZMAT PERSONNEL (NON-SCHMRT)

There are personnel from the participating agencies as well as other State, County and local level agencies who, by the nature of their work and by their legislated charges, would be instrumental to the successful mitigation of an emergency incident involving hazardous materials. Some of the most instrumental responders are delineated below. It should be noted that these personnel may or may not be standing members of SCHMRT. However, when a member is operating as one of the following, he/she will NOT be performing in his/her SCHMRT role, but rather as a First Responder or Incident Commander.

HazMat First Responders/Operational (FRO): By regulations, HazMat First Responders/Operational are normally employees of emergency response agencies who have been trained to the OSHA FRO level. These individuals will normally perform preliminary incident assessment. In some cases, these individuals will possess the proper knowledge and Personal Protective Equipment (PPE) to mitigate the situation without activation of SCHMRT. In cases where the incident demands knowledge or PPE above the level possessed by FRO, those individuals will be tasked with activating SCHMRT.

Incident Commander: While not necessarily a member of the HazMat Team, an Incident Commander is instrumental in the proper and efficient mitigation of hazardous materials incidents. All agencies with legislated scene management responsibilities will train personnel in

accordance with accepted State of California standards to perform as Incident Commander and, thus, manage the efforts of the SCHMRT at the scene of incidents through the HazMat Group Supervisor.

SECTION 1.2 AGENCY'S COORDINATION EFFORTS

One of the overriding reasons for the establishment of a multi-agency response capability is to realize the value of each of the agency's efforts in securing sufficient equipment, personnel and training to adequately respond to HazMat emergencies. The participating agencies of SCHMRT will coordinate the purchasing, maintenance and deployment of equipment and training to the best advantage of an individual agency while meeting an overall goal of providing a complete response capability without burdening any single agency with the total responsibility.

This plan shall include, but not be limited to, Team policy issues, staffing requirements, training needs for the next year, equipment needs, status of the outside funding efforts, a prognosis for Team involvement for the upcoming months, as well as any other items of interest concerning HazMat or SCHMRT activities. There shall be a portion of the Annual Work Plan which details the training commitment for Team members for the upcoming year.

SECTION 1.3 SUBCOMMITTEES

The Administrators shall establish on-going subcommittees from the SCHMRT membership and consensually appoint Committee Chairpersons. Such Committees shall include the Operations and Training, and Finance and Fundraising Subcommittees; other Subcommittees may be established as needed.

SECTION 1.4 WORKGROUPS

There is an ongoing need to have those personnel who are assigned to SCHMRT as active members to perform Team functions outside of the emergency response mode to maintain and strengthen the overall Team. These sub-roles will be assigned to specific HazMat Workgroup Leaders who will garner assistance from other SCHMRT personnel as appropriate.

- 1. Technical Reference Workgroup Leader:**
 - a. Maintain all gas monitor and electronic detector equipment.
 - b. Maintain all HazMat identification kits (HazCat & 5-step).
 - c. Maintain all Tech Ref assigned equipment (ex: laptops & chemical libraries).
 - d. Identify Tech Ref needs and makes recommendations to Operations Director, as needed.
 - e. Assist with ordering and purchasing of Tech Ref equipment.
 - f. Provide training instruction to Team Members on proper use of Tech Ref equipment, as needed.

2. **Communications Workgroup Leader:**
 - a. Maintain all SCHMRT radios (portable and mobile).
 - b. Ensure radios are setup for interoperable communications and are programmed with current and functional frequency loads.
 - c. Identify communication needs and make recommendations to Operations Director, as needed.
 - d. Assist with ordering and purchasing of communications equipment.
 - e. Provide training instruction to Team Members on proper use of communications equipment, as needed.

 3. **Tools & Equipment Workgroup Leader:**
 - a. Maintain inventory of all tools, supplies, and accessories (excluding Tech Ref equipment, suits, and SCBA items).
 - b. Maintain all equipment and makes purchasing recommendations to the Operations Director, as needed.
 - c. Assist with the ordering and purchasing of tools, supplies, and accessories.
 - d. Provide training instruction to Team Members on proper use of tools and equipment, when needed.

 4. **Suits Workgroup Leader:**
 - a. Maintain all HM suits.
 - b. Maintain all HM suit logs/records, where applicable.
 - c. Responsible for annual suit testing.
 - d. Identify suit needs and make recommendations to Operations Director, as needed.
 - e. Assist with ordering and purchasing of HM suits.

 5. **Inventory Workgroup Leader:**
 - a. Maintain master equipment inventory list for HM-24.
 - b. Identify inventory needs and/or issues and coordinates with appropriate workgroups.
 - c. Update inventory list, as needed.

 6. **Records Workgroup Leader:**
 - a. Maintain Member Training Records.
 - b. Maintain Team Roster.
 - c. Maintain member contact information.
 - d. Maintain SCHMRT historical activity report (all meetings, trainings, incidents).

 7. **Apparatus Maintenance Workgroup Leader:**
 - a. Maintain all apparatus (arranges for routine and emergency service).
 - b. Maintain all apparatus maintenance logs/records, where applicable.
 - c. Maintain all equipment attached to apparatus (generator, etc.).
 - d. Coordinate with SCFD/SHU shop on equipment maintenance needs & activities.
-

8. SCBA Workgroup Leader:

- a. Maintain all SCBA equipment for SCHMRT and ensures they are serviced.
- b. Maintain all SCBA logs/records, where applicable.
- c. Arrange for SCBA testing, service, repairs, as needed.
- d. Assist with the ordering and purchasing of SCBA equipment.
- e. Provide training instruction to Team Members on proper use of SCBA equipment, when needed.

ARTICLE II

COST RECOVERY

SECTION 2.1 GENERAL

SCHMRT will actively pursue the reimbursement of all legally recoverable costs associated with responses by the Team to incidents. SCHMRT will distribute recovered funds to all participating agencies based upon their resource commitment with each specific incident.

COMPILATION

Each participating agency shall be individually responsible to compile all agency specific costs for resources committed and/or deployed. These commitments shall be based on each agency's calculated costs to respond with personnel and equipment. Each agency should develop their individual costs which are able to withstand legal scrutiny, should the need arise.

INCIDENT COST SUMMARY REPORT

Upon compilation of each agency's expenditures, these costs will be forwarded to the Operations Director for inclusion into the Incident Cost Summary Report. The Incident Cost Summary Report will delineate each agency's expenditures as separate subtotals which will be applied towards the total SCHMRT costs shown as the overall total of the Team's response.

When the Operations Director has ensured that all participating agency's costs are included into the Incident Cost Summary Report, the finished report will be presented to the Program Director. This report shall include information developed from the preliminary investigation of negligent acts or responsible generators of hazardous materials. The Program Director will proceed with the collection of costs.

GENERAL BILLING PROCEDURES

The billings for the SCHMRT responses will follow basic guidelines established for OES Region III Regional HazMat Team reimbursement rates:

Team Initiation Fee - A basic "start up" fee for the initiation of a Team response. This fee will be \$2,000.00 for call-out and for the first six hours of an incident.

Personnel Services Fee - A basic fee per responding HazMat Technician or Specialist of \$50.00 per hour per Technician or Specialist, in excess of the first six hours of an incident. The first five SCHMRT Technicians/Specialists will not be charged in the first six hours of an incident. Also included will be charges incurred by a participating agency for costs of responding non-SCHMRT personnel to maintain post coverage behind responding personnel. It will be each participating agency's responsibility to calculate hourly personnel costs based on actual expenses so that these rates can withstand legal scrutiny, should the need arise.

Equipment Fees - Three subcategories will be used to capture equipment costs for a required response:

HazMat Vehicles - \$225.00 per hour for HazMat vehicles and equipment, in excess of the first six hours of an incident.

