

MABAS DIVISION 24 HAZARDOUS MATERIALS RESPONSE TEAM BY-LAWS

1.0 PURPOSE

The purpose of the MABAS 24 Hazardous Materials Response Team is to provide a specialized team of personnel with specialized hazardous materials training and specialized equipment that is capable of responding to hazardous materials incidents in order to contain and/or control the incident and to prevent further damage. The Team operates with some limitations. This Team is not considered a Team of experts, but a Team of technicians who provide assistance, resources, mitigation and specialized knowledge. The Team is not a “clean-up company” after the incident.

2.0 ORGANIZATION

The Team will be made up of a maximum of fifty qualified members of individuals MABAS 24 Departments signatory to the Hazardous Materials Response Agreement. The number of members will be determined by the Hazardous Materials Advisory Committee with the approval of the Third District MABAS 24 Fire Chief’s Association. Each member will be trained to meet the standards as set by the Hazardous Materials Advisory Committee in accordance with all Federal, State and local requirements.

3.0 ADVISORY COMMITTEE

- 3.1 The Third District MABAS 24 Fire Chief’s Association will appoint a member of that group to Chair the Hazardous Materials Advisory Committee. The Chairman will be responsible for the organization of the Team and for assuring that all rules and regulations as outlined and approved in this document are adhered to. This individual will be the liaison to the Chief’s Association.
- 3.2 In the event the Chair of the Hazardous Materials Advisory Committee is vacated, the Committee will recommend a qualified replacement to the Chief’s Association.
- 3.3 The Chair of the Advisory Committee shall appoint individuals to the following positions. These personnel will serve until replaced. It is incumbent on each of these individuals to stay abreast of current trends and advancements in their particular area of expertise.

- 3.3.1 Team Safety Officer
- 3.3.2 Medical Officer
- 3.3.3 Reports and Records Officer
- 3.3.4 Communications Officer

- 3.3.5 Training Officer
 - 3.3.6 Equipment Officer
 - 3.3.7 Public Information Officer
 - 3.3.8 Standard Operations Guidelines Officer
- 3.4 Definitions and responsibilities of each Team Officer
- 3.4.1 Team Safety Officer shall promote a safe working environment for Team functions by assuring that all members are current in their training and physical requirements as well as complying with all applicable rules and regulations as set forth by this document in compliance with all State and Federal laws.
 - 3.4.2 The Medical Officer shall be responsible for administering all medical records and activities for the Team.
 - (a) The MABAS Hazardous Materials Response Team shall adopt the latest edition of National Fire Protection Association 1582 Standard on Medical Requirements for Fire Fighters (hereafter known as NFPA 1582).
 - (b) The Medical Officer shall be responsible for determining fitness for duty in conjunction with a physician appointed the Team Advisors.
 - (c) The Medical Officer shall coordinate and keep all billing for physicals and forward to the Chief's Association Treasurer for invoicing to each Municipality.
 - 3.4.3 Reports and Records Officer shall be responsible for maintaining accounts and up to date reports and records on each and every incident response. This individual will be responsible for submitting invoices to the Treasurer of the Third District Chief's Association for processing and collection for services rendered. This individual will also serve as Secretary for the Team to maintain written copy of all meetings.
 - 3.4.4 Communications Officer shall be responsible for maintaining any and all Team owned and operated communications equipment. This person will be in charge of all wireless to PC's, faxes, modems, radios and cellular communications. This person will also be responsible for assuring that all Team equipment is used in accordance with applicable rules and regulations.
 - 3.4.5 Training Officer shall be a minimum Certified Instructor II, Certified Haz Mat Technician B, Certified Fire Officer and/or Team Advisory Board member. The Training Officer shall formulate a schedule of a minimum of twenty-four (24) hours for continuing training per year, shall maintain training records for all Team members, shall have input in all training activities to insure class integrity and will annually review each Team member's

- training profile and report back to the Advisory Committee to insure all standards are met.
- 3.4.6 Equipment Officer shall be responsible for procuring, maintaining, calibrating and testing of all Team owned and operated equipment and supplies used for calls as well as additional equipment needs. It will be incumbent of the Equipment Officer to work closely with the Reports and Records Officer to insure that the bills for service are accurate and timely.
 - 3.4.7 Public Information Officer shall act as Team liaison to the Incident Commander. He or she should work hand in hand with the Incident Commander to formulate press releases or media events while on site or at completion of the incident.
 - 3.4.8 Standard Operations Guidelines Officer shall insure that all S.O.G.'s are periodically reviewed and updated. All changes must be approved by the Advisory Board. Upon acceptance all members must be issued revisions. It will also be incumbent upon this position to insure that all Team members are issued a set of these S.O.G.'s.

