

MABAS - DIVISION 12

HAZARDOUS INCIDENT RESPONSE TEAM



**STANDARD OPERATING
POLICIES AND GUIDELINES
2020**

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**M.A.B.A.S Division 12
Policies and Guidelines**

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Subject: Definitions

Contaminant: A hazardous material that physically remains on or in people, animals, the environment, or equipment, thereby is creating a continuous risk of direct injury or a risk of exposure outside the hot zone.

Contamination: The process of transferring a hazardous material from its source to people, animals, environment, or equipment, which may act as a carrier.

Control Zones: The designation of areas at a hazardous materials incident based upon safety and the degree of hazard.

Cold Zone (Support Zone): The area that contains the command post and other support functions deemed necessary to control the incident.

Hot Zone (Restricted Zone): The area immediately surrounding the incident, extending far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.

Warm Zone (Limited Access Zone): The areas where personnel and equipment decontamination and hot zone support take place. It includes control points for the access corridor and thus assists in reducing the spread of contamination.

Decontamination (Decon): The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment used at a hazardous materials incident.

Decontamination Group Supervisor (D.G.S.): Responsible for the supervision of decon procedures.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief.

Good Standing: A member is in good standing when all training requirements are met as set forth in Section 27 of the MABAS Division 12 Hazardous Incident Response Team Standard Operating Policies and Guidelines.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.

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Hazard/Hazardous: Capable of posing an unreasonable risk to air, water, soil quality and to plants or wildlife.

Hazardous Material: A material that poses an unreasonable risk to the health and safety of operating or emergency personnel, the public, and/or the environment if it is not properly controlled during, handling, storage, manufacturing, processing, packaging, use, disposal, or transportation.

Haz Mat Safety Officer (H.M.S.O.): The individual assigned to oversee safety in Haz Mat Group or Branch.

Hazardous Incident Response Team (H.I.R.T.): Specially trained members of the participating Fire Departments who have met the requirements as specified in Sections 26 and 27 of these Standard Operating Guidelines and have been approved by their Fire Chief to participate in hazardous materials incidents in specialized functions.

Haz Mat Branch: The function within the overall incident command system that deals with the mitigation of a hazardous materials incident. It is directed by the Haz Mat Branch Director.

Haz Mat Branch Director (H.M.B.D.): The person responsible for the management of the Hazardous Materials Branch.

Haz Mat Entry Group Supervisor (H.M.E.G.S.): Responsible for the supervision of the entry group.

Haz Mat Medical Evaluation Group Supervisor (H.M.M.E.G.S.): Responsible for the supervision of the medical group.

Haz Mat Technical Specialist (Specialist): Team members that have demonstrated extensive knowledge in handling Hazardous Materials incident and have obtained the needed requirements as set forth in this document.

Incident: Any event that involves a type of safety incident that involves the uncontrolled release of one or more hazardous materials into an environment in which humans are or could be present or that otherwise holds the potential to put human or environmental safety at risk if not addressed.

Incident Commander (IC): The person responsible for all decisions relating to the management of the incident. The incident commander is in charge of the incident site. This is equivalent to the on-scene incident commander as defined by 29 CFR 1910.120.

Incident Management System (IMS): An organized system of roles, responsibilities, and Standard Operating Guidelines used to manage and direct emergency operations.

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Operations: Directs, coordinates, and controls all tactical activities and functions necessary to carry out the objectives of Command. Reports directly to the fire department incident commander.

Operational Status: A member that has not met the minimum training requirements as set forth in Section 27 of this document.

Practical: Consists of IC, Hazmat Branch Director, Hazmat Safety Officer, HazMat Science Group Supervisor, Hazmat Decontamination Group Supervisor, Hazmat Entry Group Supervisor, Hazmat Medical Evaluation Group Supervisor.

Monitoring Equipment: Instruments and devices used to identify and quantify contaminants.

Reconnaissance (Recon): A preliminary survey of the incident by personnel to identify and evaluate the specific mechanics of the incident.

Trained Observer: A person knowledgeable about all PPE recommended in the protocol and the correct donning and doffing procedures, including disposal of used PPE, and will be qualified to provide guidance and technique recommendations.

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Subject: H.I.R.T. Purpose and Organization

Purpose: The MABAS Division 12 H.I.R.T. has established these Standard Operating Policies and Guidelines as a basis for operating at hazardous materials incidents. Members may respond to a request for assistance from a stricken MABAS Division 12 fire department/protection district when that jurisdiction cannot field the necessary resources to handle the emergency. Response of the MABAS Division 12 H.I.R.T. shall not relieve the stricken jurisdiction of incident command.

Response to other MABAS Divisions is available through an inter-divisional request. Additionally, responses may be initiated per the guidelines of the Statewide Response Plan.

Goal: The goal of the MABAS Division 12 H.I.R.T. is to combine the resources of the participating agencies to safely mitigate any and all hazardous materials incidents called to, that may threaten the public welfare.

1. Under certain circumstances involving military transport, military aircraft, the Department of Defense, the Department of Energy or other federal agencies, IC may be relinquished by the stricken jurisdiction and passed to federal authorities.
2. It shall be the responsibility of each participating fire department/protection district to meet the minimum training requirements for first responders as specified in the OSHA and NFPA Standards.
3. Emergency response to hazardous materials incidents must be a joint and cooperative effort. Member organizations, local, county, state and federal agencies, private industry and any other resources that are deemed necessary must cooperate to attain the goal of the safe resolution to an emergency response.
4. All participating municipalities, cities, villages, and fire protection districts shall have a spiller pay ordinance.
5. The fire departments/protection districts currently participating in the MABAS Division 12 H.I.R.T. that have approved the Standard Operating Policies and Guidelines are:

Addison Fire Protection District
Bloomingdale Fire Protection District
Carol Stream Fire Protection District
Elmhurst Fire Department
Glen Ellyn Volunteer Fire Department
Glenside Fire Protection District

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Hanover Park Fire Department
Itasca Fire Protection District
Lombard Fire Department
Oak Brook Fire Department
Oak Brook Terrace Fire Protection District
Roselle Fire Department
Villa Park Fire Department
West Chicago Fire Protection District
Wheaton Fire Department
Winfield Fire Protection District
Wood Dale Fire Protection District
York Center Fire Protection District

TEAM Organization

6. H.I.R.T. Chief Liaison

6.1. MABAS Division 12 Fire Chiefs shall appoint a chief officer to act as the liaison chief between the H.I.R.T. and the division chiefs.

7. H.I.R.T. Leader

7.1. The chiefs will also appoint one member to act as the H.I.R.T. Leader who will be responsible for the overall operation and administration of the H.I.R.T.

7.2. The H.I.R.T. Leader may opt to appoint an assistant, and/or create committees, as he/she feels is best for the overall operation of the H.I.R.T.

8. Training Committee

8.1. Assistant Team Leader will oversee Training Committee.

8.2. Committee will consist of minimum of three (3) members.

8.3. September of each year a draft training schedule will be presented to the coordinators.

8.3.1. Any changes would be made at the September meeting and approved no later than the November Coordinator Meeting.

8.3.2. Training outlines would be ready by December for the year coming.

9. Department Coordinators

9.1. Each participating fire department/protection district shall appoint one of their own H.I.R.T. members to be their Department Coordinator.

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- 9.2. Department Coordinators shall meet on a monthly basis.
- 9.3. They shall function as the communication link between the H.I.R.T. and their individual departments.
- 9.4. Department Coordinators are responsible to maintain an accurate and current team roster.

9.4.1. They shall submit their roster annually at the November coordinators meeting and whenever changes occur.

- 9.5. They are to ensure that their own H.I.R.T. members adhere to the requirements set forth in this document.

10. Hazardous Materials Technical Specialist (Specialist)

- 10.1. The Specialists shall at minimum consist of six (6) qualified H.I.R.T. Technicians within Division 12, not to exceed nine (9) members.
- 10.2. One of the Specialists shall be a liaison between the H.I.R.T. and the rest of the Specialists.
- 10.3. The purpose of the Specialists is to provide additional managerial support for Hazardous Materials incidents.
- 10.4. Specialists can be used as IC deems necessary within the Hazardous Materials Branch.

10.4.1. Their primary role should be to function in an advisory capacity.

- 10.5. Specialists shall meet the additional requirements as set forth in Section 26 and 27.

H.I.R.T. Assets

- 11. Division 12 H.I.R.T. assets are housed at various departments throughout the division.

- 11.1. Department coordinators, where assets are kept, are responsible to maintain and inventory said assets and accompanying equipment.
- 11.2. MABAS and/or Division 12 are responsible for all maintenance costs and insurance.
- 11.3. The H.I.R.T. Leader/Chief Liaison shall be notified of any needed repairs, missing or damaged equipment.

12. Division XII Trailers

- 12.1. The H.I.R.T. operates with two (2) Response Trailers.

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12.1.1. Trailer #170 – Entry, Decon, Research & Special Equipment Housed at Addison FPD.

12.1.2. Trailer #3- Spare Bulk Equipment Housed at Glenside FPD.

12.2. Departments housing Division Trailers agree to provide an adequate tow vehicle and respond, if able, with the trailer when requested.

12.2.1. Agreements should be made with neighboring departments to serve as backups in the event they are unable to respond.

12.3. The two (2) trailers are set up to respond together as a package within the division.

12.3.1. Reference Section 7, H.I.R.T./Technical Specialist Notification and Response, Number 7. Response of TEAM Trailers.

12.3.2. Appendix W– Combined Trailer Inventories

13. Division 12 Hazardous Material Rapid Response Squads

13.1. The H.I.R.T. operates with one (1) Rapid Response Squads.

13.1.1. Hanover Park Squad H15

13.2. The Squad is not a division asset, it is owned by the individual department, who have agreed to provide their use.

13.3. Hanover Park Squad is designated as the Task Force/Interdivisional Squad. Rapid Response Squads provide for:

13.3.1. Rapid Monitor Deployment

13.3.2. Scene Lighting

13.3.3. Generator Support

13.3.4. Cascade System

13.3.5. Level A & B Suits

13.4. The purpose of the Rapid Response Squads is to bring equipment out quickly; there is no guarantee of additional Technicians.

13.5. One Rapid Response Squad will respond on H.I.R.T. call outs.

13.6. If the designated Rapid Response Squad is unavailable, it should be auto-replaced.

13.7. Appendix X- Combined Rapid Response Inventories (Only H.I.R.T. Assets)

14. Decon Unit

14.1. Decon Truck 12 is housed at York Center FPD.

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14.1.1. This is a MABAS Asset, and not limited to Division 12.

14.1.2. Appendix Y –Decon #12 Inventory

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Subject: First Responder Responsibilities

Purpose: The overall objective during any hazardous material incident is to stabilize the incident to protect health, property, and the environment. The involvement of the fire department/protection district having jurisdiction continues until the conclusion of the incident. Extreme caution and attention must be the first consideration of all responding personnel. To the extent of its manpower, equipment, and level of training, the stricken fire department/protection district should, prior to the notification and arrival of the H.I.R.T., follow these procedures:

1. Response to any reported hazardous material incident such as a leak, spill, fire, or potential container failure shall be made with a defensive posture.
2. Responding companies should approach from an upwind and uphill direction. Alternate cross wind routes should be considered if an upwind approach is not possible.
3. Stop and assess the incident from a distance upwind and upgrade. Avoid driving into vapor clouds or smoke.
4. Treat all containers as hazardous materials until proven otherwise.
5. Avoid the use of water until the material or mixture is determined not to be water reactive and/or to avoid increased runoff. Any water runoff that may be contaminated should be contained for later disposal.
6. Decide if a close recon can be done safely by the fire department/protection district personnel on the scene. If so:
 - 6.1. Commit two (2) personnel to size up the incident.
 - 6.2. Wear full protective clothing including SCBA.
 - 6.3. Approach from upwind and upgrade.
 - 6.4. Avoid contact with the hazardous material(s) and/or vapor(s).
 - 6.5. Monitor the atmosphere, assess the problem quickly, and return.
 - 6.6. When it is possible to perform an immediate rescue, it should be accomplished with awareness of the risk and with a minimum number of personnel.
 - 6.7. In situations where a rescue is required, the protection and safety of rescuers and victims is paramount. In such cases all means and methods to accomplish this should be considered.
7. Identify and determine the hazards of the material(s) involved, and the guidelines for the safe handling of it, through reference sources.

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8. Decide on a plan of action.
9. If any area is beyond the capabilities of the stricken department, the H.I.R.T. should be notified.
10. Prior to the arrival of the H.I.R.T., command should be established, and the site should be isolated and secured to prevent the spread of the hazardous material(s) or the accidental contamination of personnel.

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Subject: Size Up

Purpose: To provide a systematic evaluation of the critical factors that lead to the development of a plan of action. For developing a plan of action the following factors should be considered.

1. Type of incident:
 - 1.1. Fire
 - 1.2. Leak
 - 1.3. Release
 - 1.4. Spill
2. Harmful nature of the material(s).
3. Type and condition of the container(s).
4. Conditions:
 - 4.1. Location
 - 4.2. Time
 - 4.3. Weather
5. Exposures:
 - 5.1. Life
 - 5.2. Environment
 - 5.3. Fire Department Equipment
 - 5.4. Property
6. Resources

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Subject: Plan of Action

Purpose: After the size up, a plan of action should be established, be it offensive, defensive, or a combination of both. The safety of all response personnel must be considered in this plan.

1. Operations

- 1.1. Evaluation of the scene and size up
- 1.2. Secure the scene
- 1.3. Perform rescue and gross decon
- 1.4. Contain, divert, dike
- 1.5. Protect exposures
- 1.6. Call for additional resources
- 1.7. Develop an Incident Action Plan

2. Technician

- 2.1. Evaluation of the scene and size up
- 2.2. Monitoring
- 2.3. Confinement, containment
- 2.4. Rescue endangered persons that were not assessable without chemical protective clothing.
- 2.5. Prevent container failure.
- 2.6. Extinguish ignited materials.
- 2.7. Request additional resources.

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Subject: Incident Command

Purpose: OSHA 29 CFR 1910.120 requires that any hazardous incident operations be conducted with an Incident Command System in place.

1. The Incident Commander (IC) shall be from the stricken community in which the incident has occurred.
2. The IC shall make a size up of the incident.
3. Through the use of resources and references the IC shall determine and establish Hot, Warm, and Cold Zones.
4. A Command Post shall be established and shall be:
 - 4.1. Located in the Cold Zone, uphill, and upwind.
 - 4.2. Announced, and identified by a green light and/or an orange flag.
 - 4.3. The location for representatives of support agencies to report to.
5. The IC shall be identified by a vest.
6. After the size-up the IC shall develop and initiate a plan of action.
7. The plan of action shall be reviewed, revised and updated as needed.
8. The IC shall assign a person to be in charge of the Hazardous Material Branch. This person shall meet all competencies for the responder at the level of operations being performed.
9. The IC shall assign a person as a Hazardous Material Safety Officer (H.M.S.O.). This person shall meet all competencies for the responder at the level of operations being performed.
10. Dependent on the complexity and/or the size of the incident, the IC should consider assigning Staging Branch and a Public Information Officer.
11. The IC shall assign two (2) ALS ambulances, each staffed with two (2) paramedics, to the Hazardous Material Branch. One ambulance shall remain on the scene at all times.
12. The IC shall be the individual that releases the H.I.R.T.
13. The IC is responsible to ensure a post incident critique is held.

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14. Appendices C, D and F1 are to be used for documentation.

15. NIMS ICS Forms

- 15.1. 201 Incident Briefing
- 15.2. 213 General Message
- 15.3. 214 Activity Log

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Subject: **H.I.R.T./Technical Specialist Notification & Response**

Purpose: To provide a systematic and organized response of fire departments/protection districts, personnel, and equipment to the scene of a hazardous materials incident, to also be able to provide a Hazardous Material Technical Specialist, (Specialist) to assist the IC.

1. Requests for additional resources shall be initiated by the IC through the dispatch center in accordance with the fire department's/protections district's hazardous materials box card or as warranted.
2. The IC from the stricken jurisdiction shall determine the response needed. The following guidelines may be amended as needed:
 - 2.1. H.I.R.T. Response not required - the stricken jurisdiction has sufficient manpower and equipment to mitigate the incident.
 - 2.2. Rapid Response Squad - limited additional equipment is needed, monitors, suits etc. but no additional technicians required.
 - 2.3. Specialists - In the event the IC needs additional expertise, a Specialist can be requested.
 - 2.3.1. To assist in determining if a H.I.R.T. response is necessary.
 - 2.3.2. To provide technical assistance at the scene.
 - 2.3.3. May be contacted for technical assistance/direction, but no actual response.
 - 2.3.4. To be the Trained Observer on the scene of an infectious disease patient if deemed necessary by the IC of the stricken jurisdiction.
 - 2.4. H.I.R.T. Response - this response includes two (2) trailers, Decon 12, technicians and 1 Rapid Response Squad.
 - 2.4.1. It is recommended to request the Division 12 ATV that is housed at Wood Dale FPD.
3. The dispatch center will then notify the appropriate MABAS dispatch center of their request. The following information from the stricken jurisdiction must be given when the alarm is requested:
 - 3.1. The name of the requesting department/protection district.
 - 3.2. The mutual aid box alarm requested.
 - 3.3. The level of the alarm requested.
 - 3.4. The location of the incident.
 - 3.5. The command post location.
 - 3.6. The staging area and direction of approach, if needed.