Additional Support Vehicles - Those departmental vehicles a participating agency commits to a required response shall be billed for on the participating agency's individually calculated use rate schedules. Each agency shall develop rate schedules for their agency's vehicles based on a methodology which can withstand legal scrutiny.

Items Used on Incident - Any items that are used on a HazMat incident and need to be replaced will be billed at replacement cost to the responsible party.

REIMBURSEMENT DISTRIBUTION

The Shasta County Fire Department, as lead agency, will pursue the reimbursement of all costs as submitted by the Operations Director. The Shasta County Fire Department will use all legal recourse available to assure reimbursements are gathered. Upon reimbursement collection, each participating agency will receive its costs as submitted and documented in the Incident Cost Summary Report. This payment will be from the Shasta County Fire Department. Each involved agency expecting reimbursement will have the responsibility of submitting an accurate itemized invoice of expenses.

Activation Fees – Every effort will be made to collect reimbursement from responsible party(ies) following a SCHMRT activation, but each agency understands that there is no guarantee that the responsible party(ies) will reimburse the SCHMRT for its costs and as such each agency understands that they may not receive any reimbursement for their costs. Participating agencies may receive the actual costs of their response, after the following fees have been first paid to SCHMRT:

- \$2,000 Activation Fee.

Partial Reimbursements - In those instances where less than complete reimbursement is garnered, each agency will receive a percentage of their actual costs based on the percentage of total recovered costs. The Administrators will be advised whenever less than total reimbursement is received.

Collection Accounting - The Program Director will make available a complete recovery accounting upon request of any participating agency. The Program Director will present a Recovery Status Report after each cost recovery effort.

NON-BILLABLE INCIDENTS

It shall be policy of SCHMRT to not recover costs from participating agencies for incidents within their jurisdiction. However, SCHMRT will recover costs from responsible parties (spillers) regardless of incident location.

OTHER REIMBURSEMENTS

US EPA REIMBURSEMENT

CAL EPA

DTSC

ARTICLE III

FINANCE

SECTION 3.1 FUEL CARDS

The Operations Director shall maintain fuel cards for the use on responses and for use when other fueling methods are not available or acceptable.

Each HazMat vehicle will carry one fuel card for use at card lock facilities as available throughout the State.

SECTION 3.2 BANK ACCOUNTS

The Program Director shall establish and maintain a checking/savings account at a local banking facility for use on needed business.

- To support the Team on out-of-area responses - emergency purchase of food and drinks.

The account will also be used to reimburse HazMat Team members for approved and documented out-of-pocket expenses those Team members might have to make during incidents or when Team checks or fuel cards are not available for use.

Receipts will be promptly forwarded to the Operations Director for record keeping. Purchases (except on emergency incidents) shall not be incurred without previous approval of the Operations Director.

All purchasing and day to day operations will utilize standard SCFD finance procedures.

ARTICLE IV

TRAINING

SECTION 4.1 MINIMUM ENTRY TRAINING STANDARDS

The following shall be the minimum level of training and proficiency for all Team members. This shall meet or exceed all State of California and 29 CFR 1910.120 standards. It shall include, but not be limited to, training topics, performance evolutions, in-service training, scenarios, other Team cross training and physical standards.

All personnel being considered for placement on the Team in the **Specialist** or **Technician** personnel role shall have the following as a minimum:

- California Hazardous Materials Technician or Specialist Certification.
- Capability of procuring a California Class B Driver License.
- Hazardous Materials Qualification Physical Exam.
- Personal Exposure Record Reporting System.
- Basic ICS.

SECTION 4.2 POST SELECTION ORIENTATION

After selection, all members shall receive an 8-hour orientation from the SCHMRT Operations Director. This orientation shall include, but not be limited to, the following:

- Certificates submission.
- Operations Manual orientation.
- Participating agencies.
- Other members.
- Team response area.
- Responding as a member of SCHMRT.
- Responsibilities of a Technician/Specialist on an initial response.
- On-going training requirements.
- “Limited” vs. “Full” response.
- Apparatus and equipment orientation, workgroup placement, accountability system.

SECTION 4.3 HAZMAT SPECIALIST MINIMUM TRAINING

All personnel that will be operating at the highest level of hazardous materials incident response action shall be trained to the Hazardous Materials Specialist level. The minimum training shall include, but not be limited to:

CSTI Certified Hazardous Materials Specialist
Module A through G 240 Hours

SCHMRT Decontamination Procedures	}	
SCHMRT Protective Clothing	}	
SCHMRT Mitigation Equipment	}	
SCHMRT Computers, Radios, Telephone, FAX, Pagers and Other Communications Equipment	}	8 Hours Total
SCHMRT Monitoring Equipment	}	
SCHMRT Vehicle Operations	}	
SCHMRT ICS, Business Plans, Area Plans, Cooperating Agencies and Reference Materials	}	
CAMEO/Other Computer Programs	}	

SECTION 4.4 HAZMAT TECHNICIAN MINIMUM TRAINING

The minimum training for Technicians shall include, but not be limited to:

CSTI Certified Hazardous Materials Technician
Module A through D 160 Hours

SCHMRT Decontamination Procedures	}	
SCHMRT Protective Clothing	}	
SCHMRT Mitigation Equipment	}	
SCHMRT Computers, Radios, Telephone, FAX, Pagers and Other Communications Equipment	}	8 Hours Total
SCHMRT Monitoring Equipment	}	
SCHMRT Vehicle Operations	}	
SCHMRT ICS, Business Plans, Area Plans, Cooperating Agencies and Reference Materials	}	
CAMEO/Other Computer Programs	}	

SECTION 4.5 HAZMAT SAFETY OFFICER MINIMUM TRAINING

All personnel that will be operating as the HazMat Group Assistant Safety Officer at a hazardous materials incident shall be trained to the SCHMRT Hazardous Materials Safety Officer level. The minimum training shall include, but not be limited to, the following:

California Certified Hazardous Materials Specialist	240 Hours
ICS Assistant Safety Officer - Hazardous Materials	24 Hours

SECTION 4.6 CONTINUING EDUCATION TRAINING AND EXERCISES

The Training Workgroup Leader shall provide a training schedule that shall include the following:

- SCHMRT Monthly Drills.
- SCHMRT *Annual* Exercises.
- Off-Site Training Courses.

SCHMRT Monthly Drills: Monthly training drills shall be held to keep SCHMRT personnel trained on the latest techniques and equipment necessary to deal with a hazardous materials incident.

Administrators shall make every effort to assure, within their individual agency's constraints that each Specialist, Technician and support personnel shall attend all training drills.

SCHMRT Annual Exercises: The Operations Director shall schedule a full scale exercise at least annually. Within the individual agency's constraints, each Administrator shall assure that all Specialists and Technicians shall attend the exercises.

Off-Site Training Courses: The Records Workgroup Leader shall be forwarded a copy of all training provided off-site that is related to SCHMRT operations. SCHMRT personnel shall be sent to off-site training to maintain or increase their value to the Team as can be arranged. All personnel attending off-site training shall return and forward as much information as possible to the members of the Team in either formal or informal training.

SECTION 4.7 CURRENCY REQUIREMENTS - TEAM MEMBERS

All HazMat Technicians/Specialists will maintain a specified level of training in order to respond to HazMat incidents. Any member meeting these requirements will be considered current and eligible to respond to HazMat incidents as members of the HazMat Team.

Procedure: Each month, the Operations Director will coordinate training for the entire HazMat Team. Each HazMat Technician/Specialist should try to attend each meeting. The Records Work Group will maintain training records that shall include drill attendance, certifications, etc., for each Technician/Specialist.

