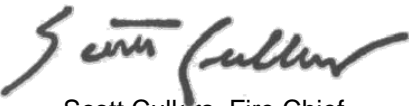




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Buildings - Equipment and Supplies	SOP:	5.4
Subject:	Hazmat Unit Storage and Maintenance	Executed:	February 1, 2011
		Revised:	August 12, 2011
Approved:			
 Scott Cullers, Fire Chief			

SCOPE

To provide guidelines for relocation of the Hazmat Unit **and Trailers.**

PURPOSE

The following specifies the new location of the Winchester/Frederick Regional Hazardous Materials Response Unit, **trailers** and medical supplies.

GUIDELINE

A. Location

The location of the Hazardous Materials Response Unit will be located at:

City Yards - New Transit Bus Garage
Truck Bay #12
301 East Cork Street

The two Hazardous Materials Response Trailers will be located on the south side of the Transit Garage.

B. Contact Information

1. **Battalion** Officer
540-303-0440
2. Hazmat Coordinators
540-662-1111 – Winchester Emergency Communications Center
540-662-6162 – Frederick County Emergency Communications Center

C. Access

The **Battalion** Officer's for Winchester and Frederick County are equipped with keys for gate access to City yards at the Cork Street entrance. There will

be a garage door key that will access both side doors, placed in the **Battalion** vehicle. The Hazmat unit will have a garage door opener (bay12) placed inside the unit for door closure when exiting.

D. Equipment

1. Equipment that is being charged will be placed on a table in the rear of the Hazmat Unit. Only lithium ion battery units shall stay on charge continuously, all others will be rotated.
2. The Detection and Monitoring Coordinator will conduct calibration and be point of contact for detection and monitoring equipment. Calibration will be performed as required and results to be logged and filed at the Winchester Fire and Rescue Administrative Office.
3. The Hazmat Coordinators will conduct inventory and be the point of contact for the Hazmat unit and trailer inventory. Inventory is to be conducted semi-annually, logged, and filed at the Winchester Fire and Rescue Administrative Office.

E. EMS Coordination

1. The Hazmat Drug Box, cyanide kit, and physical cabinet will be housed at Shawnee, Station 4 in the EMS closet under lock and key.
2. The Hazmat Medical Coordinator will be the point of contact for all medical issues regarding Hazmat.
3. Station 4 personnel will be responsible for ensuring the clasp on the drug box is intact and cyanide kit is in-date and logged on an inspection form.

F. Apparatus/Trailers Check

1. The Hazmat Coordinators will check the Hazmat Unit once a week. In addition, they will handle scheduling of maintenance, inspections, and oil changes and will also manage scheduling inspections for the Hazmat Trailer. Documentation for the apparatus inspections shall be forwarded to the Winchester Fire and Rescue Administrative Office.
2. Checks shall include:
 - A. Starting of the unit, check all fluids and emergency and non-emergency lights, running of unit generator (needed fluids can be obtained at City Yards Store Room)
 - B. Portable radio bank and charging unit
 - C. Air packs and associated equipment
 - D. Ensure hazmat unit is plugged in and charging
 - E. Equipment status/inventory

G. Dispatch of Unit

The Hazmat Team will still be dispatched as it has in the past per **("SOP 10.2 HAZMAT Team" activation procedures)**. Hazmat team members responding may be asked to retrieve the Hazmat unit. The team meeting place will be at Station 4 – Shawnee. Duty Officer or Hazmat Coordinator will direct location and the team will meet to respond to incidents.