4.0 MEMBERSHIP REQUIREMENTS

- 4.1 Any duly appointed or sworn member of signatory department, who has attained State Certification of Hazardous Materials First Responders Operation level, is eligible for Hazardous Materials membership upon recommendation of the Chief Officer of the signatory department, and approval of the MABAS 24 Hazardous Materials Advisory Committee.
- 4.2 Any individual requesting Team membership will fill out an application formulated by the MABAS 24 Haz Mat Committee. The application shall be countersigned by the Chief Officer of the signatory department to indicate agreement and acceptance of the MABAS Haz Mat Unit/Team requirements of response, equipment transportation, etc.
- 4.3 Any member joining the Team shall attain Hazardous Materials Technician A and B Certification within twenty-four (24) months for continued participation in the Team.
- 4.4 All Team members shall submit to a physical prior to membership in the Team, and on a regular basis thereafter as outlined in NFPA 1582. Each member shall cooperate, participate and comply with the medical evaluation process. Failure to comply could result in termination from the Team.

5.0 MABAS 24 HAZ-MAT TEAM MEMBERS RESPONSIBILITIES

- 5.1 All Team members are responsible to maintain minimum standards in training, performance and health.
- 5.2 All Team members will respond to hazardous material incidents when available.

- 5.3 All Team members will help maintain any and all equipment of the Team.
- 5.4 All Team members are required to attend twenty-four (24) hours of training in hazardous materials annually of which fifteen (15) hours must be with the Team.
- 5.5 No member of the Team shall attend or respond to any training sessions or incident, or drive or ride the MABAS 24 Hazardous Materials vehicles while under the influence of drugs or alcohol.
- 5.6 All members driving the MABAS 24 hazardous materials vehicles shall have a valid Illinois driver's license for the size and class vehicle being driven. Copies of each member's license will be kept on file with the Training Officer.
- 5.7 No member of the MABAS 24 Hazardous Materials Team shall drive the vehicle with any Class "A" violations (convictions) for a period of eighteen (18) months. Any member with any combination of two Class "B" violations or/and chargeable accidents shall not drive for a period of six (6) month.
- 5.8 There are no members under twenty-one (21) years of age allowed to drive the Third District Hazardous Materials vehicles.
- 5.9 All members must respond to calls in a department vehicle. No private vehicles will be permitted on the scene.
- 5.10 Each Team member, if possible, should bring a SCBA, sixty minute unit and a spare bottle.
- 5.11 Each Team member should submit and hazardous materials training certificates they have earned outside the MABAS 24 Team training to the Training Officer.
- 5.12 Each Team member must notify the Hazardous Materials Advisory Committee if they are going to be off duty due to an injury, illness or any personal reasons for an extended period of time (more than thirty (30) days).

6.0 OPERATIONS

- 6.1 The MABAS 24 Hazardous Materials Response Team will be governed by the MABAS 24 Fire Chief's Association and the intergovernmental agreement signed by member agencies.
 - 6.1.1 The policy, procedures and guidelines are set by the MABAS 24 Hazardous Materials Response Team Advisory Board.
 - 6.1.2 All policy, procedures and guidelines must meet all Federal, State and local laws.
- 6.2 It is the intent of the Team to operate in a manner so as to provide for the safety of Team members, on site personnel, public and the environment.
- 6.3 The Incident Command System will be implemented at all hazardous materials incident.

7.0 SAFETY OFFICER

- 7.1 Haz Mat Command will establish a Safety Officer for each incident and that individual will serve until relieved, replaced or the incident is terminated.
- 7.2 Minimum qualifications of the Safety Officer
 - 7.2.1 Certified as Hazardous Materials A and B
 - 7.2.2 Should be a Fire Officer or Advisory Board member
- 7.3 Duties of the Safety Officer during emergency operations
 - 7.3.1 Oversee the safety of all personnel at a Haz Mat incident and training sessions.
 - 7.3.2 **THE SAFETY OFFICER HAS THE AUTHORITY TO WITHDRAW THE TEAM FROM AN INCIDENT OR PREVENT THEIR MITIGATION OF AN INCIDENT WHEN HE DETERMINES THE SITUATION TO BE UNSAFE.**
 - 7.3.3 Advise Haz Mat Command of situations and conditions that may affect the safety of operations.
 - 7.3.4 Provide Haz Mat Command with recommendations on establishment of control zones.
 - 7.3.5 Ensure proper decon procedures are followed and that decon sector is ready to receive contaminated personnel.
 - 7.3.6 Ensure that entry and backup teams are dressed in proper level of protection.
 - 7.3.7 Ensure the backup team is ready at all times during the entry team operations.
 - 7.3.8 Create exposure records for all on scene MABAS 24 Hazardous Materials Team personnel and forward to Medical Officer.
 - 7.3.9 The passport system of control will be used on **ALL** incidents.