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4. It shall be the responsibility of all requested fire department/protection districts dispatch centers, upon receipt of the box alarm, to notify the MABAS dispatch center that the alarm has been received.
5. It shall be the responsibility of the responding departments to notify the MABAS dispatch center of the equipment and the number of personnel responding.
6. When H.I.R.T. members respond to an incident, they shall respond in a fire department/protection district vehicle and bring the following equipment, if available:
 - 6.1. Personal protective clothing (structural firefighting clothing).
 - 6.2. Air pack and extra bottle (1 hour preferred).
 - 6.3. Portable radio with fire ground channels.
 - 6.4. Passports
7. Hazardous Material Technical Specialist (Specialist)
 - 7.1. All requests for Division 12 Specialists will be made through MABAS Division 12 Dispatch center, DuComm.
 - 7.1.1. The H.I.R.T. Leader shall ensure that DuComm has current contact information.
8. Response of H.I.R.T. Trailers will be governed by the following guidelines:
 - 8.1. The two (2) trailers will respond as a package, on division requests.
 - 8.2. The trailers will respond, obeying all traffic regulations, without emergency lights or sirens. Once near the scene, the driver may turn the emergency lights on to aid in vehicle identification and provide safety to the personnel and vehicles around the unit.
 - 8.3. The driver of the trailer should report to staging.
 - 8.4. The driver will be in charge of distribution and documentation of all equipment that is used from the trailer.
 - 8.5. The driver shall supply power to the trailer.
 - 8.6. The driver shall remain on the scene until the trailer is released by the IC or replaced by relief personnel in the event of an extended incident.
9. Upon arrival, all personnel shall report to the staging area. Passports shall be given to the Staging Officer. Responding units shall turn off their emergency lights while in staging.
10. Interdivisional Request: (Appendix T)

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- 10.1. The MABAS Division 12 H.I.R.T. will respond to other MABAS Divisions on an interdivisional request. The H.I.R.T. will respond to the incident with a minimum of 10 Technicians, Hazmat 15 and Trailer #170. This response is immediate; there is no assembly point as in a Statewide Response.
11. Interdivisional Response will be governed by the following guidelines:
 - 11.1.1. DuComm will contact the primary fire departments/protection districts on the Interdivisional Box Card until a total of 10 Technicians are committed.
 - 11.1.2. One of the 10 Technicians should be a Coordinator/Specialist.
 - 11.1.3. Fire departments/protection districts are encouraged to send on-duty Technicians if able.
12. Statewide Haz-Mat Response: (Appendix R)
 - 12.1. The MABAS Division 12 H.I.R.T. is a Level A Team. If the State Wide plan is activated, all fire departments/protection districts involved will follow the MABAS Statewide protocol. Equipment and personnel requirements depend upon a multitude of variables including but not limited to; location of the incident, anticipated deployment period, support services required, on scene resources, and resources required accompanying the H.I.R.T.
 - 12.2. The H.I.R.T. will respond with 10-12 Technicians, Hazmat 15, Trailer #170, and transport vehicles as needed, additional equipment by request. Point of departure is: Addison FPD Station #3.
13. State Wide Response will be governed by the following guidelines:
 - 13.1. Red Center will request the H.I.R.T. through DuComm. The H.I.R.T. will consist of a minimum of ten (10) Technicians, one of which will be a Coordinator/Specialist. Vehicle response drivers do not count as Technicians. Only Technicians that are on the Deployable State Roster and meet the additional requirements shall respond. (Section 27-Team Training Requirements, Number 12)
 - 13.2. DuComm will notify the primary fire departments/protection districts listed on the box card. Fire departments/protections districts requested shall call DuComm with an availability status with in one half hour. If a primary fire department/protection district is not available, they will contact the next fire department/protection district on the alternate list.
 - 13.3. Responding personnel shall be prepared to be self-sufficient for a minimum of one (1) week, including but not limited to bedding, toiletries, uniforms, and identification. (Appendix S)
 - 13.4. All responding personnel and equipment shall assemble within two (2) hours

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- of notification at Addison FPD Station #3.
- 13.5. All non-essential personal and departmental vehicles shall be removed from the Addison FPD parking area within twenty-four (24) hours.

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Subject: **Identification/Accountability of H.I.R.T. Members**

Purpose: To work in conjunction of the ICS. To identify individual members of the H.I.R.T. and their assignment. To account for the assignments of the H.I.R.T. and units at an emergency incident.

1. The fire departments/protection districts shall use the Passport Accountability System as adopted by the MABAS Executive Board.
2. Members of the H.I.R.T. shall be issued two Passport System nametags. The tags shall show the rank, name, and fire department/protection district (using the four-letter abbreviation) in accordance with MABAS guidelines.
3. H.I.R.T. members who are technicians shall be issued red nametags.
4. H.I.R.T. members who are Specialist shall be issued yellow nametags.
5. H.I.R.T. members who are trained at the operations level shall be issued green nametags.
6. The nametags shall be used in accordance with MABAS guidelines and the Passport Accountability System.
7. H.I.R.T. members who do not have their nametags at the incident shall not be allowed to participate.

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Subject: **Haz Mat Branch Director (H.M.B.D.) - Responsibilities**

Purpose: The H.M.B.D. principally deals with technical aspects and mitigation of the hazardous material incident.

1. The H.M.B.D. shall report to the IC or Operations Chief depending on the size of the incident.
2. The H.M.B.D. shall be a Hazardous Materials Technician.
3. The H.M.B.D. shall be identified with a vest.
4. The H.M.B.D. shall be responsible for all hazardous materials operations.
5. The H.M.B.D. shall establish the following groups based on needs:
 - 5.1. Resource group
 - 5.2. Decon group
 - 5.3. Entry Team group
 - 5.4. Haz Mat Medical Evaluation group
 - 5.5. Science/Information group
 - 5.6. Monitoring group
 - 5.7. Safety group
6. The H.M.B.D. shall brief the groups of the plan of action.
7. The H.M.B.D. shall assist the IC with re-evaluation of the control zones.
8. The H.M.B.D. shall assign personnel to monitor vapors and gases.
9. The H.M.B.D. shall determine the need for additional resources and notify IC.
10. The H.M.B.D. shall continually monitor the hazardous materials operations.
11. Appendices E & F shall be used for documentation.

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Subject: Haz Mat Safety Officer (H.M.S.O.) - Responsibilities

Purpose: To provide for the safety of all personnel and civilians during a hazardous materials incident.

1. The H.M.S.O. shall report to the Incident Safety Officer (ISO) or H.M.B.D. if ISO has not been established.
2. The H.M.S.O. shall be a Hazardous Materials Technician.
3. The H.M.S.O. shall be identified with a vest.
4. The H.M.S.O. is responsible for site safety and completing the written Site Safety Plan. (Safety Checklist Appendix F, Site Safety Plan-Appendix F1)
5. The H.M.S.O. shall ensure that a pre-entry briefing is conducted for entry and decon personnel.
6. The H.M.S.O. shall ensure that an Entry Data Sheet is kept on each H.I.R.T. member entering the Hot Zone and in Decon. (Appendix L)
7. The H.M.S.O. shall ensure that copies of the Entry Data Sheets are forwarded to the fire departments/protection districts of each H.I.R.T. member as applicable.
8. On scene emergencies:
 - 8.1. In the event of potential injury from imminent danger the H.M.S.O. shall, at his/her discretion, halt all operations.
 - 8.2. The I.C. and H.M.B.D. shall be notified immediately of the actions taken and the reason for operations being halted.
 - 8.3. The H.M.S.O. shall give the I.C. and the H.M.B.D. recommendations for resuming or terminating operations.
 - 8.4. Non-threatening safety concerns may be pointed out to the H.M.B.D. and the applicable division supervisors 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.
 - 8.5. The Haz Mat Branch may require more than one Safety Officer if the incident covers a large area, is technically complex or if several simultaneous Level A entries are taking place. The IC or ISO will assign additional Safety Officers as the situation dictates.
 - 8.6. The following personnel may halt operations if safety concerns arise:
 - 8.6.1. Incident Commander (IC)
 - 8.6.2. H.M.B.D.

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8.6.3. ISO

8.6.4. H.M.S.O.

8.6.5. Entry Group Members

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Subject: Haz Mat Science Information Group – Supervisor Responsibilities

Purpose: The Haz Mat Science Information Supervisor (H.M.S.I.S.) shall be responsible for researching chemical data for consultation with the H.M.B.D. He/she shall also make this data available to the Haz Mat Safety Officer (H.M.S.O.), Haz Mat Medical Evaluation Group Supervisor (H.M.M.E.S.), Decontamination Group Supervisor (D.G.S.), and Entry Group Supervisor (H.M.E.G.S.).

1. The H.M.S.I.S. shall report to the H.M.B.D.
2. The H.M.S.I.S. shall be a Hazardous Materials Technician.
3. The H.M.S.I.S. shall be identified by a vest.
4. The H.M.S.I.S. shall direct the resource personnel in the identification of the material(s) involved.
5. The H.M.S.I.S. should make contact with CHEMTREC, the product manufacturer, the shipper and consignee, or the fixed facility personnel as needed.
6. The H.M.S.I.S. shall obtain additional resources and materials as requested by the H.M.B.D. and/or IC.
7. Appendix G is to be used for documentation.

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Section: Material Identification and Information

Purpose: To obtain proper information on the hazards of the chemical(s) involved.

1. A minimum of three (3) reference sources shall be used to research all chemical information.
2. A minimum of two (2) H.I.R.T. members shall check all pertinent data in each reference source to eliminate errors.
3. Safety Data Sheets shall be checked against at least two (2) different reference sources.
4. Computer information shall be checked against at least two (2) different reference sources.
5. Information received from any chemical manufacturer, shipper, or user shall be checked against at least two (2) different reference sources.
6. Identification of materials in mobile vehicles shall begin by identifying the container shapes and types. Efforts should be made to observe the Department of Transportation placards displayed on the exterior of the vehicle. Observation of the placards and the containers should be made with binoculars from as far a distance as possible.
7. If readily available, the shipping papers will provide the most accurate material information.
8. When appropriate, notify CHEMTREC to obtain their assistance in identification and notification of the shipper, manufacturer, consignee, and carrier.
9. Identification of material at fixed sites should include the use of knowledgeable facility personnel. Facility personnel should make available the Safety Data Sheets to the H.M.S.I.S. if possible. Personnel should be observant of the NFPA 704 Identification System to help identify possible hazards.
10. Appendix G is to be used.

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Subject: Decontamination Group – Supervisor (D.G.S.) Responsibilities

Purpose: In order to protect first responders, H.I.R.T. members, other emergency responders and civilians, a process must be in place to minimize the potentially harmful effect presented by hazardous materials. Decontamination is the process that will achieve this objective.

1. The D.G.S. shall report to the H.M.B.D.
2. The D.G.S. shall be a Hazardous Materials Technician.
3. The D.G.S. shall be identified by a vest.
4. Decontamination shall be established and be functional prior to any personnel entering the identified Hot Zone.
5. The D.G.S. should have assigned four to six (4-6) personnel for decon operations.
6. The D.G.S. shall be responsible for the supervision of decon procedures.
7. The decon corridor shall be located in the Warm Zone, upwind and upgrade.
8. The entrance and egress points of the decon corridor shall be clearly marked.
9. The D.G.S., through the H.M.S.I.S., shall identify the material(s) involved and the method and extent of decontamination required.
10. The normal decon solution shall be soap and water, unless otherwise identified by the H.M.S.I.S.
11. The D.G.S. shall confer with the H.M.S.O. on the appropriateness of the decon procedures to be instituted.
12. Decontamination personnel shall wear protective clothing equal to or one level below, the level worn by the Entry Group, as outlined by the EPA. Use of fire suppression protective clothing should be avoided.
13. The D.G.S. shall ensure that water and solution runoff is controlled to prevent environmental pollution.
14. All contaminated items shall be isolated and secured.
15. Appendices H, I, J, K, L are to be used for reference & documentation.

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16. For a mass decon set up see section 16.1
17. Provisions should be made to move victims and/or Haz Mat personnel to climate-controlled areas after decontamination.
18. Ensure all personnel exiting decon receive medical evaluation.

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Subject: Decontamination Group Responsibilities

Purpose: To provide for the safety of decontamination personnel and provide proper decontamination for the entry and decon personnel.

1. The decontamination group shall fall under the control of the D.G.S.
2. Decontamination group members shall meet all the competencies for the responder at the level of decon operations being performed.
3. Decontamination group members shall receive a pre-entry check of vitals by the Haz Mat Medical Evaluation Group prior to donning chemical protective clothing.
4. Decontamination group members shall hydrate prior to donning chemical protective clothing.
 - 4.1. Chemical protective clothing donning shall follow Appendix P or Q.
5. Decontamination group members shall place personal belongings in a plastic bag then give the bag to the D.G.S.
6. Decontamination group members shall use SCBA of equal capacity or be on supplied air systems.
7. Decontamination group members shall wear protective clothing equal to or one level below, the level worn by the entry team, as outlined by the EPA. Use of fire suppression clothing should be avoided.
8. The decontamination group shall follow the decon procedures as outlined by Section 15 and the D.G.S.
9. Contamination reduction of the decontamination team members shall be determined on their level of involvement in the decontamination corridor.
10. Decontamination group members shall proceed to Rehab for medical evaluation.

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Subject: Decontamination Procedures

Purpose: To set forth procedures and guidelines for the reduction of contamination on victims, personnel, and equipment. As the level, scope, and involvement of each hazardous materials incident may be different, personnel should adapt their decon procedures to meet these needs.

1. The type of decon chosen may be:
 - 1.1. Gross decon for contaminated victims.
 - 1.2. Isolation/disposal or dry decon to minimize water runoff.
 - 1.3. Two (2) pool dilution decon for a major hazard (Appendix K).
2. Gross decon is for the quick removal of contaminants from a limited number of victims, firefighters or H.I.R.T. members so lifesaving medical care can be given. Procedures for gross decon are:
 - 2.1. Place a non - permeable covering on the ground to serve as the decon area.
 - 2.2. Restrict access to essential personnel only.
 - 2.3. Remove all contaminated clothing and personal property from the victim.
 - 2.4. Place clothing and personal property in proper containers.
 - 2.5. Brush all dry contaminants from the victims' body. Avoid the use of water on dry contaminants.
 - 2.6. Flush all liquid contamination from the victims' body. Attention should be given to the eyes, facial and skin fold areas.
 - 2.7. Transport the victim to a medical facility for treatment.
 - 2.8. The clothing and personal articles are to remain in the decon area for further decontamination or disposal.
 - 2.9. Template - Appendix I
3. Isolation/disposal or dry decon may be used where the hazard is light, control of water runoff is not possible, or the use of water is contraindicated for the material involved. The procedures for dry decon are:
 - 3.1. Place a non - permeable covering on the ground to serve as the decon area.
 - 3.2. Restrict access to essential personnel only.
 - 3.3. Decon personnel are to be assigned as "dirty man" or "clean man".
 - 3.3.1. The "dirty man" shall touch the outside of the protective clothing only.
 - 3.3.2. The "clean man" shall touch the inside of the protective clothing only.
 - 3.3.3. Personnel entering decon shall have their protective clothing opened by the "dirty man". The clothing shall be removed in such a way that it will be turned inside out during removal.
 - 3.3.4. The "clean man" shall assist in the removal of the protective clothing

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- touching only the inside of the protective clothing, or the person doffing the suit.
- 3.3.5. The procedure shall continue until the suit is at the feet of the person doffing it and he can step free of the suit.
- 3.3.6. The person doffing the suit shall be assisted by the "clean man" away from the suit for removal of the SCBA.
- 3.3.7. The "dirty man" shall place the suit in the proper container for further decontamination or disposal.
- 3.3.8. Template - Appendix J
4. The dilution decon method shall be used in all incidents the D.G.S. considers appropriate. Dilution decon may include any or all of the following steps, as determined by the D.G.S. considering the severity of the hazard:
- 4.1. Place Dike Tubing, hose or raised barrier on the ground in a rectangular dimension then place a non-permeable covering on the ground to serve as the decon area. A salvage cover should be used on rough surfaces such as gravel.
- 4.2. Personnel entering the decon corridor shall deposit their tools in the appropriate area or container.
- 4.3. Personnel shall step in the pools for rinse/ wash and rinse sequence.
- 4.4. Personnel shall step from the first pool into the second pool for further contamination reduction.
- 4.5. After the dilution of the contaminate is completed personnel shall proceed through the decon process for suit doffing.
- 4.6. Using the "clean man"/"dirty man" procedure, decon personnel shall assist in doffing the protective clothing.
- 4.7. When personnel are clear of the hazard, remove the SCBA.
- 4.8. Removal of the personal clothing and personal showering should be done with the consideration of the privacy of the personnel as well as the severity of the contamination.
- 4.9. Personnel completing the decon process shall proceed to Rehab for medical evaluation.
- 4.10. Template - Appendix K

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Subject: Contaminated Victims

Purpose: A victim who is poisoned or chemically contaminated must be handled properly. The safety of response personnel and the optimum care of the victim should be the end result.