The currency requirement for HazMat Technicians/Specialists governs whether or not a member will be eligible to respond to a HazMat incident. The currency rule will be as follows:

In order for a Technician/Specialist to be considered as current he/she must have attended at least eight out of the last twelve regularly scheduled drills and have earned a minimum of eight training credits.. If a HazMat Technician/Specialist has not met this requirement, then he/she may not be utilized until he/she attains currency – in this situation the Operation Director will dictate whether a SCHMRT member is available to be utilized for SCHMRT activations. It will

be the responsibility of the Operations Director to notify the member's department head of failure to maintain currency. However, currency can be maintained by outside approved HazMat training at a 3:1 ratio (i.e., 24 hrs, or three days, of approved off-site training = 1 SCHMRT drill credit). Credit for off-site HazMat training must be approved by the Operations Director. As a minimum, each Technician/Specialist is expected to attend eight out of the last twelve regularly scheduled drills.

After the completion of each HazMat Team drill, the Operations Director will publish and distribute a report on the status of the team and attendance of each team member.

Specialist Training:

It is the intention of SCHMRT that every member be certified to the level of Hazardous Materials Specialist within two years of appointment to the Team. Further, each Specialist will specialize in an assigned field of HazMat operations. Speciality fields may include, but are not limited to, Tech. Ref. Specialist, ASO, pesticides, radioactive, railcar, chem/bio WMD, etc. Assignments will be based on individual interest and Team needs.

SECTION 4.8 TRAINING/PHYSICAL EXAM RECORDS AND CERTIFICATES

The Records Workgroup Leader shall maintain training records on all SCHMRT personnel. This shall include a current copy of their resume and certificates. Each participating agency will be responsible to provide the mandated physical examinations for their employees, which meet the specifications as outlined in 29 CFR 1910.120. Records of physical exams shall be maintained by the member's agency.

SECTION 4.9 INCIDENT CRITIQUES

All SCHMRT incidents shall be critiqued within thirty (30) days. The standard post incident analysis format shall be used and a written copy kept on file. For significant events, an expanded critique format shall be used which shall include, but not be limited to, the Administrators group and other agency officials as necessary.

SECTION 4.10 BI-ANNUAL TRAINING PLAN

A portion of the SCHMRT Bi-Annual Plan shall include all the planned training anticipated for the two (2) year period in question. This Training Plan shall be presented to the Administrators for their approval and commitment.

ARTICLE V

INCIDENT OPERATIONS

SECTION 5.1 RESPONSE

INCIDENT RESPONSE LEVELS

In order to classify incidents for appropriate response levels, incident levels have been established. These levels are in accordance to NFPA 471, Chapter 3. The ECC will dispatch resources based upon these levels.

Once a report of a HazMat has been received, it will be categorized into one of three incident levels. The incident levels are as follows:

Incident Level I - Can be handled at the engine company level:

- Known substance.
- Leaks or spills of less than 42 gallons of petroleum product.
- Evacuations limited to a single building or intersection.
- No injuries.

Incident Level II:

- Requires a HazMat Team.
- Any unknown substance.
- Highly hazardous known substance.
- Leaks from numerous small containers or a single container over 55 gallons.
- Evacuations involving large facilities or a city block.
- Critical populations affected (schools, hospitals, etc.)

Incident Level III:

- Requires one or more Hazmat Teams.
- Highly hazardous known or unknown substances.
- Leaks from one or more large containers.
- Large scale evacuation or long duration.
- Resource needs exceed the capabilities of the local government.

LOCAL RESPONSE

Each SCHMRT Party is expected to respond to hazardous materials incidents and conduct an on-scene assessment. This assessment shall be performed by a qualified HazMat Technician/Specialist. The recommended minimum response to a HazMat incident should include a Chief Officer, Engine Company, and HazMat Technician/Specialist. The on-scene Technician or Specialist will determine the level of response that is needed and advise the Incident Commander.

INITIAL SCHMRT RESPONSE COMMITMENT

Initial responses of SCHMRT will be within the jurisdictions of Lassen, Modoc, Shasta, Siskiyou, Tehama and Trinity counties. SCHMRT is dispatched through the SHU ECC.

In order for the requesting agency not to be held liable for the response cost of the Regional Response Team, request for the Team to respond must come through the OES Warning Center and the DTSC Duty Officer. If prior authorization is not obtained, the requesting agency will bear the cost of the response. This does not preclude the Incident Commander from requesting emergency response from the Regional HazMat Team when acute threat to life and/or property is imminent and the OES Warning Center or Toxics Duty Officer has not yet been notified.

During initial stages of a hazardous materials, or potential hazardous materials incident, SCHMRT member(s) may be dispatched to the scene as single increments. **It is intended that the SCHMRT member will be an advisor to the Incident Commander and work as a technical specialist in the field of hazardous materials.**

Upon arrival, the SCHMRT member will obtain a briefing from the Incident Commander, verify that the initial isolation area is adequate and that all resources are in safe locations and ensure that the property owner or responsible party has been contacted.

The SCHMRT member will then determine the need for additional SCHMRT response. They may advise the Incident Commander that:

- No additional SCHMRT response is required:
 - ▶ Known products.
 - ▶ Static situation.
 - ▶ Clean up only required.
- A limited “HazCat” response is warranted for IDENTIFICATION:
 - ▶ Product hazards need to be identified.
 - ▶ Static situation.
 - ▶ Clean up can proceed once products are classified.
- A full Team activation is needed for MITIGATION:
 - ▶ Products may be unknown.
 - ▶ A spill or release is ongoing.
 - ▶ People, the environment or property will be threatened if immediate action is not taken.

FULL SCHMRT RESPONSE COMMITMENT

If the on-scene assessment indicates a Level II or III incident, a request should be made by the Incident Commander having legal scene management authority for a full response. The response should be made through the OES Warning Center and a Control Number should be obtained.

A minimum full Team response will consist of the following:

- One HazMat Group Supervisor who is an active SCHMRT Technician/Specialist preferably from the agency having jurisdiction of the incident.
- 10 HazMat Technicians or Specialists.
- One Decon Team (consisting of a minimum of four personnel).
- Vehicle(s) designated HazMat 24.
- One 4500 psi breathing support.
- One ALS ambulance.

Additional personnel needs should be determined by consulting with the agencies directly involved in the incident.

NOTIFICATIONS

Initial notification of a hazardous materials incident will usually be made through 911 dispatch based on information from a reporting party. Dispatch will in turn notify the appropriate response agencies, including:

1. Fire District in which the incident occurs.
2. County Sheriff Department.
3. County Office of Emergency Services.
4. California Highway Patrol (where CHP has primary traffic enforcement authority).

The legal scene management authority (Incident Commander) for the HazMat incident has the responsibility to ensure that proper notifications are made. The most critical notification is the first phone call to the OES Warning Center. Others include:

- Department of Toxic Substance Control (through OES).
(Required for Superfund allocation).
- CHP, local Police, Sheriff's Office (traffic jurisdiction).
- Cal Trans.
- Department of Fish and Game.
- Water Resource Control Board.
- Environmental Health.
- Public Works (Streets, Water, Sewer, etc.), Electric, Gas utilities.
Railroad (Union Pacific).

OES WARNING CENTER:

The jurisdiction with legal scene management authority should make the request for SCHMRT by contacting the OES Warning Center. When contacting the OES Warning Center, request that the Warning Center notify the Department of Toxics Duty Officer. The Warning Center will act as a single point of notification for appropriate Federal, State and local agencies. Be prepared to provide the following information when calling the Warning Center:

- Who is making the notification and who is the responsible party (name, address and phone number).
- Where did the release occur (exact location, address and county)?
- What product(s) are involved in the release or threatened release.
- How much product(s) have been release or potentially could be released.
- What are the potential hazards of product(s) involved?
- How did the release occur?
- Is there a body of water involved?
- What local agencies are on scene and/or have been notified.
- What containment actions have been taken?