8.0 RESPONSE: IN-DISTRICT

- 8.1 Criteria for activation
 - 8.1.1 The signatory Incident Command shall determine the need for response of the Hazardous Materials Response Team. The Incident Commander will follow the procedures for requesting a box alarm under the MABAS 24 Mutual Aid Box Alarm System.
 - 8.1.2 Box suffix 99 is established as the district wide box alarm for hazardous materials incidents requiring a response by the Hazardous Materials Response Team. For example, a Tinley Park haz mat box would be 299, Glenwood would be 499 and so on.

8.1.3 When the MABAS 24 Dispatch Center receives a request from an agency, the MABAS 24 Dispatch Center will obtain the following information:

- (a) What agency is making the request?
- (b) The exact, or suspected nature of the incident
- (c) Specific address or location of incident.
- (d) Location of staging area.
- (e) Recommended direction of approach.
- (f) Identify substance, if known.

8.1.4 When the MABAS 24 Dispatch Center receives a request for the MABAS 24 Hazardous Materials Team by the Signatory Incident Commander, the following procedure will be implemented:

- (a) If the request is for technical assistance only, the MABAS 24 Dispatch Center will dispatch it as a box alarm (99) with the Mutual Aid and phone pagers. Response will be limited to advisory personnel only to render technical assistance in an advisory capacity. If, upon arrival of the Advisory Team members, it is determined that the MABAS 24 Hazardous Materials Team is needed, Haz Mat Command will instruct the MABAS 24 Dispatch Center to upgrade the pagers. The MABAS vehicles will then respond to the scene along with the remaining Team personnel.
- (b) If the Signatory Incident Commander requests mitigation assistance, a second alarm will be sounded and the MABAS 24 Hazardous Material Team vehicle(s) will respond to the scene with all Team Members.
- (c) The first arriving Advisory Board member of the MABAS 24 Hazardous Materials Team Shall assume MABAS 24 Hazardous Materials Command.
- (d) Haz Mat Team Command shall begin a preliminary size-up of the incident, ascertain any information from the Incident Commander of the stricken community, and initiate procedures for entry. Preliminary size-up information includes, but is not limited to:
 - (1) Wind direction and speed.
 - (2) Need for evacuation/evacuation status.
 - (3) Initial product(s) I.D. and information.
 - (4) Quantity(s) of product.
 - (5) Other agencies notified. (EPA, ISP, etc.).
 - (6) Mitigation procedures attempted/in operation.

(7) After conferring with Incident Command, a radio frequency assignment for the operation will be established.

(e) Only those people presenting the photo identification of the MABAS 24 Hazardous Material Team will be allowed entrance into the haz mat operations area unless approved by the Haz Mat Command and the Incident Commander of the stricken community.

9.0 RESPONSE: OUT OF DISTRICT

9.1 Criteria for Activation

9.1.1 Box 5099 is established as the out of district box alarm number for haz mat incidents with a response by the MABAS 24 Hazardous Material Team.

9.1.2 When the MABAS 24 Dispatch Center receives a request from an out of district agency for response, or use, of the MABAS 24 Hazardous Materials Team, the MABAS 24 Dispatch Center will obtain the following:

- (a) What agency is making the request and what is being requested?
- (b) The exact, or suspected nature of the incident including I.D. of substance.
- (c) Specific address or location of the incident.
- (d) Location of staging area.
- (e) Recommend direction of approach.
- (f) Determine radio frequency to communicate with Command.

9.1.3 The MABAS 24 Dispatch Center shall implement the following procedures:

- (a) The MABAS 24 Dispatch Center will dispatch a box and 2nd alarm using the Box # 5099. Also the MABAS 24 Dispatch Center will activate the Haz Mat phone pagers.
- (b) The MABAS 24 Hazardous Materials Response Team personnel and vehicles will notify the MABAS 24 Dispatch Center and the out of district Mutual Aid Dispatch Center.

9.1.4 All Team members are required to schedule at least two (2) times a year to conduct and check the inventory of the vehicles.

10.0 TEAM VEHICLE OPERATIONS

- 10.1 The opticom is to be used at all intersections and as a matter of safety, the driver shall proceed into any interception after coming to a complete stop and insuring that all traffic has stopped.
- 10.2 The maximum response speed shall not exceed the posted speed limit and speed shall be adjusted to traffic conditions accordingly.
- 10.3 The driver is responsible for the safe handling of the vehicle in driving to any emergency and/or training. The Officer assumes the duties to see all laws and regulations are followed.
- 10.4 Backing up of any vehicle requires the help of a spotter and at no time shall the vehicle be backed up without a spotter.
- 10.5 Approval to operate any MABAS 24 Hazardous Materials Response Team vehicles shall be given by the Team Training Officer with the approval of the Chair of the Committee.
- 10.6 The Training Officer will check annually with each department to determine of the Team member has received and traffic violations and maintain a valid State of Illinois driver's license.