1. Before handling a victim three (3) determinations should be made:
 - 1.1. That the victim is poisoned or contaminated.
 - 1.2. That the victim is alive or has a chance of surviving.
 - 1.3. That the product is identified specifically or generally.
2. Response personnel involved in the rescue attempt shall wear proper protective equipment. The victim should be moved from the area of contamination to the decontamination area. The victim may walk to decon on his own or with assistance. If the victim has to be carried, a SKED or Rigid Litter should be used when available.
3. Victims who have been exposed to contaminants should be given, at minimum, gross field decontamination. Clothing should be removed and placed in plastic bags for proper disposal. If possible, this should be done in the decontamination area.
4. Medical personnel shall wear protective clothing to prevent or limit contamination during the care of the victim.
5. The treatment area shall be located just inside the warm zone to prevent or limit the spread of contamination. The victim should be protected from hot and cold conditions. Disposable clothing or blankets should be furnished to the victim.
6. All bodily fluids shall be considered contaminated. When applicable, bodily fluids should be collected and brought to the hospital for laboratory examination and proper disposal.
7. When communicating with the receiving hospital, medical personnel shall advise of the contamination and the possible need for further decontamination. The hospital should give directions for routing the patient to an area in the hospital where further decontamination can take place while limiting the exposure.
8. Approximately 80 percent of the contamination is removed with clothing. If the contaminant is radiological or biological, the victim should be wetted down with a light mist before removing the clothes. Wet clothing prevents re-aerosolization as clothing is removed.

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- 8.1. Once completed, ensure victim receives additional contamination testing to determine next step.
9. In the event a H.I.R.T. member is contaminated and transported to a medical facility, the H.M.B.D. is to be notified. The H.M.B.D., in turn, shall notify IC. The IC shall be responsible for contacting the H.I.R.T. member's department to ensure that the baseline medical record is sent to the receiving hospital.

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Subject: Mass Decontamination

1. Setting Up The Emergency Decon Corridor

- 1.1. Evacuate victims upwind, upgrade, and upstream of the hazard.
- 1.2. Isolate and establish control of the victims. Decon should be immediate.
- 1.3. Communicate with victims in order to prepare for decontamination. Segregate symptomatic victims from the asymptomatic victims and male from female. Take into consideration families, small children, the elderly, handicapped persons and uncooperative persons.
- 1.4. Position the first arriving engine with the pump panel facing a hydrant. Start to decontaminate as soon as possible. Speed is of the utmost importance if lives are at risk. Consider placing the deck gun or fog line in use before additional units arrive.
- 1.5. Have the second arriving engine position 12 to 16 feet apart from the first engine facing the opposite direction. The pump panels will be on the aspect and all windows are closed. The basic mass decon corridor is between the two engines.
- 1.6. The first engine will provide a water supply to the second. Fog nozzles are attached to the 2 ½" discharges opposite the pump panels on both engines.
- 1.7. Pump pressures are set at 30 psi and fog nozzles are adjusted on wide fog. The fog patterns should meet in the center.
- 1.8. Direct symptomatic victims to remove clothing down to their undergarments. If available provide clear plastic bags for clothing and valuables.
- 1.9. Have exposed victims walk through the fog streams for a 1- to 3- minute wash.
- 1.10. Provide modesty wear for cover if available.
 - 1.10.1. Direct victims to safe refuge or medical triage or treatment areas.

2. Mass Decon: Additional Tactical Considerations

- 2.1. As additional resources arrive, basic mass decon can be expanded adding another engine company. The additional corridor may separate male and female victims or symptomatic from contaminated victims. Further triage can remove victims who were in the area but are not contaminated. These individuals should be segregated and held for further evaluation.
- 2.2. Approximately 80 percent of the contamination is removed with clothing. If the contaminant is radiological or biological, the victim should be wet down before removing the clothes. Wet clothing prevents re-aerosolization as clothing is removed.
- 2.3. Soap and water is recommended for decontaminating warfare agents. In some cases, bleach and water will cause more harm to the victim. Mustard agents are an example; bleach and water causes further tissue damage.

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When capabilities and resources allow, employ soap and water as the best decontaminate of choice.

- 2.4. In an actual biological attack, response to the agent may come hours or days later. Most likely this response will occur remote from the point of contamination and will not result in a mass decon incident. However, there have been many occasions where a group believes they have been contaminated but show no signs of exposure. In this case, psychological decon may be performed. Victims who initially are not symptomatic or contaminated can be decontaminated at another location. Use of a fixed facility or the Decon Truck #12 offers privacy and peace of mind.
- 2.5. When possible, attempt to capture runoff. Realistically, however, when confronted with hundreds of patients, runoff is a secondary concern. However, uncontrolled runoff may result. Environmental officials and municipal authorities must be notified to assist with runoff control and proper disposal of contaminated materials.

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Subject: Haz Mat Medical Evaluation Group – Supervisor Responsibilities (H.M.M.E.S.)

Purpose: To ensure that the physical and mental condition of all fire department/protection districts personnel operating on the scene of a hazardous materials incident do not deteriorate to the point which affects their own or any other person's safety.

1. The H.M.M.E.S. shall report to the H.M.B.D.
2. The H.M.M.E.S. shall be a Paramedic and First Responder Operational.
3. The H.M.M.E.S. shall be identified with a vest.
4. The H.M.M.E.S. shall ensure that two ambulances have been assigned to the Hazardous Materials Incident by the IC.
5. The H.M.M.E.S. shall determine the need for additional personnel and resources.
6. The H.M.M.E.S. shall obtain information from the H.M.S.I.S. about any immediate and long-term health effects to contaminated personnel. All unidentified hazardous material(s) are to be considered deadly until proven otherwise.
7. If additional information is needed about the chemical, a resource/associate hospital shall be contacted for assistance.
8. The H.M.M.E.S. shall ensure that vital signs are taken and documented on the following personnel.
 - 8.1. Entry Group - before and after entering the Hot Zone.
 - 8.2. Back-Up Entry Group - before and after entering the Hot Zone.
 - 8.3. Decon Group - before and after decon.
9. The H.M.M.E.S. shall forward the completed Entry Data Sheets and rehab sheets for all entry and decon personnel to the H.M.S.O. If a medical condition exists or an exposure has occurred, an EMS run report shall be used.
10. Medical attention shall be given to personnel exhibiting signs and symptoms from exposure to the chemical(s) and/or the environment, physical exertion, or any other medical condition.
11. Appendices L and M are to be used.

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Subject: Haz Mat Medical Evaluation Group Responsibilities

Purpose: To minimize the health risks to entry, back-up, and decon group personnel.

1. The Haz Mat Medical Evaluation Group shall report to the Haz Mat Medical Group Supervisor (H.M.M.E.G.S.).
2. Using an Entry Data Sheet, the evaluation team shall document pre-entry vital signs on entry, back-up and decon group personnel. These vitals shall be taken and documented for each entry.
3. The donning of chemical protective clothing shall be denied to any person with any of the following:
 - 3.1. Temperature >100.6°F
 - 3.2. BP > 150/90
 - 3.3. Respirations > 24
 - 3.4. Pulse >110
4. The Haz Mat Medical Evaluation Group shall obtain information from the H.M.M.E.G.S. as to the health hazards that can be expected when a person becomes contaminated from the hazardous material(s) being dealt with.
5. The Haz Mat Medical Evaluation Group shall advise the entry, back-up, and decon group personnel of the expected signs and symptoms from exposure to the product(s).
6. The Haz Mat Medical Evaluation Group shall ensure that the entry, back-up, and decon group personnel are hydrated prior to donning their protective clothing.
7. Appendix L to be used.

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Source(s): MABAS Division 12, NIMS			

Subject: Haz Mat Entry Group- Supervisor Responsibilities (H.M.E.G.S.)

Purpose: Operations during the mitigation of a Hazardous Material Incident should focus on the entry team and their safety.

1. The H.M.E.G.S. shall report to the H.M.B.D.
2. The H.M.E.G.S. shall be a Hazardous Materials Technician.
3. The H.M.E.G.S. shall be identified by a vest.
4. The H.M.E.G.S. shall assign a minimum of two (2) personnel for an entry group. Three (3) preferred if manning is available.
5. The H.M.E.G.S. shall assign a minimum of two (2) personnel for a back-up group. Three (3) preferred if manning is available.
6. The entry and back-up groups shall be approved by the H.M.E.G.S. and H.M.M.E.G.S. prior to entry.
7. The H.M.E.G.S. shall supply one (1) support person per entry group member.
8. The H.M.E.G.S. shall supply the proper protective equipment for each entry team member based on the information received from the H.M.S.I.S.
9. The H.M.E.G.S. shall brief the entry and back-up group prior to entry.
10. The H.M.E.G.S. shall monitor air pressure during entry and decon operations of entry and back-up group members.
11. The H.M.E.G.S. shall communicate with the entry group during Hot Zone operations and continually monitor their status.
12. The H.M.E.G.S. shall debrief the entry group after decon to evaluate progress and additional needs to mitigate the incident.
13. Appendices L, N, P and/or Q to be used.

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Source(s): MABAS Division 12, NIMS			

Subject: Entry and Back-Up Group Responsibilities

Purpose: To identify the responsibilities of the entry and back up groups.

1. The entry and back-up groups shall fall under the control of the H.M.E.G.S.
2. Entry and back-up group members shall be Hazardous Materials Technicians.
3. Entry and back-up group members shall receive a pre-entry check of vitals by Haz Mat Medical Evaluation Group personnel prior to donning chemical protective clothing.
4. Entry and back-up group members shall hydrate prior to donning chemical protective clothing.
5. Entry and back-up group personnel shall place personal belongings in a plastic bag then give the bag to the H.M.E.G.S.
6. Entry and back-up group members shall wear suits providing equal protection.
7. Entry and back-up group members shall use SCBA of equal capacity.
8. Entry and back-up group members shall be thoroughly briefed prior to entry into the Hot Zone.
9. The back-up group shall be prepared to enter the Hot Zone to rescue or assist the entry group.
10. To prevent heat stress and use of air the back-up group shall be partially suited with chemical protective clothing and off air while on standby.
11. Entry and back-up groups exiting the Hot Zone shall proceed to the specified decon corridor for proper decontamination.
12. The entry group shall be debriefed after exiting decon by the H.M.E.G.S.
13. Entry and back-up groups exiting decon shall proceed to Rehab for medical evaluation by the Haz Mat Medical Evaluation Group.

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Source(s): MABAS Division 12, NIMS			

Subject: Communications

Purpose: In all complex and protracted fire department operations, communications play a critical role. With this in mind the following guidelines should be utilized for communications within the framework of the ICS.

1. The radio channels should be utilized in the following manner:
 - 1.1. IFERN (154.265) used by IC, Staging and responding companies.
 - 1.2. The use of radio frequencies Fireground WHITE (154.280) and Fireground RED (153.803) will be announced by the IC.
 - 1.3. Either Fireground WHITE (154.280) or Fireground RED (153.830) should be designated for use by the H.M.E.G.S. and Entry Group Personnel during “Hot Zone” operations.
 - 1.4. Other fireground channels that may be used: BLUE (154.295), BLACK (154.2725), GOLD (153.8375), GRAY (154.2875).
2. The pre-entry briefing should identify hand signals that will be used in the event that radio communications between the entry group and the H.M.E.G.S. fail.
3. During Hot Zone operations all radio communications should be limited to essential messages only.
4. All communications directed to the entry group shall be made by the H.M.E.G.S.

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Source(s): MABAS Division 12, NIMS			

Subject: **Site Clean-Up**

Purpose: Clean-up of the spilled product, incident site, and associated locations shall be the responsibility of the Spiller.

1. A management representative of the Spiller's organization shall be informed that his company must arrange to have the site cleaned up and that the expenses incurred shall be the responsibility of the Spiller.
2. The replacement cost of tools, equipment, and protective clothing deemed non-reusable by the fire department/protection district or the H.I.R.T. following the incident shall be the responsibility of the Spiller. A representative of either the Spiller or the clean-up contractor should review the inventory and issue a receipt for the equipment to a fire department/protection district command representative.
3. The fire department/protection district may choose to maintain a representative on the scene of the incident until such time that clean-up is completed. The final decision on the adequacy and extent of the clean-up should rest with the appropriate agency.

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Source(s): MABAS Division 12, NIMS			

Subject: **Post Incident Critique**

Purpose: A comprehensive analysis is an important part of hazardous materials management in order to evaluate present operations, and to prepare for future occurrences.

1. The IC shall initiate, and if at all possible, host a post incident critique/evaluation of any hazardous materials incident, involving division assets, as soon as practical, following the termination of the incident. Representatives from all participating agencies and organizations should be invited to attend.
2. The critique process should seek to renew and improve on the scene operation and should not function to determine fault, blame, or liability for the incident.

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Source(s): MABAS Division 12, NIMS			

Subject: **Documentation**

Purpose: To provide records and reports for legal, fact-finding, training, and data collection.

1. All information concerning the hazardous materials incident is important and should be documented thoroughly and completely.
2. Documentation of a Hazardous Materials Incident should include the following:
 - 2.1. Illinois NFIRS report, including Haz Mat & Casualty Forms.
 - 2.2. A copy of the dispatcher's notes and logs.
 - 2.3. A list of agencies and their representatives involved.
 - 2.4. Copies of shipping papers, SDS, FAX information, and CHEMTREC information.
 - 2.5. Appropriate eyewitness statements.
 - 2.6. IC and division work sheets.
 - 2.7. Any other available investigative reports.

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Source(s): MABAS Division 12, NIMS			

Subject: Reimbursement for Equipment and Supplies

Purpose: To ensure that the H.I.R.T. trailers and/or H.I.R.T. fire departments/protection districts are reimbursed, in a timely manner, for non-reusable equipment and supplies used at a hazardous materials incident.

1. The coordinator of the fire department/protection district(s) housing the equipment shall be responsible for purchasing and replacing their own non-reusable equipment and supplies.
2. The coordinators of the fire department(s)/protection district(s) housing the H.I.R.T. vehicle/trailer(s) shall be responsible for providing the following: list of non-reusable equipment supplies, Personnel hours, rates, and vehicle hours. This information then shall be forwarded to the coordinator of the stricken fire department/protection district within five (5) business days.
3. The coordinator of the fire department/protection district housing the vehicle/trailer(s) will order the items from the appropriate supply company and forward the paid invoice to the stricken fire department/protection district with Appendix AG.
4. Stricken fire department(s)/protection district(s) should reimburse H.I.R.T. fire department(s)/protection district(s) upon receipt of spiller reimbursement for associated cost, i.e. manpower and vehicle charges. The Chief of the stricken fire department/protection district shall inform the Chiefs of the H.I.R.T. fire department(s)/protection(s) districts in the event of any delay.
5. The form Appendix AG shall be utilized by all fire department(s)/protection district(s) to show manpower, vehicle, and list of non-reusable equipment.

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Source(s): MABAS Division 12, NIMS			

Subject: H.I.R.T. Membership Requirements

Purpose: To have a standard level among all H.I.R.T. members.

