



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



Section:	Rescue and Special Operations	SOP:	10.2
Subject:	HAZMAT Team Activation	Executed:	January 1, 2006
		Revised:	January 18, 2011 September 2, 2011 March 30, 2012
Approved:  Scott Cullers, Fire Chief			

PURPOSE

To outline a procedure to activate the Winchester Fire and Rescue (WFRD) and Frederick County Fire and Rescue (FCFR) 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).

ACTIVATION AUTHORIZATION

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

- Virginia Department of Emergency Management (VDEM)
- Virginia Emergency Operations Center (VEOC)
- WFRD or FCFR HAZMAT Officer
- WFRD Battalion Officer or above for incidents within the City of Winchester
- FCFR Battalion Officer or above for incidents within the County of Frederick

NOTIFICATION AND RESPONSE

There are two types of Level II-E responses requiring a hazardous materials response team: an incident requested/authorized by the state (Regional Response) and an incident requested/not authorized by WFRD or FCFR (Local Response). With these two possibilities, certain procedures must be followed before the response is dispatched. Response procedures are:

- Upon notification, Winchester Emergency Communications Center (ECC) shall initiate a WFRD incident in the Winchester CAD system.
- Upon notification to ECC, the following information shall be obtained from the caller:

- ✓ 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 on duty WFRD Battalion Officer of the incident and supply all information available. (if already on the incident the WFRD command staff shall be notified)
 - Virginia Emergency Operations Center (VEOC) shall be notified at the direction of the Battalion Officer or command staff officer if the initial notification was not made by them.
 - A WFRD Officer (Activation Officer) shall respond to the Winchester ECC to coordinate team member response.
 - After authorization from VDEM (for a regional response) or the WFRD/FCFR (for a local response), the Activation Officer shall authorize ECC to activate the priority team contact list along with ECC notification to all WFRD and FCFRD Officers (Lieutenant and above) and the 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 Activation 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 Activation Officer. Team members may be requested to "stand-by" for contact by the Activation Officer or directed to respond with additional instructions on staging location.
- The Activation Officer may utilize on-duty WFRD personnel for team response. If station personnel are used, the Activation Officer shall be responsible for back filling staffing levels within WFRD Stations during team activation
- By contract, the Level II-E team must respond within 45 minutes of notification for regional responses.

- A 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 **Activation** Officer will finalize the list of personnel to respond on the incident.
- **Response** personnel should retrieve their **Personal Protective Equipment** prior to responding to the designated staging area.
- **Responding personnel** may be directed to secure response vehicles or other pertinent equipment.