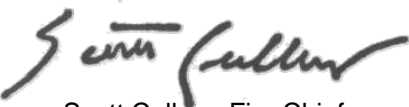




**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Rescue and Special Operations	<b>SOP:</b>	10.2
<b>Subject:</b>	HAZMAT Team Activation	<b>Executed:</b>	January 1, 2006
		<b>Revised:</b>	January 18, 2011 September 2, 2011
<b>Approved:</b>   Scott Cullers, Fire Chief			

**PURPOSE**

To outline a procedure to activate the Winchester/Frederick Regional Hazardous Materials Level II-E Response Team during HAZMAT incidents. These steps are necessary due to the contractual agreement with the Virginia Department of Emergency Management (VDEM).

**AUTHORIZATION**

The HAZMAT team may be authorized for activation by any of the following:

- Virginia Department of Emergency Management
- WFRD or FCFRD HAZMAT Officer
- WFRD **Battalion Officer or above** for incidents within the City of Winchester
- FCFRD Career Officer for incidents within the County of Frederick

**NOTIFICATION AND RESPONSE**

There are two scenarios for a Level II-E response requiring a regional hazardous materials response team: an incident outside the jurisdiction and an incident within the jurisdiction. With these two possibilities, certain procedures must be followed before a state Level II-E response is authorized and, subsequently, a regional hazardous materials response team dispatched and reimbursement authorized. Response procedures are:

- Upon notification to the Winchester ECC of a potential HAZMAT incident, the following information shall be requested by ECC:
  - ✓ Name of individual initiating the request
  - ✓ Location of incident
  - ✓ Hazardous Material(s) involved, placards involved, or any known information
  - ✓ Amount of material involved

- ✓ Composition of material involved (solid, liquid, or gas)
  - ✓ Location of Incident Command Post
  - ✓ Name/Title of Incident Commander
  - ✓ Call-back number
  - ✓ On-scene contact number
- ECC shall notify the WFRD Battalion Officer of the incident and supply all information available.
  - Virginia Emergency Operations Center (VAEOC) shall be notified at the direction of the Battalion Officer if the initial notification was not made by them.
  - The Battalion Officer shall respond to Winchester ECC to coordinate team member response.
  - After authorization from VDEM, the Battalion Officer shall authorize ECC to activate the priority team contact list along with ECC notification to all WFRD and FCFRD Officers (Lieutenant and above), WFRD and FCFRD HAZMAT Officers.
  - ECC shall activate the HAZMAT Team Group Call with the following message: "The HAZMAT Team is being Activated, Contact \_\_\_\_\_ - \_\_\_\_\_, ASAP."
  - It is each team member's responsibility to respond to the incident. Response failure will be reviewed at the conclusion of the incident with each jurisdiction command officers.

## **RECORD AND COORDINATION OF TEAM MEMBERS**

The Battalion Officer shall be in charge of coordinating team members for response.

- ECC shall record telephone responses of HAZMAT team members responding to the activation notice. This information shall be passed on to the Battalion Officer upon arrival at ECC. Team members may be requested to "stand-by" for contact by the Battalion Officer or directed to respond with additional instructions on staging location.
- By contract, the Level II-E team must respond within 45 minutes of notification.
- A normal team response will require a Team Leader, Team Medic, and eight (8) additional Team Members.
- If directed by VDEM, an investigative response may be authorized. This will consist of three (3) team members to respond.
- The Battalion Officer will finalize the list of personnel to respond on the incident.
- Personnel should retrieve personal PPE prior to responding to the designated staging area and may be directed to secure response vehicles or other pertinent equipment.

## **CAD ENTRY**

An incident shall initiated by ECC in the CAD system.

## **STATION COVERAGE**

On-duty personnel shall only be utilized for team response as a last resort. If station personnel are used:

- The WFRD Battalion Officer shall be responsible for back filling staffing levels within WFRD Stations during team activation
- The FCFRD Battalion Officer shall be responsible for back filling staffing levels within FCFRD stations during team activation.