SHU ECC:

A call should also be placed to the SHU ECC. This call will help reduce the lag time between the Warning Center and a SCHMRT response. SHU ECC will then start contacting Team members to respond. Each SCHMRT party will provide SHU ECC with a contact phone number and it is recommended that each SCHMRT party maintain a daily status on their SCHMRT Technicians and Specialists in anticipation of a request. When placing a call to SHU ECC, be prepared to provide the following information:

- Incident name and jurisdiction.
- Incident Commander's name and agency.
- Command and tactical frequencies.
- Cell phone numbers.
- Number of qualified personnel at scene or responding from requesting jurisdiction.
- Number of additional personnel needed.
- Reporting location and travel route.
- Can jurisdiction provide a Decon Team?
- Can jurisdiction provide a 4,500 psi breathing support?
- Can jurisdiction provide an ALS ambulance?

Single Ordering Point:

After ascertaining the number of SCHMRT Technician/Specialists at scene or responding to the incident, the ECC will "fill out" the minimum response levels outlined above by calling the other SCHMRT parties, starting with the closest geographical jurisdiction to the incident. Each SCHMRT Party will provide a Single Ordering Point and contact phone number as shown below so as to limit the number of required notifications.

It is recommended that each SCHMRT Party maintain a Daily Status on their SCHMRT Technicians/Specialists in anticipation of this request.

Department of Toxics (DTSC):

Serious HazMat incidents will require that contact be made with the Department of Toxics Emergency Response Duty Officer. Such circumstances include:

- Where immediate corrective actions are necessary to remedy or prevent an emergency resulting from fire, explosion or human exposure to a release or threatened release of hazardous substances, including discharges of fluids or other spill situations involving on-going releases of hazardous materials and an unknown responsible party.

And

- Where HazCat (Hazard Categorization Test) has shown substance involved meet at least one of the following criteria:
 - ▶ Toxicity.
 - ▶ Corrosivity (pH of 12.5 or greater, pH of 2 or less).
 - ▶ Reactivity to air or water.
 - ▶ Flammability.
 - ▶ Explosivity.
 - ▶ Have some other quality that makes it a serious hazard to human health or the environment.

And

- The responsible party is unknown or cannot be contacted, or has been contacted and is unable to pay or refuses to pay for clean up.

Based on the severity of the incident and known hazardous material involved, the Duty Officer makes a determination if the incident response would qualify for reimbursement from the Emergency Response (ER) account. The SHU ECC shall request an ER purchase order (PO) number authorization for the response and/or confirm that the requesting jurisdiction has done so. Note: Responses within unincorporated Shasta County will **not** qualify for ER reimbursement.

The caller will provide the Warning Center/Duty Officer with the following information:

- ▶ Identity of caller.
- ▶ Location of incident.
- ▶ Date and time of spill or threatened release.
- ▶ Substance involved.
- ▶ Quantity involved.
- ▶ Description of what happened.
- ▶ Efforts made to contact the responsible party.

Department of Fish and Game:

For off-highway incidents that may threaten the waters of the State or fish, plant, bird or animal life or their habitat, including oil spills.

State Water Resources Control Board:

For releases to surface or ground water.

California Highway Patrol:

For on-highway incidents outside of incorporated cities.

Cal-Trans:

For highway incidents under Cal Trans jurisdiction.

State Department of Health Services:

For radioactive materials.

Agricultural Commissioner:

For pesticide incidents.

National Response Center

For incident involving reportable quantities of a given material (ADD where to find).

Local Environmental Health

For participation in Unified Command.

Local Law Enforcement:

For Incident Command, if appropriate, scene control, evacuation.

Local Public Works:

For incidents occurring within City or County roadways.

This is not an all inclusive list. Each SCHMRT party may have additional contacts or notifications that will need to be made during an incident.

REQUEST FOR SCHMRT FROM OTHER THAN PARTICIPATING AGENCIES

OES Warning Center:

The jurisdiction with legal scene management authority should make the request for SCHMRT by first directly contacting the OES Warning Center and request the Warning Center to notify the Department of Toxics Duty Officer. The Warning Center is intended to be used as a single point of notification for appropriate State agencies, as well as Federal and local agencies.

CALFIRE/Shasta County Fire Department ECC Notification:

The second call should be placed to the CALFIRE/Shasta County Fire Department Emergency Command Center (the Lead Agency for SCHMRT). This call will serve as a “heads up” to the ECC. Regardless of whether or not prior authorization has been received from the Warning Center of the Department of Toxics, any SCHMRT Party has the right to request a SCHMRT response directly from CALFIRE/Shasta County Fire Department ECC. However, it is

imperative that the legal scene management authority either makes or concurs with the request for SCHMRT response.

REGIONAL RESPONSE

SCHMRT activation in response to a tasking by Cal EPA Department of Toxics shall constitute a Regional Response. The DTSC Duty Officer may receive a request to mitigate on-going releases of hazardous materials. For releases that qualify as Level 2 or Level 3 hazardous materials incidents, the Northern California Regional Response Teams will respond geographically depending upon the county requesting assistance. Requests will be made through the OES Warning Control Center. The Northern California Regional Response Teams will be activated by the DTSC Duty Officer to respond as an Operational Hazardous Materials Group. If the request meets DTSC criteria for funding, the DTSC Duty Officer will issue an Emergency Response Expenditure Report (ERER) number for a Service Authorization to the responding Team. This authorization to the Team may only stabilize the incident; a separate ERER number may need to be issued to the DTSC Zone Contractor to perform any removal action.

RESPONSE COMMUNICATIONS

The HazMat Group Supervisor leading the response will be responsible to communicate through the Operations Section Chief to the Shasta County Fire Department ECC by the most appropriate means available within two (2) hours after the arrival at the scene. This communication is to briefly describe the incident and project the commitment as well as any needs the SCHMRT may have. The ECC shall immediately notify the Duty Chiefs of all participating agencies of this report.

SECTION 5.2 SCENE OPERATIONS

INCIDENT COMMAND STRUCTURE

All incidents will utilize the Incident Command System at all times including Unified Command with other agencies when applicable. Positions within ICS will be filled on an as needed basis. A HazMat Supervisor Group will be established to manage activities within the Control Zones. Appendix C has an example of an incident organization chart for a full HazMat response. The Region III Hazardous Materials Response Plan shall guide SCHMRT operations. The following are positions that will normally be filled by SCHMRT Team members and description of that function:

- ▶ **HazMat Group Supervisor** - *Reports to the Operations Section Chief.*
 - ▶ Check in and obtain briefing from the Operations Section Chief or HazMat Branch Director (if activated).
 - ▶ Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.

