



GALENA FIRE DEPARTMENT  
Standard Operating Guideline  
**HAZARDOUS MATERIALS INCIDENTS**

**SOG: 036**

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Fire Chief Signature

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**Purpose:** The purpose of this policy is to outline GFD responsibilities in the event of a hazardous commodity releases. Within our jurisdictional area, GFD, as provided by law and ordinance, maintains responsibility for assessing the potential threat of hazardous materials release to life, community, and the environment.

### **Introduction**

GFD will operate at the Awareness level. Upon identifying that there is a hazardous incident, beyond our capabilities, the Jo Daviess County Hazmat Team will be notified.

The primary operational responsibilities are isolation, containment, and stabilization. GFD will, within the limits of its capabilities, mitigate releases that are either IDLH (Immediately Dangerous to Life and Health) or have the potential to be IDLH.

GFD members are allowed to conduct themselves in a manner that is consistent with their level of training and expertise.

### **Definitions**

- Hazardous Materials are defined in the Code of Federal Regulations Title 49, parts 100 through 199, as revised.
- A Hazardous Materials incident may be defined as one or more of those materials that may be leaking, spilled, burning, or otherwise having a potential release that may endanger life, property, and/or the environment.

### **GFD Responsibility**

- Direct and coordinate all aspects of the incident from initial response through stabilization.
- Command all activities within the hot zone/warm zone perimeters established by Incident Command
- Maintain a secure, safe Command Post with good visualization of the incident scene.
- Coordinate activities of any and all support agencies functioning within the perimeter and in Level 2 staging, if necessary.
- Maintain chronological accurate records of all activities pertinent to the incident, including:
  - Initial assessment of the incident.
  - Responses of various agencies and additional equipment
  - Weather conditions and changes.
  - Any other information pertinent to the incident.
- In areas outside of GFD jurisdiction, the Department will act as a support agency and function under the direction of the Incident Commander. GFD personnel will respond outside of GFD jurisdiction per existing MABAS criteria, provided that the Commander is operating under CFR 1910.12-Q. Per this SOG, the decision to commit GFD personnel to any offensive action rests with the GFD Officer-in-Charge on the scene.

### **Hazardous Materials Disposal**

No GFD Officer or member shall accept for disposal any hazardous waste substance. If a citizen attempts to dispose of such material by contacting the fire station, it will be refused. GFD will not accept these materials. Resources offered to the citizen will be limited to referrals only in order to aid in the disposal of these products.



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Any Fire Department employee receiving requests for assistance or advice pertaining to hazardous material (or any chemical) disposal, use, or other associated questions, will refer the request to the Fire Chief, or Designee.

The Fire Chief or Designee contacted may confer with an area hazardous material officer or company as deemed necessary to obtain the required information. The Fire Chief or Designee will then contact the requester/caller and provide the information requested.

### First-In Company Assignment

The overall goals and objectives during a hazardous materials incident are to stabilize the incident and protect life, health, property, and the environment. To the extent of its manpower, equipment, and level of training, the first-in company, prior to the arrival of the Hazardous Materials Unit, should follow specific procedures:

- All responding companies must approach from an upwind and uphill position.
- Stop and assess the incident from a distance, upwind and uphill.
- Avoid driving near or into vapor clouds/smoke.
- Treat all containers with unknown contents as a hazardous material.
- Do not use water, for any purpose, until the product(s) have been proven not to be water reactive. Also, any water runoff with any hazardous material(s) is considered hazardous. It must be contained for proper disposal upon termination of the incident.
- If it is determined to be safe, reconnaissance by operations level personnel may be performed from a safe distance, provided the below listed guidelines are followed:
  - Operations-trained personnel cannot enter a hot zone. (The hot zone is defined as the area that is determined to be immediately dangerous to life and health.) The only exceptions are incidents involving gasoline, diesel fuel, and propane.  
Decontamination Group must be set up prior to entry into the reconnaissance area.
  - All personnel on the scene must wear full personal protective equipment with SCBA.
  - Approach must be made upwind and uphill.
  - Avoid all contact with any solids, liquids, smoke or vapors.
  - During reconnaissance attempt to identify the product(s) involved.
  - No responding personnel may function at a hazardous materials scene beyond the scope of their training, as specified by I.D.O.L., O.S.H.A., N.F.P.A., U.S.E.P.A., and I.E.P.A.
  - Identify and determine the hazards of the material(s) involved through reference sources.
  - Develop a plan of action.
  - Command should be established, and the area containing the hazardous product shall be isolated and secured.

