



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **HAZARDOUS MATERIAL RESPONSE**

NUMBER: 10.2

SCOPE: ALL DEPARTMENT PERSONEL

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PURPOSE

The purpose of this document is to establish guidelines for the department's response to hazardous materials spill incidents. The duties of dispatchers and officers upon notification of and response to reports of hazardous materials spills will be addressed in the policy.

POLICY

It is the policy of the Holmen Police Department that officers shall receive training relating to the types of hazardous materials they may encounter in the line of duty. Officers shall be trained to recognize hazardous material spills, to take action to protect themselves and others and to gather the necessary resources to remedy the hazardous materials situation.

DISCUSSION

Numerous hazardous materials are in use throughout the Village of Holmen in a variety of businesses, medical facilities and households. Additionally, hazardous materials are transported in and through the village on public streets daily. While many materials are in common use, accidents or spills of such materials may present a serious threat to the general public and to officers who respond to incidents which may or may not have been reported as involving hazardous materials.

DEFINITIONS

- A. Hazardous Material: Any element, compound or combination thereof that is flammable, corrosive, explosive, toxic, radioactive, an oxidizer, an etiological agent or highly reactive agent which may have a detrimental effect upon emergency services or medical personnel, the public, equipment and/or the environment. This definition includes all motor vehicle fuels or coolants, except spills of an insignificant quantity.
- B. Hot Zone – The area immediately around the hazard for a radius of 330 feet.
- C. Warm Zone – The area where the HazMat decontamination team sets up operations. Access to this area will be limited.
- D. Cold Zone – The area where the Incident Command Post is set up. This will include support operations, rehabilitation, and the medical team.

I. PROCEDURE

- A. Notification of a Possible Hazardous Materials Spill
 - 1. The initial notification of an incident may or may not include information that a hazardous material may be involved.

2. Officers and/or dispatchers receiving a complaint of an accident, fire, unusual odor or unknown illness or injury or any other incident under circumstances that may indicate involvement of hazardous materials should make additional inquiries of the reporting party as to the possible presence of these substances. This information, if any, shall be made available to responding officers.
 3. Any report indicating a hazardous material spill has occurred, or is likely to occur, shall require the dispatch of the Holmen Fire Department.
 4. Officers should be observant for the presence of hazardous materials on any assignment or when hazardous materials may impede or endanger officers during an investigation. If an officer determines a hazardous materials spill has occurred, or there is a substantial likelihood a spill will occur, the officer shall notify the HFD through the dispatch center as soon as possible.
- B. Officer's Arrival at the Scene
1. Officers arriving at the scene of an incident involving a reported hazardous materials spill shall respond promptly but approach the scene cautiously. Officers should avoid entering the "Hot Zone" if at all possible. If possible, officers should use squad binoculars to gather information from a safe distance. Officers should be observant for the following evidence a spill has occurred:
 - a. Observation of liquids, solids or gases that have or are spilling from a container or unexplained odors at the scene. Officers shall attempt to determine if the container or vehicle is displaying hazardous materials placards or labels and shall record the displayed information.
 - b. Locate the operator and determine the vehicle contents and/or examine shipping papers or the bill of lading. The vehicle operator may also be able to provide information as to the immediate danger present from a spill of this cargo.
 - c. Observe persons already at the scene for any symptoms of a reaction to contact with the material or vapors. Speak to persons at the scene as to their physical condition and observations and take appropriate protective measures as necessary.
 2. Officers responding to any traffic accident, or incident at a business that may utilize chemicals or other hazardous materials, should be observant for evidence a hazardous materials incident may have occurred.
 3. If an officer observes any evidence of a hazardous materials spill, he/she shall immediately notify the dispatch center and request additional assistance, if necessary, and the resources necessary to address the spill.
- C. Officer's Initial Actions at the Scene
1. A primary initial objective of the first officer(s) to arrive at the scene shall be to control the scene and prevent the hazardous materials incident from worsening. These measures may include, but shall not be limited to:
 - a. Requesting additional officers and/or a supervisor at the scene.
 - b. Requesting the fire department at the scene.
 - c. Requesting Emergency Medical Services (EMS) personnel at the scene.
 - d. Preventing access to the contaminated area.
 - e. Establishing a danger area to include initiating an evacuation of the area, if necessary.
 - f. Identification of the hazardous agent involved.
 2. **If a hazardous materials spill is suspected, officers should approach and park their vehicle upgrate and upwind from the scene of the spill at a sufficient distance to protect the officer from the effects of the spill. The distance from the spill will be determined by the nature of the spill and other information available to the officer upon his/her arrival.**

3. Officers should attempt to identify the hazardous material as quickly as possible, looking for placards or other markings of nearby vehicles or equipment. Officers should use "**Emergency Response Guidebook**" available in each squad.
4. If persons at the scene appear to have been overcome or contaminated by the spilled materials, officers should use caution before making any rescue attempts until reasonably certain the rescue can be accomplished without unreasonably endangering officers or EMS personnel.
5. Any officer that was within the "Hot Zone" will be required to go through decontamination. Officers should make themselves available to fire department personnel for this procedure.
6. If persons at the scene appear to be injured or contaminated by a hazardous material, segregate these individuals. Life-sustaining measures shall be taken as necessary but non-essential first aid measures should be limited to prevent further injury from, or the spread of, the contaminant.
7. EMS personnel at the scene and medical personnel at the hospital shall be kept informed by officers, at the scene or through the dispatch center, of information relating to the type of hazardous materials involved so they may take adequate protective measures for themselves and ensure appropriate treatment of the injured.

D. Securing the Scene

1. The dispatch center shall assign officers to the scene as necessary and as staffing permits. A supervisor shall be contacted.
2. The assigned supervisor may reassign personnel as necessary to ensure adequate coverage at the scene and may order off-duty personnel to duty, if necessary.
3. The officer assigned the initial call, or the on-scene supervisor, may mobilize additional resources, as necessary, through the dispatch center including, but not limited to the:
 - a. Fire Department
 - b. Street or Utility Department
 - c. Department of Natural Resources
 - d. Gas and Electric Utilities
 - e. Explosive Ordinance Disposal Unit
 - f. Emergency Government
 - g. Federal Aviation Administration
 - h. County Medical Examiner
4. Officers assigned to the scene shall be under the direction of the officer initially assigned the incident or the on-scene supervisor. Officers may be placed under the control of the incident commander if an Incident Command System is implemented, e.g. the Fire Department Commander or Emergency Government Incident Commander.

Chief of Police
Shane Collins