- ▶ Evaluate and recommend public protection action options to the Operations Chief or Branch Director.
 - ▶ Ensure that current weather data and future weather predictions are obtained.
 - ▶ Establish environmental monitoring of the hazard site for contaminants.
 - ▶ Ensure that the Site Safety Plan is developed and implemented.
 - ▶ Conduct safety meetings with the Hazardous Materials Group.
 - ▶ Participate, when requested, in the development of the Incident Action Plan.
 - ▶ Ensure that the recommended safe operations procedures are followed.
 - ▶ Ensure that property personal protective equipment is selected and used.
 - ▶ Ensure that the appropriate agencies are notified through the Incident Commander.
 - ▶ Maintain Unit Log (ICS 214).
 - ▶ Contacts SHU ECC by most appropriate means available within two hours after arrival at the scene. This communication is to briefly describe the incident and project the commitment time.
- ▶ **Assistant Safety Officer (ASO)** - *Must be assigned during a HazMat incident.*
- ▶ Check in and obtain briefing from the Incident Safety Officer.
 - ▶ Obtain briefing from the HazMat Group Supervisor.
 - ▶ Participate in the preparation of, and implement, the Site Safety Plan.
 - ▶ Advise the HazMat Group Supervisor (or HazMat Branch Director) or deviations from the Site Safety Plan or any dangerous situations.
 - ▶ Has authority to alter, suspend or terminate any activity that may be judged to be unsafe.
 - ▶ Ensure the protection of the HazMat Group personnel from physical, environmental and chemical hazards/exposures.
 - ▶ Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Leader.
 - ▶ Ensure that medical related records for the HazMat Group personnel are maintained.
 - ▶ Maintain Unit Log (ICS Form 214).
- ▶ **Entry Leader** - *Reports to the HazMat Group Supervisor.*
- ▶ Check in and obtain briefing from HazMat Group Supervisor.
 - ▶ Supervise entry operations.
 - ▶ Recommend actions to mitigate the situation within the Exclusion Zone.
 - ▶ Carry out actions, as directed by the HazMat Group Supervisor, to mitigate the hazardous materials release or threatened release.
 - ▶ Maintain communications and coordinate with the Decontamination Leader.
 - ▶ Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).

- ▶ Maintain communications and coordinate operations with the Technical Specialist-Hazardous Materials Reference.
- ▶ Maintain control of the movement of people and equipment within the Exclusion Zone.
- ▶ Maintain Unit Log (ICS 214).

- ▶ **Decontamination Leader** - *Reports to the HazMat Group Supervisor.*
 - ▶ Check in and obtain briefing from the HazMat Group Supervisor.
 - ▶ Establish the Contamination Reduction Corridor(s).
 - ▶ Identify contaminated people and equipment.
 - ▶ Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
 - ▶ Maintain control of the movement of people and equipment within the Contamination Reduction Zone.
 - ▶ Maintain communications and coordinate operations with the Entry Leader.
 - ▶ Maintain communications and coordinate operations with the Site Access Control Leader and Safe Refuge Manager (if activated).
 - ▶ Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
 - ▶ Coordinate hauling, storage and transfer of contaminants within the Contamination Reduction Zone.
 - ▶ Maintain Unit Log (ICS 214).

- ▶ **Site Access Control Leader** - *Reports to the HazMat Group Supervisor.*
 - ▶ Check in and obtain briefing from HazMat Group Supervisor.
 - ▶ Organize and supervise assigned personnel to control access to the hazard site.
 - ▶ Oversee the placement of the Exclusion Control Line and the Contamination Control Line.
 - ▶ Ensure appropriate actions are taken to prevent spread of contamination.
 - ▶ Establish the Safe Refuge Area within the Contamination Reduction Zone. Appoint a Safe Refuge Manager (as needed).
 - ▶ Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
 - ▶ Track the movement of persons passing through the Contamination Control Line to ensure that long-term observations are provided.
 - ▶ Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention.
 - ▶ Maintain observations of any changes in climatic conditions or other circumstances external to the hazard site.
 - ▶ Maintain communications and coordinate with the Entry Leader.

- ▶ Maintain communications and coordinate with the Decontamination Leader.
- ▶ Maintain Unit Log (ICS 214).
- ▶ **Technical-Reference Leader** - *Reports to the HazMat Group Supervisor.*
 - ▶ Check in and obtain briefing from HazMat Group Supervisor.
 - ▶ Coordinate and provide technical support to the HazMat Group Supervisor.
 - ▶ Maintain communications and coordinate operations with the Entry Leader.
 - ▶ Provide and interpret environmental monitoring information.
 - ▶ Provide analysis of hazardous materials sample.
 - ▶ Determine personal protective equipment compatibility to hazardous materials.
 - ▶ Provide technical information of the incident for documentation.
 - ▶ Provide technical information management with public and private agencies, i.e., Poison Control Center, Tox Center, CHEMTREC, State Department of Food and Agriculture, National Response Team.
 - ▶ Assist Planning Section with projecting potential environmental affects the release.
 - ▶ Maintain Unit Log (ICS 214).
- ▶ **Safe Refuge Area Manager** - *Reports to the Site Access Control Leader.*
 - ▶ Check in and obtain briefing from the Site Access Control Manager.
 - ▶ Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Zone.
 - ▶ Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure.
 - ▶ Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination.
 - ▶ Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination.
 - ▶ Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
 - ▶ Maintain communications with the Decontamination Leader to coordinate the movement of the victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
 - ▶ Maintain Unit Log (ICS 214).

PERIMETER CONTROL LINES

To ensure the safety of the public and emergency response personnel, perimeter control lines will be established at all hazardous materials incidents. The First Responders that are initially assigned to the incident will establish control lines identifying the Hot Zone perimeter. These control lines will be in place prior to the arrival of the SCHMRT. SCHMRT will evaluate and may adjust the initial Hot Zone perimeter control lines. SCHMRT will then establish the following control zones:

Exclusion (Hot) Zone; Contamination Reduction (Warm) Zone; and Support (Cold) Zone.

The Exclusion Zone is the area where contamination potential exists. The location of the Exclusion Zone boundary is determined by the Technical Reference Leader and enforced by the Site Access Control Leader. Entry Team members, wearing PPE as determined by the Technical Reference Leader, are the only personnel permitted to enter the Exclusion Zone. All persons and equipment that enter the Exclusion Zone will be decontaminated.

The Hot Zone will vary in size depending upon the hazards present. All personnel, excluding the Entry Team, shall remain upwind from the incident. Weather must be continuously monitored by the Technical Reference Unit to ensure personnel are not being exposed due to wind shifts, etc.

The Contamination Reduction Zone is the Zone adjacent to the Exclusion Zone where decontamination takes place. The Decontamination Team will be in place prior to entry. The Decontamination (contamination reduction) corridor is located in the Contamination Reduction Zone at the Exclusion Zone boundary. Also located in the Contamination Reduction Zone is the entry corridor, the pathway that the Entry Team will utilize to access the Exclusion Zone. Both the decon corridor and the entry corridor shall be clearly delineated.

The Support Zone is adjacent to and outside of the Contamination Reduction Zone. This zone contains Incident Command, Staging Entry Backup, Technical Reference Site, Site Access Control, HazMat Group Supervisor, Assistant Safety Officer, etc.

There will be one Access Control Point (ACP) to the Warm Zone from the Cold Zone. The Site Access Leader is to monitor access/egress to/from the ACP and must provide for strict security to ensure only the appropriate personnel enter the Warm Zone.

Movement between Zones is monitored and enforced by the Site Access Control Leader. Additionally, the Site Access Control Leader will monitor weather conditions that may impact the location of Zone boundaries.

MONITORING AND EVALUATING

Prior to the arrival of the SCHMRT, the Incident Commander will establish Incident Facilities at locations which are upwind, uphill and upstream of the spill site.

Upon arrival at the hazardous materials incident, the SCHMRT will ensure, through the use of monitoring equipment, that Incident Facilities (Command Post, Staging Area, etc.) are located in safe positions. In the event that the SCHMRT determines that any site is unsafe or otherwise inappropriate, the HazMat Group Supervisor will provide advice to the Incident Commander regarding the relocation of Incident Facilities. Monitoring of the environment surrounding the Incident Facilities may continue throughout the incident.

Monitoring equipment will also be used by the Entry Team to collect information about the product spilled. The Entry Team Leader will ensure that, at a minimum, oxygen levels, flammability and radio-activity is monitored during all initial entries. Monitoring will continue until it is confirmed that oxygen levels are within normal range (19.5 - 21%), that the atmosphere contains no flammable vapors or radio-active materials.

