

### 3.4.3.4 Hazmat Notification



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Hazmat Notification

**SECTION/TOPIC:** First Responder Operations

**NUMBER:** 3.4.3.4

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses reporting requirements, reporting protocols, requesting assistance (hazmat teams, mutual-aid resources, other agencies), incident updates, documentation.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

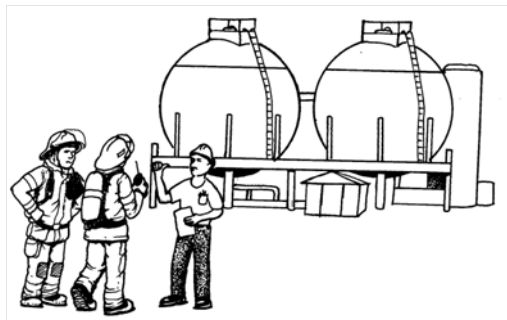
##### 5.1 Reporting Requirements:

DISPATCH

The Dispatch Center will attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials **AS WELL AS THE NUMBER OF PERSONS INJURED OR EXPOSED**. The incident taker should remain on the telephone with the caller to gain additional information after entering the call for dispatch.

Any additional information shall be relayed to responding units after dispatch. **THIS SHOULD INCLUDE THE SAFEST APPROACH OR BEST ACCESS TO THE INCIDENT IF AVAILABLE.**

If the call comes from a person with particular knowledge of the hazardous situation, that person **SHOULD BE INSTRUCTED TO** meet and direct the arriving units. Dispatch shall relay that person's location and level of knowledge to responding units.



The Dispatch Center will dispatch the **APPROPRIATE** Hazardous Materials Assignment **COMPANIES** to all reported hazardous materials incidents.

Dispatch will inform units as to the prevailing wind speed and direction from the monitoring station **NEAREST THE INCIDENT** and advise responding units.

#### **COMMUNICATIONS AT A HAZARDOUS MATERIALS INCIDENT**

1. The most accurate communication is person-to-person.
2. Radio communications must be clear and concise.
3. Cellular telephone communications may also be utilized, if available.
4. Runners may be utilized if radio communication is not possible or radio frequencies are overcrowded. When runners are utilized, attempt to use written notes to augment verbal messages to ensure the accuracy of information transmitted.

5. Communication at an incident must be two way in nature. It is imperative that HMRT members in charge of safety, medical, decontamination, instrumentation, and references provide up-to-date information. Clear directions and coordination must flow down from the IC and Hazard Sector.
6. If communication of directions and coordination between elements of HMRT is unclear and the lack of communication and control jeopardizes the safety of HMRT members, Hazard Sector or the Haz Mat Safety Officer shall direct that HMRT activities cease until the problem is remedied.
7. All HMRT activities involving mitigation, control, or reconnaissance should be conducted on a designated radio channel. Transmissions will be monitored by the IC, Hazard Sector, Medical Officer, and the Haz Mat Safety Officer.

#### **Other Methods of Communication**

1. The following hand signals shall be used when radios are not available:
  - a. Hands gripping throat = out of air, can't breath.
  - b. Grip partner's wrist = leave area immediately.
  - c. Hands above head = need assistance.
  - d. Thumbs up = OK, I am all right, I understand.
  - e. Thumbs down = no, negative, not OK.

#### **5.2 Reporting Protocols:**

#### **5.3 Requesting Assistance: (hazmat teams, mutual-aid resources, other agencies)**

#### **5.4 Incident Updates:**

#### **5.5 Documentation:**