### Size-Up

This procedure shall provide a systematic evaluation of the critical factors that lead to the development of a plan of action for hazardous materials incidents.

Factors that should be considered in size-up include:

- Type of incident:
  - Fire
  - Leak
  - Release
  - Spill



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- Harmful nature of material(s)
- Physical state(s) of materials:
  - Gas/vapor/smoke
  - Liquid
  - Solid
- Type and condition of container(s) and vessel(s)
- Conditions:
  - Location
  - Time
  - Weather
- Exposures:
  - Life
  - Environment
  - Property
- Resources:
  - Operational level
  - Technicians
  - Outside agencies

Upon arrival of first-in units the Officer, upon confirming the magnitude of the incident, requiring the response of mutual aid and/or Hazardous Materials Team(s), will notify Dispatch with the following information:

- Exact location of the incident.
- Type and quantity of hazardous materials involved, if known.
- Location of the Command Post and Command designation.
- Resource status of units currently on scene or responding.
- Situation status of current conditions, including weather.
- Response approach directions if possibly affected by the incident

**Plan of Action**

Notification of the County Hazardous Materials Team will immediately be made via Dispatch, as determined by the conditions encountered by the first responding officer. Upon arrival of the Jo Daviess County Hazmat Team the Officer-in-Charge will be briefed by the GFD IC and a transfer of Command will take place.

After initial size-up, a plan of action should be established that, depending on circumstances, may include:

- The operational mode will be one of the following three:
  - Non-intervention
  - Defensive
  - Offensive.
- The mode of operation must be consistent with the level of training of personnel on the scene.
- The plan must take into account the safety of all personnel involved.

**Operational Level**

The following operational criteria is imperative for scene safety and control:

- Evaluation of the scene.
- Defensive size-up.



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- Securing the scene.

**Containment and mitigation of the following:**

- Gasoline emergencies.
- Diesel fuel emergencies.
- Propane emergencies.
- Natural gas.

Evaluation of liquid fuel spills (situations not posing immediate life threatening hazards).

- If 30 gallons or less:
  - Control leak – stabilize leak.
  - Flush with water (minimum 500 gallons).
  - Inform dispatch – amount flushed into storm sewer or run off into sanitary sewer for notification of Public Works of the problem and the approximate amount flushed.
  - Flushing product into sanitary sewer should be avoided.
- If 30 gallons and/or 100 square feet or more:
  - Notify the Jo Daviess County Hazmat Team and other necessary resources as necessary
  - Establish zones.
  - Control flow/leak, if possible.
  - Contain run-off.
  - Eliminate ignition sources.
  - Check residences in the immediate area (basements).
  - Flush with large amounts of water any fuel unable to contain.
  - Remove manhole covers and monitor vapors with explosion meter, until none are present.

**Incident Command**

Incident Command for larger incidents will result in a transfer of Command to the Officer-in-Charge of the Jo Daviess County Hazmat Team

Management of a hazardous materials incident must conform to O.S.H.A. (29CFR1910.120) I.D.O.L., U.S.E.P.A. and NFPA Standards. These standards require that any hazardous materials incident be conducted with an incident command system in place.