Additional monitoring equipment may be utilized as ordered by the HazMat Group Supervisor upon advice from the Technical Reference Leader. The Technical Reference Leader will ensure that each piece of equipment is appropriate, and will not be damaged during use by the Entry Team.

Results of all monitoring will be interpreted by the Technical Reference Leader and reported through the HazMat Group Supervisor to the Incident Commander. The SCHMRT will provide advice and technical assistance to the Incident Commander regarding the evaluation of monitoring results.

A call list of local experts and laboratories able to assist in the performance of substance identification will be maintained as a resource listing in both the ECC and the HazMat rigs.

Monitoring:

Monitoring is the collection and evaluation of information that allows qualified persons to make a reasonable estimate of the potential or actual extent of the air, water or physical contamination.

Procedures:

Prior to using the PID or CGI on any entry, the suspected chemical(s) involved must be checked for compatibility with the instrument. Utilize the instrument instruction book for this information. Do not use the PID or CGI in environments that may possibly have an adverse impact on them. Corrosivity, flammability, low oxygen levels and temperature are some of the factors that may limit the use of monitoring equipment. This policy does not restrict the use of these instruments in unknown atmospheres.

All unknown atmospheres shall be monitored for the presence of radiation. All unknown atmospheres shall be checked for corrosivity by using pH paper prior to using electronic monitoring equipment.

RAD Meter Guidelines:

- ▶ Follow manufacturer's guidelines and instructions.
- ▶ Establish "background radiation" level prior to entry.
- ▶ Monitor for Alpha, Beta and Gamma radiation.

CGI Guidelines:

Intrinsically safe for Class 1, Division 1, Groups C and D environments only. **Do not use** the CGI in these atmospheres:

- ▶ Explosive mixtures of Acetylene or Hydrogen.
- ▶ Explosives Group A or B environments.
- ▶ Acid atmospheres.
- ▶ Caustic atmospheres.
- ▶ Powdered atmospheres.
- ▶ Oxygen/Acetylene mixtures.
- ▶ Toxic gases other than organic vapors in the toxic range.

WARNING: False (LOW) readings occur when sampling spaces are warmer than the instrument.

PID Guidelines:

PID's are used to measure low levels of contamination, usually in cleanup, occasionally in initial entry. **DO NOT** use in environments where heavy contamination is suspected. CGI's should be used prior to PID's. **Do not use** in a corrosive environment.

SAMPLING PROCEDURES/GENERAL GUIDELINES

Develop a sampling plan prior to sampling. This plan should include number, volume and location of samples to be taken.

The following guidelines shall be followed on any incident where sampling is required for hazardous materials categorization.

Solids:

- ▶ Select appropriate sampling devices and containers.
- ▶ Use air monitoring equipment, oxidizing paper and wetted pH paper when opening containers.

- ▶ Number each container and corresponding sample taken.
- ▶ Take only enough material to achieve HazCat results.

Liquids:

- ▶ Select appropriate sampling devices and containers.
- ▶ Use air monitoring equipment, pH paper and oxidizing paper when taking samples.
- ▶ Number each container or product and corresponding sample taken.
- ▶ Take no more than 1 to 2 ounces of each liquid.
- ▶ Take steps to assure no mixing of materials occurs.

Drums:

- ▶ Do not lean over drums to reach other drums unless absolutely necessary.
- ▶ Never stand on drums. Use mobile steps or other platforms to achieve desired height.
- ▶ Obtain samples with sampling tubes (coliwasa) to determine if material within drum is layered and obtain a sample of each layer.
- ▶ Do not use discarded items such as rags to obtain a sample. A discarded item should always be viewed as contaminated.
- ▶ Bulging drums may present an extreme hazard to personnel. Use remote drum opening equipment only after conducting a thorough risk vs. gain analysis.

PRESSURIZED VESSELS

Suspected pressurized vessels will not be opened without specialized tools.

Specialized tools for opening pressurized vessels shall provide an acceptable level of safety for our Team members operating the tool. In some cases the HazMat Group Supervisor may determine the pressurized vessel to be exempt from this policy and may decide to open the container based on good information of the product involved. In all cases the decision will be based upon whether or not it is safe to open the vessel.

RESCUE POLICY

Most rescues will be performed by the local resources that are initially assigned to the hazardous materials incident. These rescues will occur prior to the arrival of the SCHMRT.

If, in the judgment of the first at-scene Technician/Specialist, the threatened person(s) can be most appropriately rescued, nothing in this document will preclude making an immediate rescue prior to the arrival of SCHMRT.

Should a rescue situation be present upon arrival of the SCHMRT, the Team will provide rescue services. It will be the responsibility of the HazMat Group Supervisor to ensure that rescue operations are performed with the safety of Team members in mind. Rescue operations should not result in injury to any SCHMRT member.

MEDICAL MONITORING

Pre-entrance medical monitoring should include the evaluation of the following vital signs:

- ▶ Blood pressure.
- ▶ Pulse.
- ▶ Respiratory rate.
- ▶ Temperature.
- ▶ EKG rhythm strip (10 seconds), if available.
- ▶ Weight.

Skin Evaluation:

Examination of the individual's skin for the following:

- ▶ Rashes.
- ▶ Open sores.

Medical History:

- ▶ Medications, including over the counter, taken within the past 72 hours.
- ▶ Recent alcohol consumption.
- ▶ Any new medical treatment or diagnosis made within the past two weeks.
- ▶ Symptoms of fever, nausea, vomiting, diarrhea or cough within the past 72 hours.

Hydration:

It should be determined whether the individual has consumed 8 - 16 ounces of water or diluted activity drink.

Exclusion Criteria:

The following exclusion criteria should be applied to findings of all medical monitoring completed on hazardous materials response personnel:

- ▶ Blood pressure - diastolic greater than 105 mm Hg.
- ▶ Pulse - greater than 70 percent maximum heart rate.
- ▶ Respiratory rate - greater than 24 per minute.
- ▶ Temperature - greater than 99.5°F (oral) or less than 97°F (oral).
- ▶ EKG - dysrhythmia not previously detected (must be cleared by medical control).
- ▶ Skin evaluation - open sores, large area of rash or significant sunburn.
- ▶ Mental status - altered mental status (i.e., slurred speech, clumsiness, weakness).
- ▶ Presence of nausea, vomiting, diarrhea, fever, upper respiratory infection, heat illness, or heavy alcohol intake, all of which contribute to dehydration.
- ▶ New prescription medications taken within past two weeks or over the counter medications such as cold, flu or allergy medicines, taken within past 72 hours (must be cleared through local medical control or hazardous medical director).
- ▶ Any alcohol within past six (6) hours.
- ▶ Pregnancy.

Components of Medical Monitoring During Entry:

If entry personnel complain of chest pain, dizziness, shortness of breath, weakness, nausea or headache, they should undergo immediate decontamination, doffing of protective clothing and assessment.

Post Entry Medical Monitoring:

Post entry medical monitoring is performed to determine the following:

- ▶ Whether an individual has suffered any immediate effects from exposure to a hazardous material or the environment.
- ▶ An individual's health status for future assignment during or following an incident (this assessment should include both physiological and psychological considerations).

Components of post entry medical monitoring should include the following:

- ▶ Blood pressure.
- ▶ Pulse.
- ▶ Respiratory rate.
- ▶ Temperature.
- ▶ EKG (if available).
- ▶ Weight.
- ▶ Skin evaluation.
- ▶ Mental status.

Contact medical control if any of the following apply:

- ▶ Pulse > 85% mhr after 10 minutes of rest.
- ▶ Not w/in 10% of baseline after 10 minutes of rest.
- ▶ Weight loss > 3%.
- ▶ Not w/in 10% of baseline after 10 minutes of rest.
- ▶ Temp. > 101°F.
- ▶ Any dermatologic complaints.
- ▶ Any altered level of consciousness.
- ▶ Nausea, vomiting, diarrhea, respiratory or cardiac complaints.