1. Members of fire departments/protection districts who desire to become members of the H.I.R.T. must have the following minimum requirements:
 - 1.1. OSFM Certified Haz Mat Operations.
 - 1.2. Approval from the members' Fire Chief.
 - 1.3. Must obtain OSFM Haz Mat Technician Certification within 2 years.
2. New Member Orientation
 - 2.1. Attend orientation drill held in April or October as needed.
 - 2.1.1. Orientation of Rapid Response Squad and Addison Trailer.
 - 2.2. Or attend a Practical drill as an observer.
 - 2.3. New member will be Operational status until one of the above and minimum requirements set forth in Section 27, 4.1 are met.
3. In order to remain active as a member of the H.I.R.T., members must fulfill the following.
 - 3.1. Meet the minimum annual training requirements.
 - 3.2. Become familiar with all aspects of the H.I.R.T. operation.
4. Member Re-instatement
 - 4.1. Member must be suspended for a minimum of 1 year.
 - 4.2. Member must apply to the department coordinator and Fire Chief to be re-instated.
 - 4.3. Member must attend New Member Orientation
 - 4.4. Member will be on probation (Operational Status) until minimum requirements set forth in Section 27, 4.1 are met.
5. Leave of absence
 - 5.1. Minimum of six (6) months to a maximum of one (1) year.
 - 5.2. Decision to be made by the Fire Chief of the department.
 - 5.3. Upon return member must attend New Member Orientation.
 - 5.4. Member will be on probation (Operational Status) until minimum requirements set forth in Section 27, 4.1 are met.
6. Resignation

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- 6.1. A member in good standing may resign from the team at any time.
- 6.2. A member in good standing may request to be re-instated at any time.
- 6.3. Any member that has been away from the team longer than six (6) months must attend a New Member Orientation.
7. H.I.R.T. members should be aware of the opportunity to receive specialized training from outside the fire department/protection district and H.I.R.T. setting and should prepare to share that information with other H.I.R.T. members.
8. The following lists the roles of personnel generally required at a hazardous materials incident and their minimum certification levels:
 - 8.1. Haz Mat Branch Director – H.M.B.D. (Technician)
 - 8.2. Haz Mat Safety Officer – H.M.S.O. (Technician)
 - 8.3. Decontamination Group Supervisor - D.G.S. (Technician)
 - 8.4. Haz Mat Entry Group Supervisor – H.M.E.G.S. (Technician)
 - 8.5. Haz Mat Science Information Supervisor – H.M.S.I.S. (Technician)
 - 8.6. Haz Mat Medical Group Supervisor – H.M.M.G.S. (First Responder & Paramedic)
 - 8.7. Decon Unit Leader (Technician/First Responder)
 - 8.8. Entry Unit Leader (Technician)
 - 8.9. Resources Unit Leader (First Responder)
 - 8.10. Trailer Supply Unit Leader (First Responder)
9. Hazardous Material Technical Specialist (Specialist) shall be certified in the following:
 - 9.1. Hazardous Material Operations
 - 9.2. Hazardous Material Technician A & B
 - 9.3. Hazardous Material Incident Command

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Source(s): MABAS Division 12, NIMS			

Subject: H.I.R.T. Training Requirements

Purpose: Training is essential to maintain the high level of competency necessary for a H.I.R.T. This section sets the requirements to meet these training needs.

1. H.I.R.T. Member Training Requirements
 - 1.1. Five (5) H.I.R.T. drills are required per calendar year. One must be a full-scale practical.
 - 1.2. One (1) drill and one (1) practical are required per calendar year for Chief Officers.
 - 1.3. A practical will only count as a practical if the definition of a practical is meet per the definition in Section 1.
 - 1.4. Training will be broken into four (4) areas that will cover leaks, monitoring, suits and practical's three (3) times a year.
 - 1.4.1. Practical's will be held in May, August and October.
 - 1.4.2. Member's would be validated in the three (3) areas every two (2) years.
2. Credit for a drill will be considered for:
 - 2.1. Involvement in an actual hazardous materials incident.
 - 2.1.1. An incident will only count if it falls into the definition in Section 1.
 - 2.2. Attendance at a course, school, conference, class, and/or symposium.
 - 2.3. A request for credit should be submitted to the H.I.R.T. member's fire department/protection district coordinator with a brief description of the incident or class and the level of involvement. The coordinator will approve/disapprove and inform the individual.
 - 2.4. Attendance at a MABAS team leader training or conference will count as a team drill.
 - 2.5. A member may use 2.1 and/or 2.2 one time per year.
3. Each H.I.R.T. member shall suit qualify on an annual basis, don suit and complete a competency.
4. H.I.R.T. members failing to meet the training requirements will be placed on inactive status with the H.I.R.T., not to exceed twelve (12) months, until the training requirements are met.
 - 4.1. Member must attend two (2) drills and one (1) practical to be able to operate at a MABAS Div. XII incident as a Technician.
5. Notification to the Fire Chief of the fire department/protection district shall be made in writing by the fire department's/protection district's H.I.R.T. Coordinator of the H.I.R.T.

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member's inactive status.

6. The member placed on inactive status shall surrender the Haz Mat Passport nametags to the fire department's/protection district's coordinator.
7. H.I.R.T. members that meet the training requirements will be placed back on the H.I.R.T.
8. The Fire Chief of the department will certify on an annual basis that H.I.R.T. members have shown competency at the level in which they operate. This list of H.I.R.T. members shall be forwarded to the TEAM Coordinator H.I.R.T. Leader by February 1st each year.
9. Normal training sessions will be on the third Monday, 0900-1200, Tuesday 0900- 1200, and Wednesday 0900-1200. This does not include full-scale practical's or guest speakers where other arrangements have been made.
10. Hosting fire departments/protection districts shall provide a notice/reminder to each participating fire department/protection district four (4) weeks prior to the date of the drill. The notice shall include the location, time, subject area, and any special equipment needed.
 - 10.1. In the event H.I.R.T. assets will be needed, the fire department/protection district coordinator/instructor hosting the drill shall plan with agencies housing said asset to ensure that they show up and are returned.
 - 10.2. A lesson plan Appendix BB will be filled out by the start of the drill. An electronic copy of all lesson plans will be kept with the Assistant Team Leader for future reference.
11. Hazardous Material Technical Specialist (Specialist) Training Requirements
 - 11.1. Six (6) H.I.R.T. drills are required per calendar year. One (1) must be a full-scale practical.
 - 11.2. Additional training sessions and/or meetings will be scheduled, as needed, prior to regularly scheduled division drills.
 - 11.2.1. Advance notices will be forwarded as best as practical.
 - 11.2.2. Specialists members shall attempt to make as many drills/practical's as able.
12. State Response -Deployable Members
 - 12.1. Only H.I.R.T. members on the Deployable H.I.R.T. Member Roster are eligible to respond.

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12.2. Required certifications for Deployable H.I.R.T. members are:

- 12.2.1. Technician
- 12.2.2. Hazmat ICS
- 12.2.3. NIMS 100, ICS 200, 700 & 800
- 12.2.4. Annual SCBA Fit Test (In accordance with 29 CFR 1910.134)
- 12.2.5. Annual Physical (In accordance with 29 CFR 1910.120)

13. Appendix O is to be used.

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Source(s): State of Illinois ITTF Statewide Protocol			

Subject: Handling Unknown Substance/Package and Biological Testing

Purpose: A large number of potentially suspicious letters and packages continue to be reported to federal, state, and local law enforcement and emergency response agencies nationwide. In some instances these letters or packages may include powders, liquids, or other materials. Federal, state, and local response agencies should be mindful of the potential for small-scale exposure, which could result from material contained in threatening or suspicious packages.

While this guidance is generally focused on the initial response to potential biological threats, all personnel responding to such incidents must be aware of the potential for exposure to hazardous chemical and/or radiological materials in addition to biological hazards. Additionally, there may be a threat posed from secondary releases or devices. Consistent with established protocols, response agencies should follow standard law enforcement procedures and hazard risk assessments in response to calls, and should pre-identify the relevant local public health points of contact to be notified in the event of a potential bioterrorism event.

- At incidents involving unknown substance/package situations, refer to Appendix U and V for ITTF policy and FBI questionnaire check sheet.

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Source(s): Equipment Manuals			

Subject: Equipment Maintenance

Purpose: It shall be the purpose of the MABAS Division 12 HIRT to outline the basic maintenance of MABAS Division 12 equipment.

Gas Detection Equipment

Due to the nature of gas detection equipment, maintenance and calibration are required. This guideline below address intervals for calibration, not step by step. For those procedures, the manufacture of the equipment should be consulted.

1. 4/5 Gas Monitor
 - a. Drager (O₂, LEL, CO, H₂S)
 - i. Fresh Air Calibration
 1. Turn on monitor and perform fresh air calibration. Once passed monitor is ready for use.
 2. Shall be completed every time the monitor is turned on.
 3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.
 - ii. Span Calibration
 1. This monitor shall be calibrated on the first week of February, April, June, August, October, December by a trained and qualified hazmat team member.
 2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.
 - iii. Charging
 1. The monitor shall be plugged into the charger when not in use.
 - b. QRAE 3 (O₂, LEL, CO, H₂S)
 - i. Fresh Air Calibration
 1. Turn on monitor and perform fresh air calibration. Once passed monitor is ready for use.
 2. Shall be completed every time the monitor is turned on.
 3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.
 - ii. Span Calibration
 1. These monitors shall be calibrated on the first week of January, March, May, July, September, and November by a trained and qualified hazmat team member.
 2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the

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monitor shall be notified.

iii. Charging

1. The monitor shall be plugged into the charger when not in use.

2. Single Gas Monitor

a. Chlorine (Cl₂), Ammonia (NH₃)

i. Fresh Air Calibration

1. Turn on monitor and perform fresh air calibration. Once passed monitor is ready for use.
2. Shall be completed every time the monitor is turned on.
3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be calibrated on the first week of February, April, June, August, October, and December by a trained and qualified hazmat team member.
2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

iii. Charging

1. The monitor shall be charged during the weekly for specific apparatus and after use.

3. Combustible Gas Leak Detector

a. HGX-3 (Natural Gas)

i. Self-Test

1. Turn on monitor and perform Self-Test. Once passed monitor is ready for use.
2. Shall be completed every time the monitor is turned on.
3. If detector fails self-test it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be calibrated on the first week of January and June by a qualified hazmat team member.
2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

iii. Battery Replacement

1. When the detector displays low battery replace the batteries. Do not store detector with batteries in it.

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4. AreaRAE

a. O₂, LEL, CO, H₂S, PID, Gamma

i. Fresh Air Calibration

1. Turn on monitor and perform Self-Test. Once passed monitor is ready for use.
2. Shall be completed every time the monitor is turned on.
3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be calibrated on the first week of January and June by a qualified hazmat team member.
2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

iii. Charging

1. The monitor shall be plugged into the charger when not in use.

5. Ludlum 2241

a. Beta and Gamma

i. Operational Check

1. Using the check source, the instrument shall read within 20% of the reference reading.
2. Shall be completed every time the monitor is turned on.
3. If it fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be calibrated once a year when MABAS deems it necessary.

iii. Battery Replacement

1. When the detector displays low battery replace the batteries. Do not store detector with batteries in it.

6. Polimatrix Personal Radiation Detector (PRD)

a. Beta and Gamma

i. Operational Check

1. Check battery level. If low replace with non-rechargeable AA battery. Monitor to remain on at all times.

ii. Calibration

1. Monitor will conduct test and calibration every time the battery is replaced.
2. If it fails calibration it is out of service. The hazardous

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materials coordinator of the department that houses the monitor shall be notified.

iii. Battery Replacement

1. Battery to be replaced when low battery icon is displayed, or it is found to be low. About every three months.

7. Radiological Isotope IdentiFINDER (RIID)

a. Isotope IdentiFINDER

i. Self-Test

1. Turn on monitor and perform Self-Test. Once passed monitor is ready for use.
2. Shall be completed every time the monitor is turned on.
3. If detector fails self-test it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be sent into the manufacture for span calibration once a year.

iii. Charging

1. The monitor shall be charged during the weekly for specific apparatus and after use.

8. Photo Ionizing Detector (PID)

a. Volatile Organic Compounds

i. Fresh Air Calibration

1. Turn on monitor and perform Self-Test. Once passed monitor is ready for use.
2. Shall be completed every time the monitor is turned on.
3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

ii. Span Calibration

1. These monitors shall be calibrated on the first week of January and June by a qualified hazmat team member.
2. If it fails span calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.

iii. Charging

1. The monitor shall be charged during the weekly for specific apparatus and after use.

9. LCD 3.3

a. Chemical Warfare Agent (CWA)

i. System Check

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1. Turn on monitor and perform system check. Once passed monitor is ready for use.
 2. Shall be completed every time the monitor is turned on.
 3. If monitor fails fresh air calibration it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.
- ii. Confidence Test
 1. These monitors shall be confidence tested on the first week of January and June by a qualified hazmat team member.
 2. If it fails confidence test it is out of service. The hazardous materials coordinator of the department that houses the monitor shall be notified.
- iii. Battery Replacement
 1. When the detector displays low battery replace the batteries. Do not store detector with batteries in it.

Personal Protection Equipment

1. NFPA 1994 Class 1
 - a. Visual Inspection
 - i. Look over all areas of the suit for cuts or damage, including seams, garment material and visor material.
 - ii. Confirm the gloves are securely attached to the suit. Inspect the gloves in accordance with the specific user guide of the garment.
 - iii. Inspect the zipper for proper function, and it is not becoming detached from the suit. If it requires more pull force than usual, rub paraffin wax over teeth to provide lubrication. NEVER for zipper, because this could damage the teeth and compromise air tightness of the ensemble.
 - iv. Verify that exhaust valves are in place, properly seated, and hand tightened.
 - v. This shall happen prior to each use, and at least once per year if the ensemble has not been used.
 - b. Pressure Test
 - i. Shall follow the user guide and technical manual for the specific ensemble.
 - ii. This shall happen at least once a year or after use. After use means not in the hot zone but removed from the bag and put into ready status.
 - c. Out of Service or Retirement of Ensemble
 - i. If ensemble does not pass visual inspection or pressure test it is out of service.
 - ii. Notify the team leaders immediately.
 - d. Training Ensemble

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Policies and Guidelines**

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Source(s): Equipment Manuals			

- i. Once an ensemble is deemed out of service or retired from service it will become a training ensemble.
 - ii. The serial number will be used to track the training ensemble thru its lifetime.
 - e. Disinfection
 - i. If an ensemble is removed from the bag for ready status but does not enter the hot zone during an incident the interior shall be disinfected.
 - ii. If a training ensemble is used for training, it will be disinfected after every use.
 - iii. Hydrogen peroxide will be used for the disinfection of the interior of the suit. It will be applied by an electrostatic sprayer.
 - f. Documentation
 - i. The team leaders with maintain the documentation of the inspections and test of the ensembles.
 - ii. Serial Numbers will be used to track the ensembles thru their lifetime.
 - iii. Disinfection will be documented every time the ensemble is used.
- 2. NFPA 1994 Class 2
 - a. Visual Inspection
 - i. Inspect ensemble per the User Instruction Guide
 - ii. This shall happen prior to each use or a least once a year if the ensemble has not been used
 - b. Out of Service or Retirement of Ensemble
 - i. This shall follow the User Instruction Guide.
 - ii. Notify the team leaders immediately.
 - c. Training Ensemble
 - i. Once an ensemble is deemed out of service or retired from service it will become a training ensemble.
 - ii. The serial number will be used to track the training ensemble thru its lifetime.
 - d. Disinfection
 - i. If an ensemble is removed from the bag for ready status but does not enter the hot zone during an incident the interior shall be disinfected.
 - ii. If a training ensemble is used for training, it will be disinfected after every use.
 - iii. Hydrogen peroxide will be used for the disinfection of the interior of the suit. It will be applied by an electrostatic sprayer.
 - e. Documentation
 - i. The team leaders with maintain the documentation of the inspections and test of the ensembles.
 - ii. Serial Numbers will be used to track the ensembles thru their

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lifetime.

iii. Disinfection will be documented every time the ensemble is used.

3. Firefighting Bunker Gear

- a. All inspection, cleaning, and documentation of firefighting bunker gear shall be handled by the individual fire department/protection district(s).

MABAS Asset Equipment

1. Damaged or in need of repair

- a. Items that cannot be maintained or repaired by HIRT members
 1. Complete MABAS Work Order.
 2. Forward to Chief Liaison and Team Leader.
 3. This shall be the responsibility of the Department Coordinator where the equipment is located.

**M.A.B.A.S Division XII
Policies and Guidelines**

Date Approved:	06/25/20	Part:	Hazardous Materials
Date Revised:		Section:	30
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Source(s): MABAS Division XII, NIMS			

Subject: Rapid Recon/Rescue in a Chemical Agent Environment

Purpose: The purpose of this SOG is to provide first responders with Guidelines for developing an on-scene action plan to safely and effectively rescue live victims during a chemical agent incident. Saving live victims is the rescue mission, while minimizing risk of harm of the rescuers.