Responsibilities mandate that the Incident Commander shall:

- Size-up of the overall incident and develop and implement a response/action plan.
- Through the use of references and resources, the Incident Commander shall determine and establish the “hot,” “warm,” and “cold” zones.
- Establish a command post and be located in a stationary and secluded position in the “cold” zone uphill and upwind.
- Via dispatch, require that support agency representatives shall report to this location upon arrival.
- Determine if Level 2 Staging is required and, if so, establish a staging area remote from the incident scene.

Incident Commander qualifications as specified in 29CFR1910.120 are:

- Hazardous Materials Operations Response trained and certified.
- Hazardous Materials Incident Command trained and certified.
- NIMS trained and certified.



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The Incident Commander shall review, revise and update the response/action plan, as needed.

The Incident Commander shall assign a Hazardous Materials Branch Director. This person shall meet all of the competencies, requirements and certifications for the level of operations being performed.

The Incident Commander shall assign a Hazardous Materials Branch Safety Officer. This person shall meet all of the competencies, requirements and certifications for the level of operations being performed...

The complexity and size of the incident will dictate if a Staging Officer (S.O.) and Public Information Officer (P.I.O.) are assigned.

The site safety plan and assessment forms are to be used by all personnel at the scene. These forms are to be retained with all incident reports and documentation.

**Branch Director**

- Will be established by the Jo Daviess County Hazmat Team Officer-in-Charge.
- The Hazardous Materials Branch Director reports directly to the Incident Commander or Operations Section Chief, depending upon the size of the incident. This individual has the primary responsibility for the mitigation of a hazardous materials incident, and is certified as a Hazardous Materials Technician and Hazardous Materials Command certified, as specified by 29CFR1910.120.

**Responsibilities:**

- Maintain responsibility for all Hazardous Materials Branch operations.
- Assist the Incident Commander in establishing necessary Groups or Divisions and assist in briefing responding personnel prior to implementation of a plan of action. Groups and Divisions that may be considered include:
  - Science/Information Group.
  - Resource Group.
  - Decontamination Group.
  - Entry Team Group.
  - Hazardous Materials Medical Group.
  - Monitoring Group (The Monitoring Group will be assigned the tasks of air and water quality monitoring, utilizing various types of monitoring devices. Various locations may have to be monitored to evaluate the need for evacuation down wind and downhill and in re-evaluating the locations of the Control Zones and Command Post.).
  - Assist the Incident Commander with re-evaluation of the Branches and control zones.
  - Monitor the operations of the Hazardous Materials Branch at all times until the termination of the incident.

**Branch Safety Officer**

- Will be established by the Jo Daviess County Hazmat Team Officer-in-Charge.
- The Hazardous Materials Branch Safety Officer has the primary responsibility to assure that all operations within this Branch are following all applicable safety laws, rules, regulations, and standards. In addition, the Branch Safety Officer has the responsibility to assure that all operations are carried out in a safe manner.



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Responsibilities

- Report to the Incident Commander.
- Be a Hazardous Materials Technician, trained to the level of Hazardous Materials Incident Command and have a working knowledge of all applicable federal, state, and local safety laws and standards.
- Be responsible for the preparation of a written site safety plan and any entry permits needed for confined space operations during a hazardous materials incident.
- Assure that a pre-entry briefing is conducted prior to entry. The briefing must include Decontamination Group personnel.
- Maintain an entry date log for each member of the Entry and Decontamination Group and any other personnel entering the "hot" zones.
- If an injury occurs or imminent danger is present, the Branch Safety Officer shall, at his discretion, halt all operations. The Incident Commander will be notified immediately of the actions taken and the reasons for operations being halted.
- Provide the Incident Commander with recommendations for resuming or terminating operations.
- Be aware of non-threatening safety concerns and refer them to the applicable Group/Division Supervisor to be corrected immediately without cessation of operations. If the hazards are not corrected, operations shall be stopped until all safety hazards have been corrected.

The following personnel may also halt operations if safety concerns arise:

- Incident Commander.
- Scene Safety Officer.
- Hazardous Materials Branch Director.
- Hazardous Materials Safety Officer.
- Entry Team members.