DECONTAMINATION

Proper decontamination procedures will be developed and communicated to personnel and implemented before any personnel may enter areas where potential exposure to hazardous substances may occur.

The Decontamination Corridor will be set up once the control zones have been established, the need to make entry has been confirmed, and levels/types of PPE have been identified.

The Decon Corridor shall be in the Warm Zone at the border to the Hot Zone. A tarp shall be laid out and weighted down with cones, delineators, or other appropriate means. Any source of potential contamination from runoff will be secured such as covering storm drains, etc.

All decon solutions, including soap and water, will be thoroughly rinsed from PPE, since the solutions can be extremely damaging if left on PPE. If soap and water are to be used for decon, two pools will be placed on the tarp. Three pools will be required if a separate decon solution is to be used. In all cases, the minimum decon will be soap and water followed by a thorough rinse.

The decon pools should be placed next to each other to allow stepping from one pool to the next without personnel needing to step onto the tarp. The first pool should be for gross decontamination, if needed, otherwise it will contain the soap and water pool. From this pool the personnel will step into a containment bag to remove and contain the PPE for monitoring and further decon. A pair of boots should be available to step into after doffing. When doffing Level A suits, the SCBA will remain intact until reaching the Cold Zone.

Any gross contaminants such as exterior gloves and/or booties will be placed into a container prior to stepping into the first decon pool. Tools/monitoring devices used during entry will be placed into a separate container for decontamination.

Once decon of the entry Team has been completed, the Decon Team will decon each other and leave the decon area. NOTE: If the Primary Entry Team is determined to function as a backup Team for the Secondary Entry Team (original Backup Team) then the PPE will not be removed

at the completion of decon. In this case, the Primary Entry Team does not enter the Support Zone.

Emergency decon, if needed, can be performed quickly to immediately remove contaminants in a situation where life or health is endangered. No specific pools need to be utilized for this type of decon.

Using a boot and/or glove wash can be an appropriate decon if contamination is not present on the Level A or B suit.

All equipment or apparatus that becomes contaminated shall be isolated until decon can be completed.

Victim Decon Procedures

All contaminated persons in need of medical treatment will be properly deconed prior to being transported to a medical facility.

Procedure:

- All persons who are, or could possibly be, contaminated with hazardous materials shall be decontaminated.
- ▶ Individuals who are thought to have been exposed to a hazardous material but are *asymptomatic* (not showing any signs of contamination) shall be placed in a Safe Refuge Area (SRA) located outside the hot zone, directly adjacent to the hot zone perimeter.
- ▶ Emergency decontamination should be accomplished prior to the arrival of a SCHMRT.
- ▶ If possible, move the individual/s to the nearest porous surface before beginning the decontamination procedure. If a porous surface is not available, provisions must be made to contain run off from the decontamination process.
 - ▶ If possible, provide for the individual/s modesty prior to beginning the decontamination process.
 - ▶ Use salvage covers or emergency blankets to provide screens for modesty purposes.
- ▶ Flush the individual/s with water and remove clothing as necessary. If wearing SCBA, the SCBA shall be last item removed.
- ▶ During cold weather, provisions must be made to prevent hypothermia.
- ▶ Evacuate decontaminated victims to a hospital without delay.

- ▶ The ambulance crew must be made aware of the individual/s exposure to hazardous materials, the type of material if known, and the decontamination procedure followed.

- ▶ In certain instances, **mass decontamination** may be conducted in order to effectively decontaminate large numbers of people. Mass decontamination operations are personnel intensive and sufficient resources should be ordered as soon as the need for mass decontamination is recognized. Mass decontamination will generally be conducted by Fire Department First Responders trained to the level of FRO-Decon.

Other considerations include notification of EMS personnel of the materials toxicology as soon as it is available so that proper treatment can be rendered and any other information that may be available to assist EMS personnel.

Post Decon Procedures

Wastewater in decon pools will not be disposed of without the jurisdictional Environmental Health Department's authorization.

Secondary decon will occur off-site and includes monitoring and inspecting exposed equipment that has been through primary decon.

AFTER ACTION REPORTS

At the conclusion of a HazMat incident, the HazMat Group Supervisor will be responsible for preparing an After Action Report. This report shall be completed within 30 days of the incident. A copy of the After Action Report shall be forwarded to the Operations Director. The original will be sent to the Records Workgroup Leader.

ARTICLE VI

MATERIAL MANAGEMENT

SECTION 6.1 INSTRUMENT CALIBRATION

All instruments will be calibrated on a routine schedule as per manufacturer's specifications to ensure their reliability. Calibrations will be done monthly on all sampling instruments. A detailed record will be maintained noting instrument ID number, date calibrated, person accomplishing the calibration and any other pertinent data.

SECTION 6.2 PROPERTY LOST OR DAMAGED

Whenever an accountable item is lost, broken beyond repair, stolen, damaged or worn out, the Operations Director will be notified. The Operations Director will ensure that documentation is completed and replacement equipment is provided.

SECTION 6.3 CENTRALIZED REPORTING

In order to establish and maintain uniformity in reporting and record keeping, all Parties in SCHMRT will use standardized report forms. The HazMat Group Supervisor will collect all incident documentation and complete an Incident Report. This report will be forwarded to the Operations Director for record processing and filing. The Shasta County Fire Department is designated as the central agency to receive reports, maintain records, collate information and develop statistical data for determining present and future needs.

The CHMIRS report shall be the responsibility of the legal Scene Management agency on the HazMat incident to complete and forward directly to the State Fire Marshal.

ARTICLE VII

MOBILE EQUIPMENT

SECTION 7.1 VEHICLE MAINTENANCE

SCHMRT response vehicles shall be mechanically maintained in a response-ready state and according to the servicing schedule standards used by the CALFIRE/Shasta County Fire Department.

SECTION 7.2 VEHICLE STORAGE

SCHMRT response vehicles shall be permanently housed within 10 square miles of the servicing facility of the CALFIRE/Shasta County Fire Department.

Temporary relocation of SCHMRT response vehicles to other locations outside the 10 square mile radius is allowed with the permission of the SCHMRT Operations Director.

ARTICLE VIII

PERSONNEL

SECTION 8.1 SCHMRT MEMBER SELECTION

All prospective SCHMRT members shall be selected and sponsored by their respective agencies through a selection process that is determined by each individual agency. All candidates should have a sincere interest in becoming a part of SCHMRT. Candidates should be aware of the hazards, training and maintenance requirements prior to placement on the Team. Each agency shall select and train prospective members and maintain the minimum level of personnel to assure an efficient, safe and manageable Team.

Each participating agency will commit a specified number of Technicians or Specialists to SCHMRT as stated below:

	<u>Min.</u>	<u>Max</u>
CALFIRE/Shasta County FD	12	
CALFIRE/Tehama County FD	6	
City of Redding FD	25	
City of Red Bluff FD	2	
Anderson FPD		
Shasta Lake FPD	1	
Siskiyou County		
Lassen County		
Modoc County		
Trinity County		

SECTION 8.2 PROCESS FOR PARTICIPATION

Prospective SCHMRT members will be sponsored by their respective agencies. Each agency will be responsible for ensuring that each prospective member has the following:

- ▶ Training (certified California Hazardous Materials Technician/Specialist).
- ▶ Baseline physical exam.
- ▶ Annual HazMat physical.

Additionally, each agency will identify one person (in the event more than one person is sponsored by an agency) who will serve as the single contact point for all members of that agency.