1. Purposes of the Emergency Response Procedures

- 1.1. The Level A suit represents the highest level of protection to emergency responders against both respiratory and skin hazard or exposure to chemical agents. However, if the number of live victims exposed to and impaired by a chemical agent(s) exceeds the availability of personnel in level A suits to rescue in a timely manner, then the Incident Commander must consider the use of other acceptable personal protective ensembles.
- 1.2. Lion suits with Self-Contained Breathing Apparatus (SCBA) provide limited Hot Zone protection – certified to NFPA 1994, Class 2 and NFPA 1992 for hot zone operations.
- 1.3. **Note:** Unless the chemical agent(s) is (are) identified by class or name, first responders must gather information about the incident based on:
 - 1.3.1. Signs and symptoms of casualties
 - 1.3.2. Comments from casualties and onlookers
 - 1.3.3. Site specific information
 - 1.3.4. Information from reconnaissance or detector readings,
 - 1.3.5. Information available through intelligence provided by law enforcement officers
- 1.4. **Note:** First responders are cautioned not to “automatically” assumed that the incident involves a super toxic chemical agent. The released material could be a substantially less toxic industrial chemical or a riot control agent such as pepper spray.

2. “Go” or “No Go” Rescue Decision Factors

- 2.1. Weather Conditions: Consider the impact of wind direction and speed, temperature and humidity, and precipitation on the behavior and spread of the chemical agent(s) and on emergency operations. Use on-scene weather monitoring equipment if available.
- 2.2. Scene Hazard Assessment: Avoid “tunnel vision.” Don’t just assume chemical related hazards. Also consider the possible presence of biological agents,

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Policies and Guidelines**

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radiological materials, and/or explosive devices.

- 2.3. Preliminary Assessment: If no Living victims are visible from outside the building, the Incident Commander should assume a high concentration of chemical agent likely is present. However, the IC may consider a rapid reconnaissance by entering the building to look for living victims.
- 2.4. Recon: Conduct Recon to determine if live victims are still in the area of the chemical agent release. If possible, view the contaminated area through a closed window, an entrance doorway, or other reasonably safe location, to gather victim information.
- 2.5. Rescue: The IC can assume never agent concentration is low and immediately start rescue operations for live victims if Recon personnel report:
- 2.5.1. Living victims with nerve agent exposure symptoms
- 2.5.2. Victims have been exposed for 15 minutes or more
- 2.6. **Warning**: Avoid entering rooms, chambers, or stairwells, where live victims are not visible, when evacuating victims. These areas may have increased chemical agent contamination that could further injure the victim or contribute to the rescuer's dosage.

3. Victim Information

- 3.1. Location: Are casualties visible near an entrance? Are they in the line-of-sight? Can they be heard? Estimate how long it would take to reach and remove them.
- 3.2. Number: If there are enough Hazmat personnel to rescue live victims in a timely manner, use them. Consider using personnel wearing Lion Suits, as approved by the IC.
- 3.3. Condition: Are casualties ambulatory or non-ambulatory? Signs and symptoms? Traumatic injuries? Entanglement? Mental state?
- 3.4. Exposure: Estimate how long they have been exposed to the chemical agent(s). 20 minutes? 30 minutes? Longer? Shorter?

4. Rescue and Standby Teams

- 4.1. Assemble two-in/two-out entry and standby teams. Assign at least two personnel per team with appropriate personal protection. Ensure personnel are hydrated. If outside temperatures are elevated, call for Rehab vehicle.

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- 4.2. Recon Team Exposure Time: Limit the initial exposure time. Lion Suit with SCBA provides enough protection in an unknown environment to recon/search for living victims or reconnaissance with monitoring equipment.
- 4.3. Rescue Team Exposure Time: Personnel will don Lion Suit to perform rescues that the Recon Team has given them information about. No entry should re-enter the contaminated area unless authorized and extreme circumstances clearly warrant doing so. The IC may allow the rescue personnel to operate in the contaminated area for longer period based on chemical agent(s) released, the quantity, its properties, the circumstance surrounding its release, and vapor suppression measures used.
- 4.4. Chemical Agent Hazard Reduction: Consider use of positive pressure ventilation (PPV) fans (electric preferred) or other fans to reduce or redirect vapor or aerosol concentration. Be sure that use of these fans will not spread chemical agent to endanger other people. If fans are acceptable, they should be placed in service while rescuers are donning their protective equipment.
- 4.5. Review information about Chemical Warfare Agents (CWA): Remember, all chemical warfare agents are heavier than air, except for HCN. The higher the vapor pressure of a CWA, the higher its rate of evaporation (volatility). Temperature and humidity can affect CWA properties and exposure risk.
- 4.6. **Caution**: Because concentrations of the chemical agent released in a building could result in different concentrations in the rooms and corridors, victims should be removed through doors or windows that lead directly to the outside. If this is not possible, the rescuers should consider the use of escape masks or chemical masks by victims who must leave through other rooms and corridors to reach the outside.
- 4.7. **Caution**: When deciding which way to remove victims, remember that the chemical agent released is likely to be heavier than air. So, victims at ground level should be removed through a window or a door that leads directly to the outside. When evacuating upper floors, consider removing victims through upper floor windows or by roof, using ground or aerial ladders.

5. Personal Protective Ensemble (PPE)

- 5.1. SCBA is mandatory for all rescue missions. SCBA's provide an excellent inhalation Protection Factor (PF) of 10,000. Rescue personnel must wear at a minimum Lion Suit with SCBA.

6. Emergency Decontamination

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6.1. Unless delay would compromise rescue, set up decontamination area before entry is made, locate setup as close as practicable, and monitor operations. Rescuers must remove their protective clothing before removing their regulator and face piece to avoid breathing any vapors possibly trapped in their clothing. Use chemical agent monitors.

6.2. **Caution:** Face Piece Removal. After exiting the rescue area, rescuers must continue using their SCBA to prevent respiratory harm from “off-gassing” of chemical agent until their decontamination is complete. The regulator and face piece must be the last items removed.

7. Post Entry

7.1. Medical Monitoring: Check vital signs and ECG. Check again for chemical agent signs and symptoms.

7.2. Rehabilitation (REHAB): Provide rest and re-hydration. Re-check vital signs as necessary.

Remember this SOG is just a guide. Existing conditions, knowledge of the chemical agents, good judgment, combined with available personnel and personal protective equipment will greatly influence what level of protection rescue personnel use. The safety of both the rescuers and victims is of paramount concern.

**M.A.B.A.S Division 12
Policies and Guidelines**

Date Approved:	06/25/20	Part:	Hazardous Materials
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Source(s):			

Subject: Respiratory Protection

Purpose: It shall be the purpose of the MABAS Division 12 HIRT to outline the respiratory protection of MABAS Division 12 personnel.

Respiratory Protection

1. The Incident Commander shall make final approval of the level of respiratory prior to entry.
 - 1.1 Incidents where there is an actual or potential threat from chemical exposure to high concentrations of known hazardous materials, or exposure to unknown or uncharacterized materials
 - 1.1.1 Positive pressure SCBA shall be utilized in the Hot Zone.
 - 1.2 Incidents where there is an actual or potential threat from chemical exposure and fire:
 - 1.2.1 Positive pressure SCBA shall be utilized in the Hot Zone.
 - 1.3 Incidents where a fully encapsulating, vapor-tight (Level A) protective clothing ensemble is required:
 - 1.3.1 Positive pressure SCBA shall be utilized.
 - 1.4 Incidents where the oxygen concentration in the work zone is less than 19.5%:
 - 1.4.1 Positive pressure SCBA shall be utilized.
 - 1.5 Incidents where there is a real or potential threat of low-level radioactivity in the form of alpha and beta particles and chemical exposure:
 - 1.5.1 Positive pressure SCBA shall be utilized in the Hot Zone.
 - 1.6 Incidents where there is a real or potential threat of low-level radioactivity in the form of alpha and beta particles and no threat from chemical exposure:
 - 1.6.1 Positive pressure SCBA shall be utilized.
 - 1.7 Incidents where there are low concentrations of known materials that can be quantified using instrumentation:
 - 1.7.1 Positive pressure SCBA; or
 - 1.7.2 Air-purifying full-faced respirator (APR) equipped with organic vapor/acid gas cartridges (OV/AG) can be utilized in the Hot Zone.
 - 1.8 Restrictions on the use of APR's:

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Policies and Guidelines**

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- 1.8.1 APR's shall be used only by those members who have successfully passed a qualitative fit test within the calendar year.
- 1.8.2 APR's shall be utilized only when concentrations of known hazards can be quantified, and the concentration present does not exceed the capacity of the cartridge.
- 1.8.3 APR's shall be full-face; half face APR's shall not be used.
- 1.8.4 APR's shall be utilized only if there is an approved cartridge for the chemical hazards present.
- 1.8.5 APR's shall not be utilized when:
 - 1.8.5.1 The concentration of oxygen in the work zone is less than 19.5%; or the concentration present exceeds the capacity of the cartridge; or the concentration present exceeds 50 times the PEL or TWA for those materials which have a recognized OSHA or ACGIH exposure limit; or
 - 1.8.5.2 The concentration present exceeds the IDLH for those materials which have an assigned IDLH; or
 - 1.8.5.3 There is no approved cartridge for the hazard present.
- 1.8.6 Cartridges shall be promptly discarded and replaced when:
 - 1.8.6.1 The user detects a warning property such as odor, eye or nasal irritation; or
 - 1.8.6.2 The user has trouble breathing or shortness of breath; or
 - 1.8.6.3 The cartridge appears defective or damaged; or
 - 1.8.6.4 After use in a Hot Zone.
- 1.8.7 At termination, all used cartridges shall be discarded.
- 1.8.8 The qualitative fit test shall be performed annually at the team members respective departments.
- 1.8.9 Fit test records shall be maintained by the team members respective departments.

APPENDIX A

BASIC INCIDENT INFORMATION

Incident Information:

Date: Location: GPS Coord.:

Incident Commander (Name): Department:

Local Incident Number #:

Staging Location:

Group Assignments

Group	Officer	Department
Hazmat Branch Supervisor		
Entry Group Assigned		
Decon Group Assigned		
Science Group Assigned		
Medical Group Assigned		
Logistics Group Assigned		
Hazmat Safety Officer		
Scribe Assigned		
PIO Assigned		
Scene Safety Officer		
Incident Command		

Radio Channel Assignments

Entry:		RIT:	
Decon:		Medical:	
Safety:		IC:	
Staging:		Other:	

Weather Conditions

Temperature:		Forecast for next 12 hours:	
Wind Direction:			
Wind Speed:			
Pressure:			
Humidity:			

APPENDIX AE

LION MT94™ CBRN ENSEMBLE DONNING PROCEDURE CHECKLIST

- ☐ 1. Verify that the Garment has been inspected and is free from damage.
- ☐ 2. Ensure the Ensemble is appropriate for the hazard to be encountered.
- ☐ 3. Have other trained personnel available to help you don the Garment.
- ☐ 4. Remove footwear and all personal affects that might damage the Garment (e.g., pens, badges, jewelry, wrist watches, etc.).

Stand-By Mode

- ☐ 5. With the zipper unfastened, hold open the Garment.
- ☐ 6. Step into the Garment, and ensure your feet are all the way into the booties. Pull Garment to the waist, fasten the suspenders securely and adjust them for a snug fit.
- ☐ 7. Step into your protective footwear.
- ☐ 8. Slide outer shell of Garment leg over each boot.
- ☐ 9. For Front Entry models, bring the zipper up to mid torso to allow closure of waist take-up straps to cinch Garment belt and attach optional duty belt.
- ☐ 10. For both models, the Garment's torso and arms may hang loosely at your side while you are in "stand-by" mode.

"Ready" Mode for Front Entry Models

- ☐ 11. Don respirator facepiece.
- ☐ 12. Slide upper half of Garment over shoulder insert arms into the sleeves and ensure your hands and fingers are all the way into the attached inner gloves.
- ☐ 13. With the help of a trained partner, extend attached hood over your head.
- ☐ 14. Adjust the garment facepiece gasket. Look upward with your chin in the air while adjusting the contact points of the facepiece interface gasket for a tight seal. Start under the chin and work around both sides of the facepiece to the top. Ensure that the butyl gasket of the hood lays flat against the respirator facepiece.
- ☐ 15. Once the garment is completely donned, pull the zipper up about $\frac{3}{4}$ of the closure length. Cross the arms over chest and squat to expel excess air inside suit. Carefully zip up the front closure all the way to the left side of face (use caution not to catch barrier material in zipper) and then stand up. Adjust all take-up straps on the garment.

APPENDIX AE

LION MT94™ CBRN ENSEMBLE DONNING PROCEDURE CHECKLIST

- ☐ 16. Trained personnel should assist you with this step: inspect the hood-to-facepiece seal, to ensure that it is sealed tightly. Ensure there are no gaps between the facepiece and the seal.
- ☐ 17. Ensure the zipper is closed all the way and that the storm flap is secured.
- ☐ 18. Cinch take up straps so that Garment is snug on your body.
- ☐ 19. Don the outer gloves over the inner gloves and into the sleeve well.
- ☐ 20. Tighten wrist adjustment straps.
- ☐ 21. Once the garment is properly fitted, don the SCBA as recommended by the SCBA manufacturer. With the help of a trained partner, extend attached hood over your head.
- ☐ 22. When properly fitted and correctly donned, the garment leg cuffs should be no less than 2" and not more than 5" off the floor.
- ☐ 23. Last and most important, to ensure proper donning before entering a hazard area, you must have a partner inspect your interface areas for proper overlap and to ensure all closures are secured properly.

Entry data sheets shall now be passed to the H.M.E.G.S.

H.I.R.T. members are now ready to enter the Hot Zone.

APPENDIX AF

LION MT94™ CBRN ENSEMBLE DOFFING PROCEDURE CHECKLIST

Always wear your full Protective Ensemble during all phases of the operation. After the emergency operation is completed, you have been through decontamination, and you are in a safe area, it is important to ventilate your body as quickly as possible to cool down. However, remove your Protective Ensemble ONLY when you are certain that you are safely out of the hazard area, Doffing the Ensemble should be performed with trained personnel.

- ☐ 1. When you are ready to remove your Ensemble, you should unharness and remove your SCBA, but your face piece should remain on until garment is completely doffed.
- ☐ 2. Loosen all take-up straps, remove duty belt and outer gloves.
- ☐ 3. With the assistance of a decon team or trained personnel, begin to remove your ensemble.
- ☐ 4. Disengage the storm flap closure and have trained personnel unzip the garment zipper.
- ☐ 5. Once the zipper is completely opened trained personnel should carefully break the facepiece to hood gasket seal. Then the assistant can separate the seal from the SCBA facepiece 360° around the neck while applying pressure to the facepiece. Then pull the hood portion of the garment off over your head and slide the garment upper torso off the shoulders. Remove your arms and hands from the gloves and sleeves, **do not invert the inner gloves.**
- ☐ 6. Unfasten the suspenders and invert the lower half of the garment as you slide it down below the knees. Remove protective footwear, then complete the garment removal.
- ☐ 7. Finally, remove the respirator facepiece.
- ☐ 8. During doffing always look for signs of chemicals, body fluids, or signs of wear or damage.

Entry data sheets shall now be passed to the H.M.E.G.S.

H.I.R.T. members are now ready to enter the Hot Zone.



MABAS DIVISION 12
HAZARDOUS INCIDENT RESPONSE TEAM
APPENDIX AG



Spiller Info				
Jurisdiction			Date	
Location/Site			Incident #	
Business Name:				
Address:				
Town, State, Zip Code				
Phone Number:				
email:				
Attention:				



MABAS DIVISION 12 HAZARDOUS INCIDENT RESPONSE TEAM APPENDIX AG



EMERGENCY PERSONNEL											
Jurisdiction								Date			
Location/Site								Incident #			
Job Title	Dates and Hours Worked								Costs		
	Date								Total Hours	Rate	Total Costs
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	O.T.								0.00		\$0.00
	Reg.								0.00		\$0.00
	O.T.								0.00		\$0.00
	Reg.								0.00		\$0.00
	O.T.								0.00		\$0.00
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	O.T.								0.00		\$0.00
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	Reg.								0.00		\$0.00
	O.T.								0.00		\$0.00
	Reg.								0.00		\$0.00
	O.T.								0.00		\$0.00
	Reg.										