11.0 PROCEDURES AT INCIDENT

- 11.1 The MABAS 24 Hazardous Materials Response Team will follow the INCIDENT COMMAND SYSTEM in their operation.
- 11.2 Mitigation of the incident
 - 11.2.1 Once the determination is made to intervene in the incident's natural outcome, the following priorities will exist:
 - (a) Safety of all Team members.
 - (b) Safety of all emergency personnel.
 - (c) Safety of all citizens at risk through contact/exposure to the product.
 - (d) Evacuation of citizens in endangered areas if necessary.
 - (e) Stabilization of the hazardous materials.
 - 11.2.2 The Team will make attempts to complete the following checklist before committing to action:
 - (a) Contact CHEMTRAC for information, notification of shipper, manufacturer's advice, response teams and the like.
 - (b) Set up windsock, get current weather conditions and forecast.
 - (c) Reaffirm or re-establish HOT, WARM, COLD zones for the incident.
 - (d) Establish cellular communications.

- (e) If evacuation is needed, this will be handled by the stricken community.
- (f) Request additional resources as needed, such as: foam, manpower, etc.
- (g) Establish site safety plan for incident.

11.2.3 The following sectors will be established and Sector Officers assigned.

- (a) SAFETY (must meet Safety Officer criteria 7.0)
- (b) Reference materials.
- (c) Resources.
- (d) Communications and others as needed.
- (e) Other sectors as needed.

11.2.4 The Safety Officer will select or approve proper protective gear for all mediation team and decontamination personnel and all others working on the incident based on:

- (a) Available compatibility charts.
- (b) Reference materials.
- (c) MSDS of products.
- (d) On-site expertise.
- (e) Availability of equipment.

11.2.5 The following areas must be in place and operational before any action is taken.

- (a) Decontamination Sector with appropriately dressed personnel in sufficient numbers and appropriate decon agent and tools in area.
- (b) One (1) privately contracted ALS ambulance will be on the scene committed to the Haz/Mat Team only. This unit will be designated as 9975.
- (c) Notification to resource hospital to receive any Team members contaminated or injured shall be made on site, ALS with confirmation returned to Safety Officer.

11.3 A briefing session will be held for the ENTRY TEAM and BACK-UP TEAM by the Haz Mat Incident Commander and Safety Officer to cover the following points:

11.3.1 Hazards of the product

- (a) Physical properties
- (b) Toxicity

- (c) Short term exposure limits
- (d) Signs/symptoms of exposure
- (e) Container type and construction
- (f) Operation of valves, controls, if available

11.3.2 The extent of entry

- (a) Time
- (b) Depth
- (c) Determine plan of action of action, if any

11.3.3 The EMERGENCY procedures for escape or rescue of Team

11.3.4 How and what communication system will be used:

- (a) Radio
- (b) Hand signals
- (c) Writing board
- (d) Others

11.3.5 Location of rescue/back up Team (entry and exit points)

11.3.6 Location of decon and the decon process to be used

11.3.7 Limitations of protective gear

11.3.8 Discuss method of control

11.4 Donning of protective clothing will be completed using proper procedures and with the supervision of the Safety Officer.

11.4.1 Members of the entry team, back-up team and decon team will remove all personal belongings, watches, jewelry, rings, wallet, etc.

11.4.2 ALS ambulance (9975) should perform pre and post entry medical evaluations on all entry backup personnel.

11.4.3 The Safety Officer is responsible for final visual and operational check of equipment before entry will be allowed.

11.4.4 All personnel entering the HOT zone will be under monitored conditions. Back-up personnel will be held in the WARM zones ready to respond if needed or if a problem affecting the entry team members occurs.

12.0 RESCUE CONSIDERATIONS FOR ENTRY TEAM/VICTIMS

If in the opinion of the Safety Officer a lifeline is needed by the entry team for entry into confined space or a building, a line and/or harness will be worn into the space. This will provide a means for entry team to find their way out of the space or for rescuers to find the entry team. **All confined space procedures will be followed.**

13.0 EMS CONSIDERATIONS FOR CONTAMINATED VICTIMS

- 13.1 All victims of a hazardous materials incident will be decontaminated on site if at all possible. It does no good to move a victim to a hospital if there is no way to decontaminate or isolate the hazard.
- 13.2 Notification of the resource hospital for direction and treatment of any contaminated victim will be done by the Medical Officer.
- 13.3 Antidote administration or notification of need to receiving hospital.

14.0 ROLES OF SUPPORT PERSONNEL ON THE SCENE

Support personnel from the stricken community on the scene may be assigned specific functions under the control of a MABAS 24 Hazardous Materials Response Team member. Personnel assigned are to stay in the area assigned.

15.0 CLEAN UP

The MABAS 24 Hazardous Materials Response Team is not a clean-up service, but will advise the Incident Commander or refer handling of clean-up to an outside firm.