SECTION 8.3 BASELINE MEDICAL EXAMS

Each participating Party in SCHMRT will establish a medical surveillance program to document and track HazMat Team members' health before Team activation and every year thereafter. All Technicians and Specialists shall undergo a minimum baseline medical testing series which should include a physical exam, spirometry, EKG (treadmill), hearing test, chest x-ray and CBC.

ARTICLE IX

SAFETY

SECTION 9.1 TREATMENT OF INJURED MEMBERS/AUTHORIZATION FOR MEDICAL TREATMENT

Medical treatment with the exception of life-threatening or serious injuries shall be authorized by the employing agency's Duty Chief (Officer) or designated representative.

If a member has a work-related injury/illness which requires medical treatment, he/she will follow his/her agency's own standard operating procedures.

Exceptions to this procedure will be obvious life-threatening or serious situations in which case medical treatment at a licensed facility will be taken care of immediately with notification to the injured party's employing agency as soon as possible.

SECTION 9.2 PERSONAL PROTECTIVE EQUIPMENT MAINTENANCE

Personal Protective Equipment (PPE) will be routinely tested to ensure mission readiness.

Routine testing will occur as recommended by the manufacturer. These tests will be conducted on a schedule as recommended and will follow manufacturer guidelines.

In addition, all PPE will be tested thoroughly after each use and before being placed back into service.

SECTION 9.3 PERSONAL PROTECTIVE EQUIPMENT - USE OF DUCT TAPE

Duct tape shall not be used on a Level A suit.

When taping Level A suits, chemical tape shall be used. Duct tape causes an excessive amount of glue residue to adhere to the suit and may compromise the suit's integrity.

SECTION 9.4 NIOSH PROTECTIVE SUIT STANDARDS

All entries into hazardous or suspected hazardous material incidents will be made using the specified level of Personal Protective Equipment (PPE) as adopted by NIOSH.

At a minimum, the following components of each protection level shall be adhered to when donning PPE for that specific level of entry.

LEVEL A:

- ▶ Pressure demand SCBA.
- ▶ Fully encapsulating chemical resistant suit.
- ▶ Inner and outer chemical resistant gloves.
- ▶ Chemical resistant safety boots
- ▶ Hard hat.
- ▶ Two-way radio communications.
- ▶ Nomex coverall or similar under garment.

LEVEL B:

- ▶ Pressure demand SCBA.
- ▶ Chemical resistant clothing (i.e., Saranex w/chem coating).
- ▶ Inner and outer chemical resistant gloves.
- ▶ Chemical resistant safety boots.
- ▶ Hard hat.
- ▶ Two-way radio.
- ▶ Nomex coverall or similar under garment.

LEVEL C:

- ▶ Full face piece purifying canister equipped respirator.
- ▶ Chemical resistant clothing.
- ▶ Inner and outer chemical resistant gloves.
- ▶ Chemical resistant safety boots or shoes.
- ▶ Hard hat (if possible).
- ▶ Two-way radio communications.
- ▶ Nomex coverall or similar under garment.

LEVEL D:

- ▶ Nomex coverall turnouts or similar garment.
- ▶ Safety boots or shoes.
- ▶ Safety glasses or chemical splash goggles.
- ▶ Hard hat.
- ▶ Gloves.

SECTION 9.5 LEVEL OF ENTRY

All Entry Team and Backup Team members shall be donned in the specific level of personal protective equipment (PPE) prior to entry. The HazMat Technical Reference Unit Leader at the incident shall determine the level.

The proper level of PPE for entry will be based on the hazards present. All entries into unknown hazardous environments shall be minimum Level B PPE. The following levels of PPE will be worn in the following environments:

LEVEL A:

- ▶ Substances that are dangerous by inhalation and absorption (dermal contact).

LEVEL B:

- ▶ Substances that are dangerous by inhalation, atmospheres having less than 19.5% oxygen.
- ▶ Requires less skin protection than Level A.
- ▶ Splash protection required.

LEVEL C:

- ▶ Substances that will not adversely affect any exposed skin, however, specified breathing canister masks have been identified for the chemical present and will be used.
- ▶ Same level of skin protection as in Level B, lower level of respiratory protection.
- ▶ **This level will not normally be used in emergency response.**

LEVEL D:

- ▶ Atmosphere contains no unknown hazard.
- ▶ Potential for splash, immersion or inhalation is not expected (except for flammables and combustibles).
- ▶ Level D (w/SCBA) is many times the choice of PPE for flammable and combustible liquid and natural gas/LPG incidents.

SECTION 9.6 SITE SAFETY PLAN

A Site Safety Plan (ICS Form 208) will be completed prior to beginning any entries into hazardous materials environments.

The Assistant Safety Officer has the overall responsibility to prepare a written Site Safety Plan which is approved by the HazMat Group Supervisor and the IC. Prior to beginning HazMat operations, all members shall be briefed and shall be in agreement with this plan.

SECTION 9.7 GENERAL ENTRY STANDARDS

In order to ensure the well being of all personnel, minimum safety standards will be adhered to.

The HazMat Group Supervisor may order additional standards.

Entry into unknown hazardous material environments will be minimum Level B PPE. Entry will always be in pairs. There will be no exceptions. Those personnel donning PPE will not have a history of medical problems that could jeopardize the safety of that member or other members.

An Assistant Safety Officer shall be assigned to every incident.

A Backup Team shall be immediately ready to rescue the Entry Team. The Backup Team shall be in the same level of PPE as the Entry Team and will consist of at least the same number of personnel at the Entry Team.

The Assistant Safety Officer will assure that working time while in PPE is balanced with decontamination time needs in order to assure personal safety.

There will be no eating or drinking inside the Hot or Warm Zones.

All flammable liquid transfers will be bonded and grounded prior to transferring the liquid from one container to another.

Consider weather as a significant safety factor when determining static incident entry needs (i.e., rain or extreme heat or cold).

Due to the potentially dangerous nature of performing HazMat tests (HazCat, 5-Step), personnel will be required to wear the appropriate level of PPE. Prior to beginning HazMat tests, adequate ventilation will be in place. For highly toxic materials, the use of a SCBA is encouraged.

Working in Chemical Protective Clothing (CPC) can cause heat stress. The most severe form of heat stress is heat stroke, a potentially life-threatening condition. When allowed by the incident, Level "B" CPC is recommended over Level "A". Members in either Level "A" or Level "B" CPC should be aware of the signs and symptoms of heat stress and monitor themselves to assure that a life-threatening condition does not occur.

Members are advised to pre-hydrate and re-hydrate throughout an incident. It is recommended that members drink three (3) ounces of water for every one (1) ounce of electrolyte replacement drink (such as Gatorade™ or Powerade™). Both water and electrolyte replacement drinks should be available to personnel working at a HazMat incident.

Visibility while in Level "A" CPC is reduced. Provisions should be made to minimize any trip hazards in the entry corridor and decon corridor. Handlers should be assigned to assist members don and doff CPC.

ARTICLE X

TELECOMMUNICATIONS

SECTION 10.1 RADIO COMMUNICATIONS/DEDICATED FREQUENCIES

The Entry Team shall have a dedicated radio frequency on which to communicate.

The Entry Team, Backup Team and the Entry Team Leader routinely communicate with each other in order to ensure safe and smooth tactical operations. Since HazMat incidents are potentially dangerous and dynamic, the above personnel must have a common-dedicated frequency to communicate with. Only those personnel authorized to use the dedicated frequency should transmit on it. All other support and command personnel shall not transmit on the dedicated frequency. If personnel need to communicate with the Entry Team, they should do so by contacting the Entry Team Leader on the tactical frequency assigned to the incident.

The following radio frequencies should be requested at a HazMat incident:

Command Frequency:	Incident Command Staff)
Tactical Frequency:	(HazMat Group and Support Personnel)
Entry Frequency:	(Entry Team)