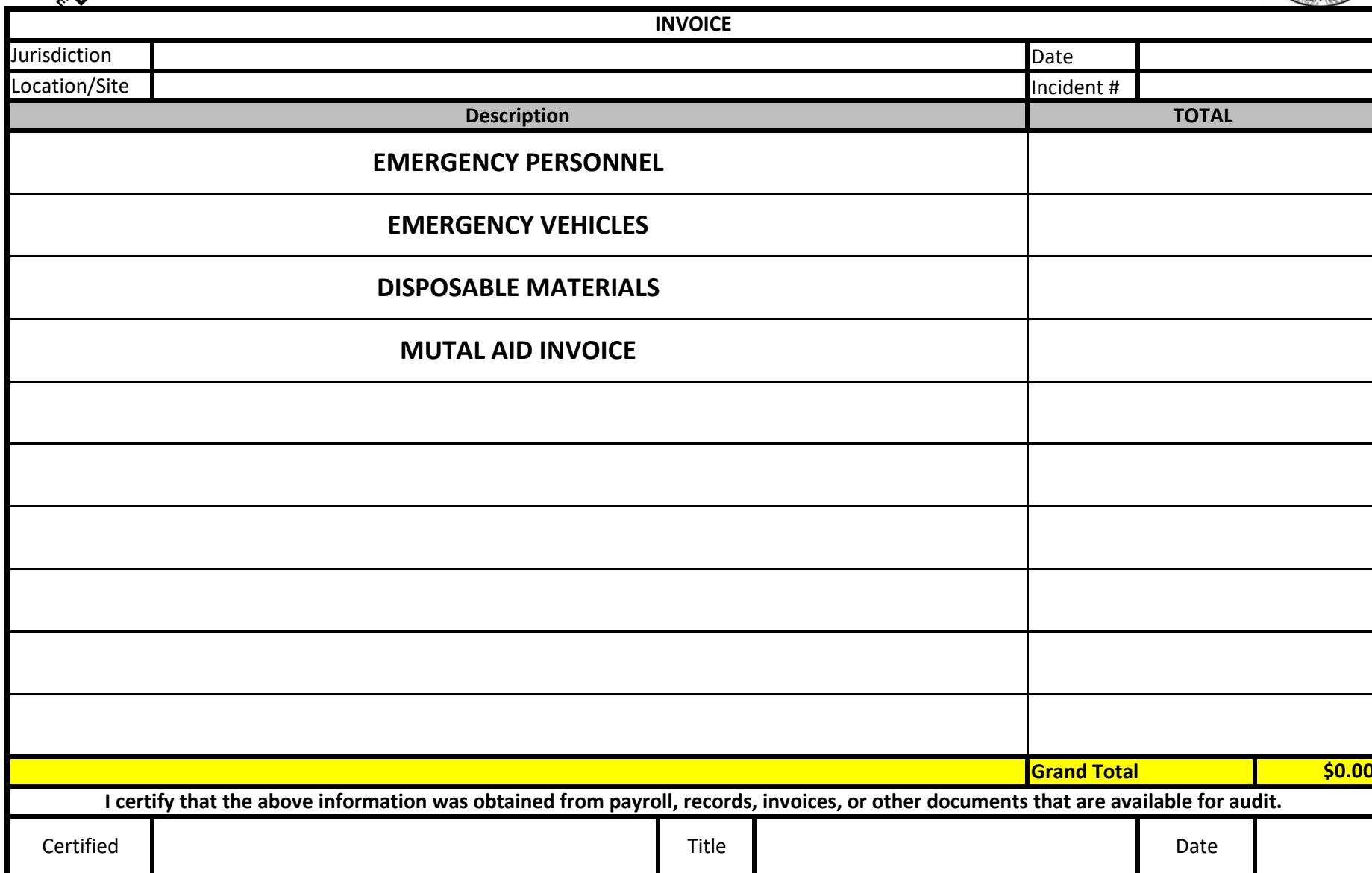
MABAS DIVISION 12 HAZARDOUS INCIDENT RESPONSE TEAM APPENDIX AG



EMERGENCY VEHICLE												
Jurisdiction										Date		
Location/Site										Incident #		
Type of Equipment	Unit #	Dates and Hours Used								Costs		
		Date								Total Hours	Equip. Rate	Total Cost
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
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		Hrs.								0.00		\$0.00
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		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
		Hrs.								0.00		\$0.00
								Grand Totals		0.00		\$0.00
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.												
Certified					Title					Date		

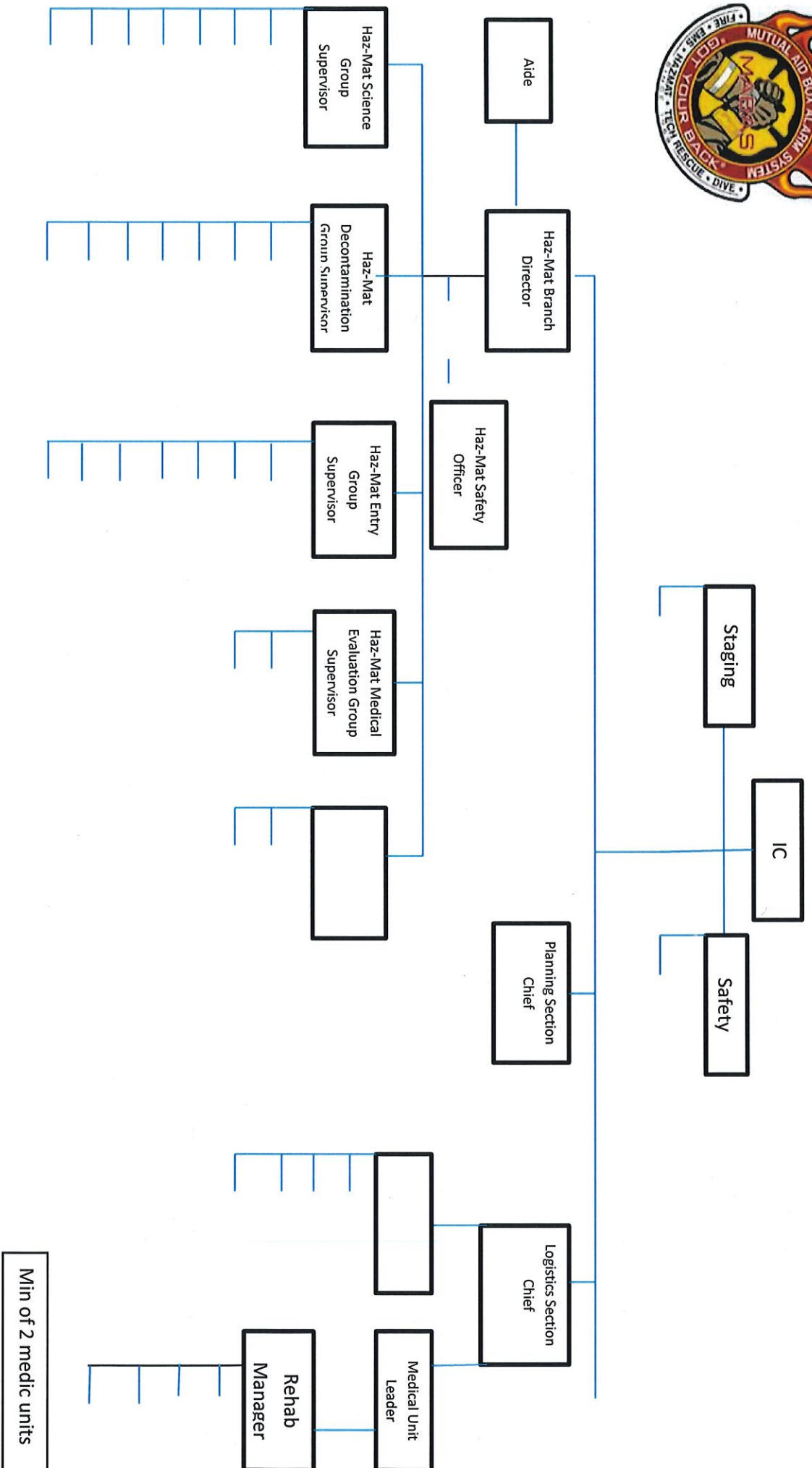
Page 4 of 6

Page 5 of 6





MABAS 12 Haz-Mat ICS



*Task force Team Leader may be used for span of control issues under groups or Divisions



Lt. Chris Mansfield
Addison FPD
Team Leader

APPENDIX BB

M.A.B.A.S. DIVISION 12

HAZARDOUS INCIDENT RESPONSE TEAM

D/C John Radzinski
Itasca FPD
MABAS-12 Chief Liaison



FF/PM Nicholas Rossberg
Hanover Park FD
Assistant Team Leader

Lesson Title:

Learning Objective:

- 1)
- 2)
- 3)

Duration / Time:

Materials Needed:

Instructional Method:

Level of Instruction:

References:

Step1: Preparation: (motivation)

Instructor Notes:

Step 2: Presentation: (how the lesson is to be taught)

Step 3: Evaluation (skills test, written test, ect.)

Lesson Summary: (pts of the lesson to be re-emphasized)

APPENDIX C

HAZMAT INCIDENT COMMAND JOB-AID

Site Information:

Owner/Occupant:

TX:

Responsible Party:

TX:

Address (if different from incident):

State:

Zip:

Release/Accident Information:

Primary Chemicals Involved:

Incident Command Checklist

Command Established	☐	PIO Established	☐
Staging Established	☐	Is Product Identified?	☐
Control Zones Established	☐	Is Product Contained?	☐
Scene Safety Officer Established	☐	Is it Going Somewhere?	☐
Hazmat Branch Director Established	☐	Are Evacuations needed?	☐
Hazmat Safety Officer Established	☐		
Obtain Weather Information	☐		
Law Enforcement Notified	☐		

Agencies Notified

[illegible]

APPENDIX C

HAZMAT INCIDENT COMMAND JOB-AID

Evacuation Information

Size of Evacuation:		Shelter Locations:		Capacity	Occupied
		#1			
North Street:		#2			
East Street:		#3			
South Street:		#4			
West Street:		#5			

Evacuation Checklist

OEM Notified		EMS Needed at Shelters?	
CERT Activated			
Shelter Facilities Notified			
Reverse 911 Performed			
		Time Evacuation Started:	
		Time Evacuation Completed:	

Incident Termination Checklist

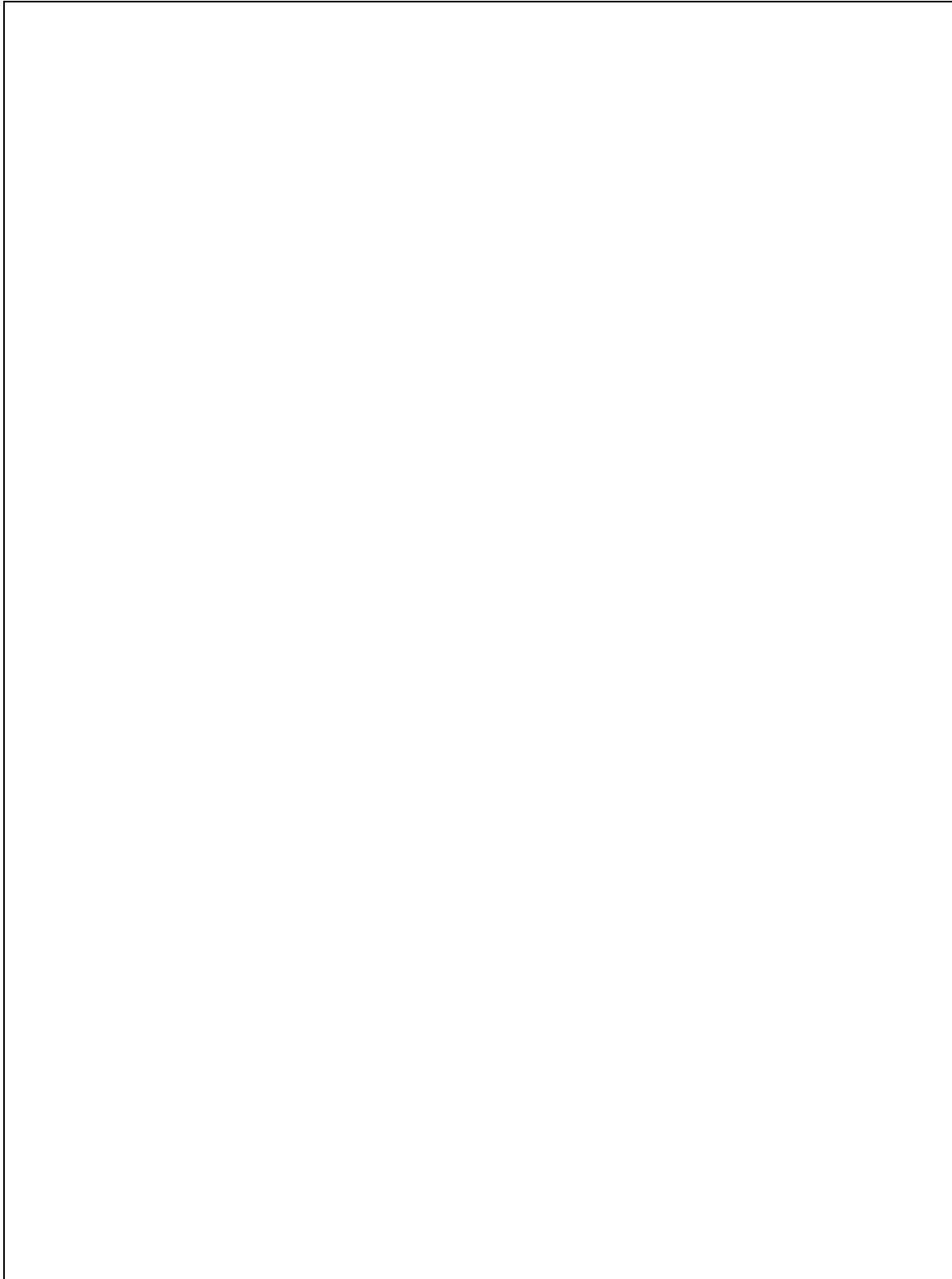
Meeting with Hazmat Branch Supervisor		Post Incident Critique	
PIO Meeting		IAP Finished	
Debriefing with Command			
Paperwork Turned Over From Hazmat Branch Supervisor			
Clean Up Company Onsite			

APPENDIX D

INDICENT PLANNING CHART

LOCATION:

INCLUDE: HOT, WARM, AND COLD ZONES

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for a drawing or plan related to the incident planning chart.

APPENDIX E

HAZMAT BRANCH DIRECTOR

LOCATION:

DATE:

HAZMAT BRANCH DIRECTOR:

Hazmat Branch Director Operations Checklist

Report to IC	☐	Obtain Chemical Information from Science	☐
Don Vest	☐	Update Incident Command	☐
Establish Zones (marked)	☐	Follow-up meeting after entries are done	☐
All Groups Assigned	☐	Emergency Site Evacuation Evaluation	☐
Initial Group Meeting Done	☐	All Members have Passports In	☐
More Resources Needed?	☐		
Obtain Weather Information	☐		

Agencies Needed

[illegible]

APPENDIX E
HAZMAT BRANCH DIRECTOR

Basic Incident Plan

What is the problem?			
How is it leaking?			
Where is it going?			
Can it be stopped, if so, how?			
What is needed?			
What is the estimated time of completion?			
Other notes:			

APPENDIX E HAZMAT BRANCH DIRECTOR

Incident Stabilization Benchmarks

Zones Established	☐	Other Agencies Needed?	☐
Decon Set Up	☐	Clean-up Company Required?	☐
Recon Complete	☐	Victim Recovery Performed?	☐
1 st Entry into Hot Zone	☐		
Product Confined/Contained	☐	30 min Par	☐
Re-evaluate conditions	☐	60 min Par	☐
		90 min Par	☐

Control Techniques

(Attempted, Succeeded, Failed)

Diversion		Pressure Reduction	
Diking		Vapor Suppression	
Retention		Neutralizing	
Plugging		Disposal	
Patching			
Other Methods Used:			

Demobilization Checklist

All Group Operations Completed	☐	Paperwork Collected	☐
Inventory of used equipment	☐	Debriefing Completed	☐
Meeting with IC	☐	All Paperwork turned over to IC	☐
Meeting with Hazmat Groups	☐		

APPENDIX E
HAZMAT BRANCH DIRECTOR

Records Checklist

Haz-Mat Entry Group	☐	Haz-Mat Medical Evaluation Group	☐
Haz-Mat Decon Group	☐	Safety	☐
Haz-Mat Science Group	☐	Hazmat Safety	☐
Logistics Section Chief	☐	Incident Log	☐
Contact Information	☐		
Incident Command	☐		

APPENDIX F SAFETY GROUP

LOCATION:

DATE:

SAFETY OFFICER:

INCIDENT #:

Don Vest	☐	Back-up Team Established	☐
Report to IC	☐	Suit Support Team Established	☐
Hazmat Branch Established	☐	Briefing of Entry and Decon Teams	☐
Science Group Established	☐	Recon Established	☐
Evacuation Started	☐	Product Identified	☐
Evacuation Completed	☐	Product Control: Confined/Contain	☐
Security of Zones Established	☐	Decontamination	☐
Security of Site Established	☐	Debriefing	☐
Decon Group Established	☐	Recovery Initiated	☐
Decon PPE Established	☐	Disposal/Decontamination of Contaminated Equipment Completed	☐
Medical Evaluation Group Established	☐	Disposal/Decontamination of Contaminated Clothing Completed	☐
Entry Group Established	☐	Post Incident Critique Established	☐
Entry Group PPE Established	☐	Records Received	☐
Entry Team(s) Established	☐	Termination	☐

RECORDS

RECORDS	RECEIVED	FROM	COMPLETED	BY
IC Records				
HAZMAT Records				
Entry Team Records				
Decon Records				
Medical Records				
Science Information Records				

SITE SAFETY AND CONTROL PLAN ICS 208 HM	1. Incident Name:	2. Date Prepared:	3. Operational Period: Time:									
Section I. Site Information												
4. Incident Location:												
Section II. Organization												
5. Incident Commander:	6. HM Group Supervisor:	7. Tech. Specialist - HM Reference:										
8. Safety Officer:	9. Entry Leader:	10. Site Access Control Leader:										
11. Asst. Safety Officer - HM:	12. Decontamination Leader:	13. Safe Refuge Area Mgr:										
14. Environmental Health:	15.	16.										
17. Entry Team: (Buddy System) Name: PPE Level		18. Decontamination Element: Name: PPE Level										
Entry 1		Decon 1										
Entry 2		Decon 2										
Entry 3		Decon 3										
Entry 4		Decon 4										
Section III. Hazard/Risk Analysis												
19. Material:	Container type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment:												
Section IV. Hazard Monitoring												
20. LEL Instrument(s):						21. O ₂ Instrument(s):						
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):						
Comment:												
Section V. Decontamination Procedures												
24. Standard Decontamination Procedures:									YES:		NO:	
Comment:												
Section VI. Site Communications												
25. Command Frequency:				26. Tactical Frequency:				27. Entry Frequency:				
Section VII. Medical Assistance												
28. Medical Monitoring:		YES:	NO:	29. Medical Treatment and Transport In-place:					YES:	NO:		
Comment:												

Section VIII. Site Map

30. Site Map:

Weather ☐ Command Post ☐ Zones ☐ Assembly Areas ☐ Escape Routes ☐ Other ☐**Section IX. Entry Objectives**

31. Entry Objectives:

Section X. SOP S and Safe Work Practices

32. Modifications to Documented SOP s or Work Practices:

YES:

NO:

Comment:

Section XI. Emergency Procedures

33. Emergency Procedures:

Section XII. Safety Briefing

34. Asst. Safety Officer - HM Signature:

Safety Briefing Completed (Time):

35. HM Group Supervisor Signature:

36. Incident Commander Signature:

INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN ICS 208 HM

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

Item Number	Item Title	Instructions
1.	Incident Name/Number	Print name and/or incident number.
2.	Date and Time	Enter date and time prepared.
3.	Operational Period	Enter the time interval for which the form applies.
4.	Incident Location	Enter the address and or map coordinates of the incident.
5 - 16.	Organization	Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring.
17 - 18.	Entry Team/Decon Element	Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.)
19.	Material	Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)
20 - 23.	Hazard Monitoring	List the instruments which will be used to monitor for chemical.
24.	Decontamination Procedures	Check NO if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions.
25 - 27.	Site Communications	Enter the radio frequency(ies) which apply.
28 - 29.	Medical Assistance	Enter comments if NO is checked.
30.	Site Map	Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)
31.	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop entry operations.
32 - 33.	SOP s, Safe Work Practices, and Emergency Procedures	List in Comments if any modifications to SOP s and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone.
34 - 36.	Safety Briefing	Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed.

APPENDIX G

PRODUCT DATA SHEETS

**DULICATE THIS SHEET AS NEEDED, ONE (1) SHEET PER PRODUCT
NUMBER EACH SHEET. SHEET OF**

SPECIFIC NAME				RQ										
CHEMICAL NAME				PRODUCT AMOUNT										
HAZARD CLASS		ID#		TYPE OF CONTAINER										
CAS#				TYPE OF INCIDENT:						REACTION:				
STCC#				NFAP 704:		H		F		R		Other		
REFERENCE SOURCES	1.				2.				3.					
Flash point														
Flammable Range														
Ignition Temperature														
Boiling Point														
Specific Gravity														
Vapor Pressure														
PH														
TLV														
STEL														
Ceiling Limit														
IDLH														
Odor Threshold														
LC or LD 50 100														
Min. Evacuation Distance														
Reacts with														
Solubility														
Exposure Routes														
Signs & Symptoms														
First Aid														
PPE Hot Zone														
PPE Warm Zone														
Pollution Potential														
Extinguishing Agent(s)														

APPENDIX H DECONTAMINATION GROUP

DECONTAMINATION OFFICER:

Decon Group Supervisor Checklist

Report to Hazmat Branch Director	☐	4-6 Members Assigned	☐
Don Vest	☐	Extended Ops? Back-Up decon	☐
Establish Decon Area	☐	Additional Resources?	☐
Select PPE From Science	☐	Radio Channel Selected	☐
Select Decon Solution From Science	☐	Obtain Decon Binder	☐
Members Passport Collected	☐		

Decon Site Set-up Checklist

Site Up Hill/Wind	☐	Science Confirmed Solution	☐
Water Supply Secure	☐	Tent Needed?	☐
Area Clearly Marked	☐	Members Briefed	☐
# Number of Pools Correct with Chemical Risk	☐	Emergency Decon Kit	☐
Science Confirmed PPE	☐	Science Briefing on Chemical	☐
Line Staffed	☐	Medical Done on Members	☐
Members Trained to Ops	☐		

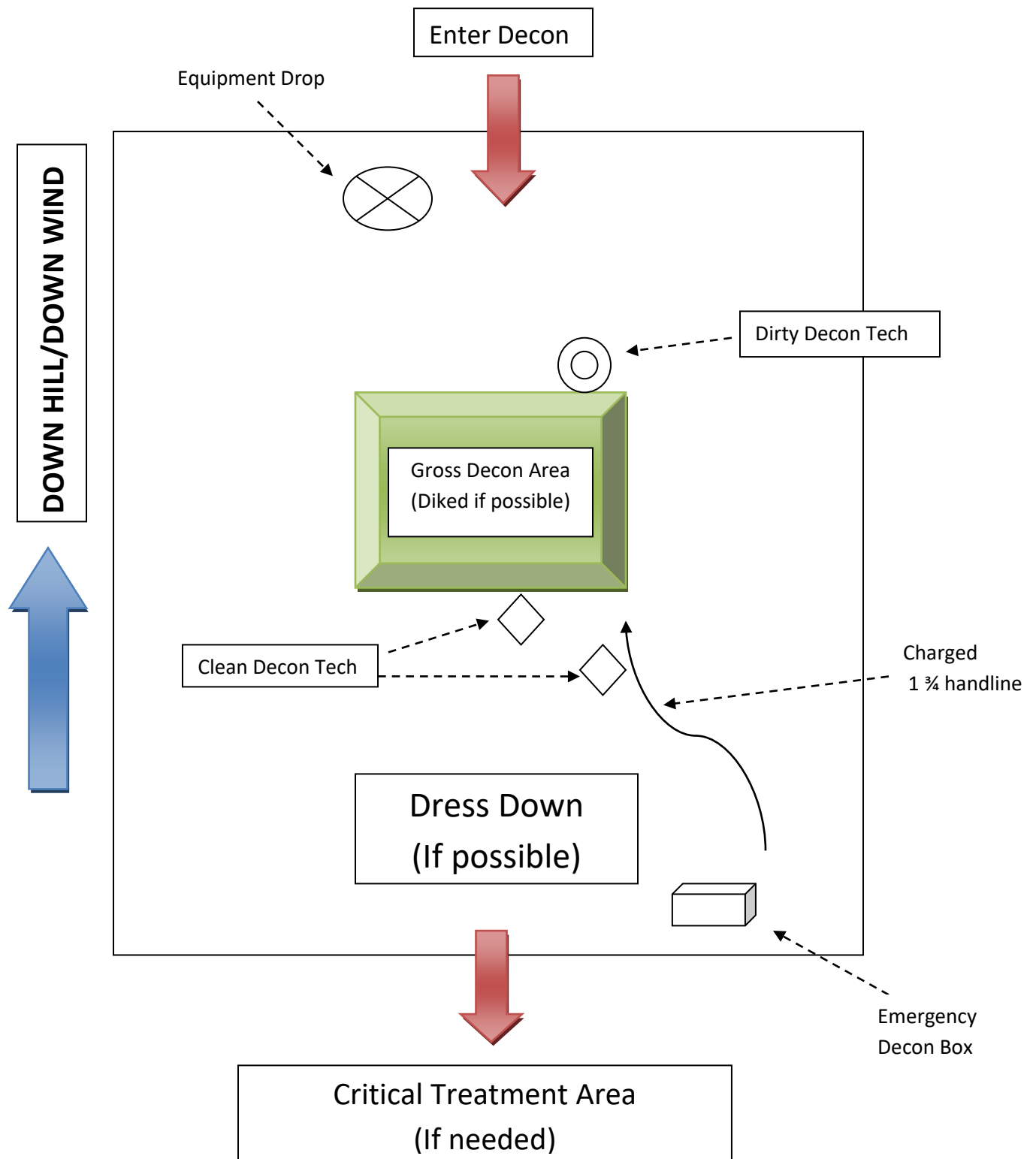
APPENDIX H DECONTAMINATION GROUP

Equipment Tracking List

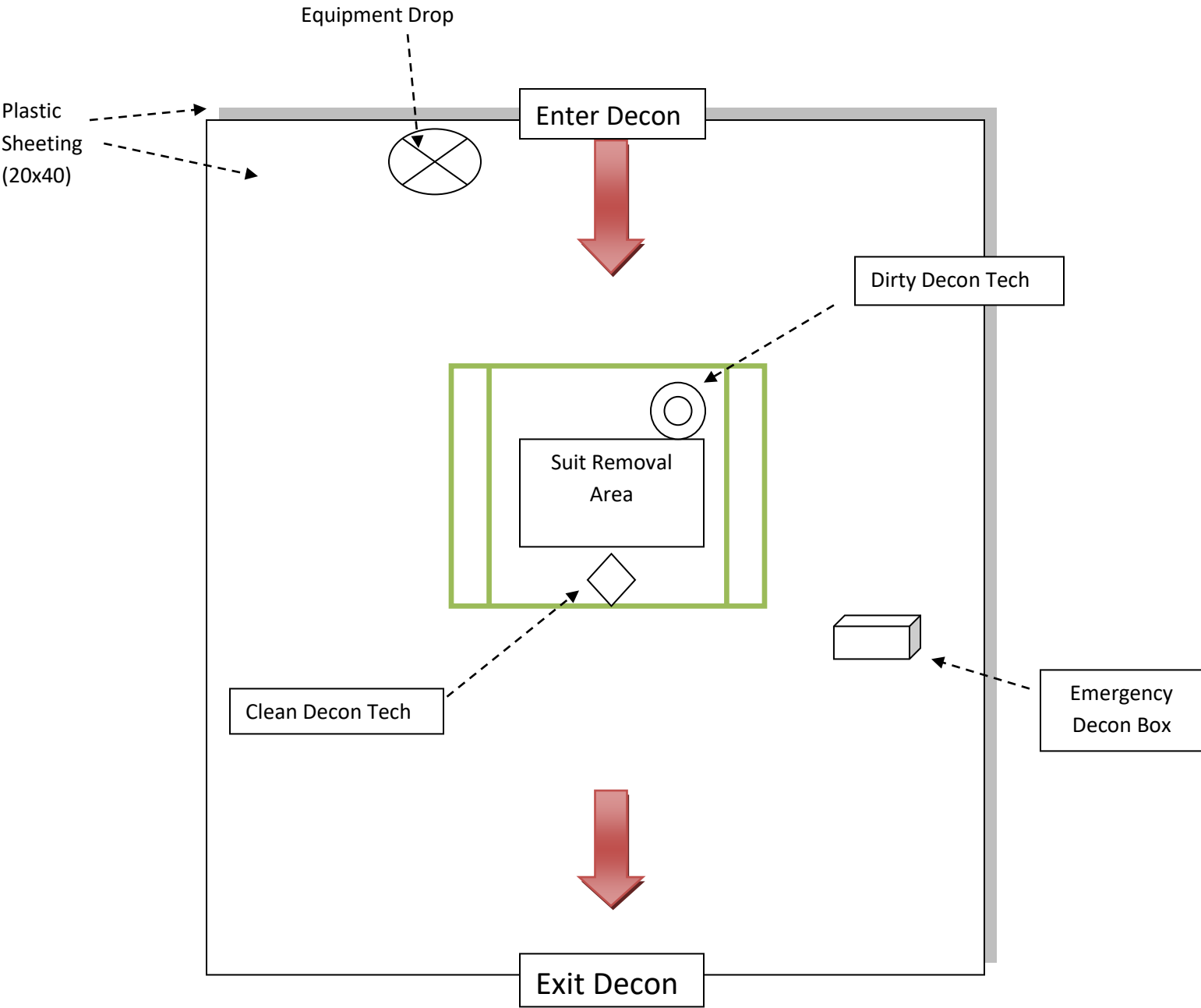
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APPENDIX I

GROSS DECON TEMPLATE



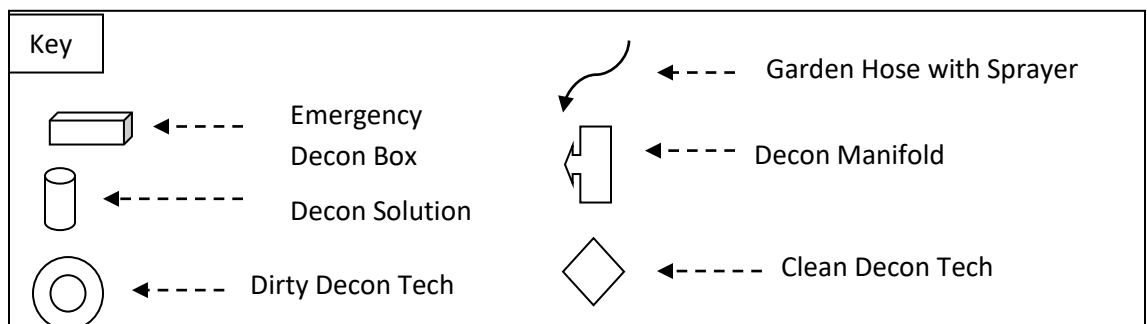
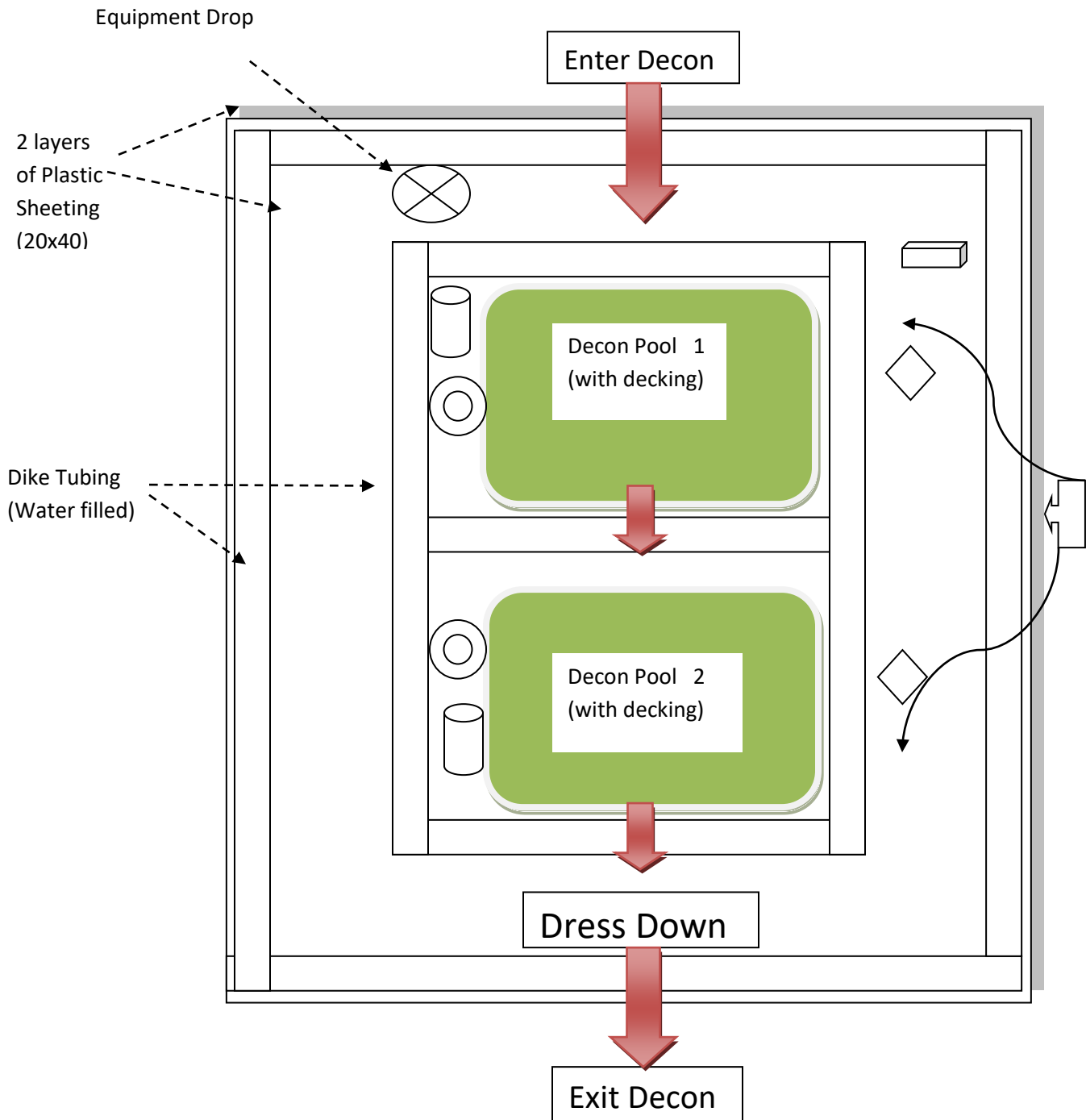
APPENDIX J
DRY DECON TEMPLATE



APPENDIX K

LIQUID SOLUTION DECON TEMPLATE

(2-3) POOL VERSION



APPENDIX L

Sheet of Entry Member Information #1

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #2

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #3

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #4

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #5

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #6

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #7

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #8

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #9

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #10

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #11

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L

Sheet of Entry Member Information #12

Name:		Department:	
Passport Collected:		Team Status Verified:	
Entry Assignment:			
Pre-Entry Vitals	Member Briefed		Exit Vitals
B/P-	Radio Checked		B/P
Pulse-	Initial Bottle Pressure		Pulse
Respirations-			Respirations
Temperature-			Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Entry Supervisor Initial for Approval	

Suit Information

Suit Brand:		Suit Level	
Suit SN:			
Inspected Before Use		Time In Suit:	
Notes/Issues While In Hot Zone?		Time On Air:	
		Time In Hot Zone:	
		Time Out of Hot Zone:	
		Time Out of Suit:	
		Time Off Air:	
		Time In Rehab:	
		Time In Staging:	

Incident Number-

Incident Date-

APPENDIX L2

Sheet of Decon Member Information #1

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #2

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #3

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #4

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #5

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #6

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #7

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number
Incident Date

APPENDIX L2

Sheet of Decon Member Information #8

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #9

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #10

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals	Member Briefed:	Exit Vitals	
B/P	Suit SN:	B/P	
Pulse	Suit Brand:	Pulse	
Respirations	Suit Level:	Respirations	
Temperature	Inspected Before Use:	Temperature	
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #11

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX L2

Sheet of Decon Member Information #12

Name:		Department:	
Passport Collected:		Hazmat Operations Verified:	
Decon Assignment:			
Pre-Entry Vitals		Member Briefed:	Exit Vitals
B/P		Suit SN:	B/P
Pulse		Suit Brand:	Pulse
Respirations		Suit Level:	Respirations
Temperature		Inspected Before Use:	Temperature
ENTRY SHALL BE DENIED TO ANY PERSON WITH ANY OF THE FOLLOWING: TEMPERATURE >100.6 F RESPIRATIONS > 24 BLOOD PRESSURE > 150/90 PULSE >110			
Member Approved For Entry		Decon Supervisor Initial for Approval	

Times

Bottle 1		Time In Decon Line	
Bottle Pressure		Time Out Decon Line	
Time On Air		Time In Rehab	
Time Off Air		Time In Staging	
		Notes	
Bottle 2			
Bottle Pressure			
Time On Air			
Time Off Air			

Incident Number

Incident Date

APPENDIX N

ENTRYGROUP

Entry Group Supervisor Checklist

Report To Hazmat Branch Director	☐	Confirm PPE with Science	☐
Don Vest	☐	Science Briefing	☐
Assign 4-8 Members for Entry	☐	Monitor Briefing	☐
Assign 4-6 Members for Angels	☐	Tool Briefing	☐
Fill out Entry Member Forms	☐	Equipment Briefing	☐
Have Medical Screen Members	☐	Dress Out Decon	☐
Dress Out Area Set	☐	Dress Out Entry	☐
Establish Back-Up Team	☐	Safety Briefing	☐
Establish RIT	☐	Follow Dress-Out Procedures	☐
Meet with Science/Decon/Safety	☐		

Recon Team Checklist			Notes:
Examine Area	☐		
Inspect Leak	☐		
Identify Products	☐		
Determine Exposures	☐		
Make Map	☐		
Take Photo	☐		
Refine Control Zones	☐		

Defensive Check List			Notes:
Dike Product	☐		
Confine Product	☐		
Divert Product	☐		
Evacuate Victims	☐		
Remove Victims	☐		
Ventilate Area	☐		

Offensive Check List			Notes:
Plug Leak	☐		
Stop Leak	☐		
Neutralize Product	☐		
Dilute Product	☐		

APPENDIX N

ENTRYGROUP

Entry Event Log

[illegible]

[illegible]

[illegible]

APPENDIX N
ENTRYGROUP
Recon Information

	<i>Container 1</i>	<i>Container 2</i>
Type:		
Constructed Material:		
Markings:		
Description of Product Leaking:		
UN Number:		
STIC Number:		
704 Number:		
Labels:		
Location of Leak:		
Area of Damage:		
Type of Damage to Container:		
Pressure:		
Exposures:		
Other Notes:		

APPENDIX N

ENTRYGROUP

Recon Information

	<i>Container 3</i>	<i>Container 4</i>
Type:		
Constructed Material:		
Markings:		
Description of Product Leaking:		
UN Number:		
STIC Number:		
704 Number:		
Labels:		
Location of Leak:		
Area of Damage:		
Type of Damage to Container:		
Pressure:		
Exposures:		
Other Notes:		

APPENDIX N
ENTRYGROUP
Recon Information

	<i>Container 5</i>	<i>Container 6</i>
Type:		
Constructed Material:		
Markings:		
Description of Product Leaking:		
UN Number:		
STIC Number:		
704 Number:		
Labels:		
Location of Leak:		
Area of Damage:		
Type of Damage to Container:		
Pressure:		
Exposures:		
Other Notes:		

APPENDIX N

ENTRYGROUP

Recon Information

	<i>Container 7</i>	<i>Container 8</i>
Type:		
Constructed Material:		
Markings:		
Description of Product Leaking:		
UN Number:		
STIC Number:		
704 Number:		
Labels:		
Location of Leak:		
Area of Damage:		
Type of Damage to Container:		
Pressure:		
Exposures:		
Other Notes:		

APPENDIX N
ENTRYGROUP
Recon Information

	<i>Container</i>		<i>Container</i>	
Type:				
Constructed Material:				
Markings:				
Description of Product Leaking:				
UN Number:				
STIC Number:				
704 Number:				
Labels:				
Location of Leak:				
Area of Damage:				
Type of Damage to Container:				
Pressure:				
Exposures:				
Other Notes:				

APPENDIX O

TRAINING & ATTENDANCE SHHET

Date:		Location:	
Time:		Subject:	
Practical Hrs:		Goals & Objectives:	
Lecture Hrs.		Instructor:	
		Instructor:	

[illegible]

APPENDIX P

LEVEL A & B ENCAPSULATING DONNING PROCEDURE CHECKLIST

- ☐ 1. All components of the suit ensemble must be gathered and staged directly next to the member being dressed.
- ☐ 2. All components of the suit ensemble, including the zipper, must be inspected for defects for cuts, tears, abrasions, etc. Insert hand into suit gloves to assure they are not bunched.
- ☐ 3. Establish entry vitals and register the results on the entry data sheet.

IF ANY MEMBER DOES NOT MEET THE VITAL SIGNS REQUIREMENTS LISTED ON THE ENTRY DATA SHEET, THE MEMBER SHALL NOT BE DRESSED IN CHEMICAL PROTECTIVE CLOTHING.

- ☐ 4. A final briefing from Safety, Entry, and Decon Groups ~~is~~ will be conducted prior to entry. The entry group game plan and final check of equipment needed to execute the plan shall be reviewed.
- ☐ 5. Review and perform emergency hand signals with all entry group members.
- ☐ 6. Remove personal items.
- ☐ 7. Remove the member's shoes.
- ☐ 8. Assist the member in sitting. (Remind entrants to conserve energy.)
- ☐ 9. Place feet in the suit, one at a time.
- ☐ 10. Place feet in over boots, one at a time.
- ☐ 11. Assist member in standing.
- ☐ 12. Don SCBA harness.
- ☐ 13. Register tank pressure on the member's entry data sheet.
- ☐ 14. Perform radio check.
- ☐ 15. Don SCBA face piece and perform positive and negative pressure check.
- ☐ 16. Don protective head gear and perform bend-over test.
- ☐ 17. Put on the inner nitrile gloves.
- ☐ 18. Work suit up and around SCBA and place arms into suit, one at a time.
- ☐ 19. Register in-suit time on the member's entry data sheet.

APPENDIX P
LEVEL A & B ENCAPSULATING DONNING PROCEDURE
CHECKLIST

- ☐ 20. Place on outer gloves and banding. (Kevlar gloves) If working around sharp objects.
- ☐ 21. Assist member to go on air.
- ☐ 22. Register the on-air time on the member's entry data sheet.
- ☐ 23. Encapsulate member.
- ☐ 24. Suit support personnel shall perform a final visual inspection of the suit, checking for any damage that may have been caused by donning the suit.

Entry data sheets shall now be passed to the H.M.E.G.S.

H.I.R.T. members are now ready to enter the Hot Zone.

APPENDIX Q

LEVEL B NON-ENCAPSULATING DONNING PROCEDURE CHECKLIST

- ☐ 1. All components of the Level B suit ensemble must be gathered and staged directly next to the member being dressed.
- ☐ 2. All components, including the zipper, of the Level B ensemble shall be inspected for defects, tears, cuts, abrasions, etc.
- ☐ 3. Establish entry vitals and register the results on the member's entry data sheet.

***IF THE MEMBER DOES NOT MEET THE VITAL SIGN REQUIREMENTS LISTED ON
THE ENTRY DATA SHEET THE MEMBER WILL NOT BE ALLOWED TO DON
CHEMICAL PROTECTIVE CLOTHING.***

- ☐ 4. A final briefing from Safety, Entry, and Decon Groups ~~is~~ will be conducted prior to entry. The entry group game plan and final check of equipment needed to execute the plan shall be reviewed.
- ☐ 5. Review and perform emergency hand signals with all entry group members.
- ☐ 6. Remove personal items.
- ☐ 7. Remove the member's shoes.
- ☐ 8. Assist the member in sitting. (Remind entrants to conserve energy.)
- ☐ 9. Place feet in the suit, one at a time.
- ☐ 10. Place feet in over boots, one at a time.
- ☐ 11. Don SCBA face piece and perform positive and negative pressure check.
- ☐ 12. Put on the inner gloves.
 - 1. Nitrile exam glove
 - 2. Silver Shield / Ansell
 - 3. Nitrile exam glove
 - 4. Butyl glove
- ☐ 13. Assist member in standing.
- ☐ 14. Work suit up and around member and place arms in the suit, one at a time.
- ☐ 15. Place banding over the glove/sleeve closure.
- ☐ 16. Zip the suit up.
- ☐ 17. Record the in-suit time on the member's entry data sheet.

APPENDIX Q
LEVEL B NON-ENCAPSULATING DONNING PROCEDURE
CHECKLIST

- ☐ 18. Put on the member's hood.
- ☐ 19. Assist member in donning SCBA harness/tank.
- ☐ 20. Assist member in donning protective head gear.
- ☐ 21. Have member perform bend-over test.
- ☐ 22. Perform radio check.
- ☐ 23. Assist member to go on air.
- ☐ 24. Record the on-air time in the member's entry data sheet.
- ☐ 25. Suit support personnel shall perform a final visual inspection of the suit, checking for any damage that may have been caused during donning.

Entry data sheets shall now be passed to the H.M.E.G.S.

The members are ready to perform their assigned task.

APPENDIX R

DEPARTMENT NAME: MABAS Division 12	BOX ALARM TYPE: Division 12 Haz-Mat Response Team	EFFECTIVE DATE: Jan 30, 2010	MABAS DIVISION: 12
BOX ALARM #: Haz-Mat	LOCATION OR AREA: Statewide Responses	AUTHORIZED SIGNATURE: <i>Division 12 President</i>	

P R I M A R Y	HAZ-MAT COORDINATOR	TECHNICIANS	HAZ-MAT VEHICLES
	Addison	Addison Carol Stream Hanover Park Itasca Lombard York Center	Addison Trailer #170 Hanover Park Hazmat 15 Decon#12* Warrenville Gator/ATV

A L T E R N A T E S	HAZ-MAT COORDINATOR	TECHNICIANS	
	Roselle	Bloomingtondale Elmhurst Glenside Oak Brook Roselle Wheaton Wood Dale	Glenside Trailer #3*

Special Instructions

1. Availability of personnel and/or equipment must be made within fifteen (15) minutes of notification. If not received, dispatch will replace appropriate personnel and/or equipment with the ALTERNATES.
2. 10 Technicians are required; Response Drivers & Coordinator don't count. (Techs from State Roster only)
3. Use GENERAL tones for all agencies. Do **not** dispatch over IFERN, dispatch locals only.
4. For non DU-COMM towns make notification by phone.
5. *Decon Truck #12 only if requested. (York Center #77)
6. * Glenside Trailer #1- Bulk Absorbents, only if requested. (Glenside)
7. Responding units have two (2) hours to assemble at the staging area.
Staging Area: Addison Station #3 at 100 N. Rohlwing Road (IL-53)
8. Bloomingtondale - back-up tow vehicle for Addison Trailer#170 (Addison #3)
9. Notify Division 12 President of deployment.
10. Notify Division 12 Task Force Committee Chairperson

APPENDIX S

STATEWIDE HAZARDOUS MATERIALS RESPONSE EQUIPMENT/SUPPLY LIST

Member's Department to Provide

- ☐ Department credit card (recommended).
- ☐ Portable radio with spare battery and charger for each person.

Vehicles and Trailer Check

The crew shall completely check the selected vehicles; (Trailers, Rapid Response Squad, Polaris Ranger, and others) and the monitoring equipment before departure.

- ☐ Fuel Levels ☐ Check Engine Fluids ☐ Check Tires, Pressure/Condition
- ☐ Check Signal/Brake Lights ☐ Safety Chains Secured
- ☐ Generator placed in trailer.
- ☐ Check Monitors, operation/charging condition.
- ☐ Passports

Personnel Will Be Responsible for the Following Items

- ☐ Two complete changes of uniforms, underwear, and socks.
- ☐ Personal toiletry items including towel.
- ☐ Personal Protective Equipment (PPE)
 - ☐ Bunker coat, pants and boots
 - ☐ Helmet and Nomex® hood
 - ☐ Gloves (two pair recommended)
 - ☐ Self Contained Breathing Apparatus (SCBA) with spare bottle. (One Hour)
 - ☐ Millennium Mask with Filter
- ☐ Personal medications
- ☐ Driver's license, department ID, MABAS ID and passport nametags
- ☐ Personal credit card (recommended)
- ☐ Bedding (sleeping bag, pillow, blanket)
- ☐ Extra Clothing-Weather Dependant

Additional

- ☐ Cellular phone with charger
- ☐ List of personnel left at station.
- ☐ GPS Device (Road Maps)
- ☐ IPASS Device
- ☐ Interoperable Mobile Radio

Coordinator:		Date:	
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APPENDIX T

DEPARTMENT NAME: MABAS Division 12	BOX ALARM TYPE: Division 12 Haz-Mat Response Team	EFFECTIVE DATE: Jan. 30, 2010	MABAS DIVISION: 12
BOX ALARM #: Haz-Mat	LOCATION OR AREA: Interdivisional Responses/Immediate Response	AUTHORIZED SIGNATURE: <i>Division 12 President</i>	

P R I M A R Y	HAZ-MAT COORDINATOR	TECHNICIANS	HAZ-MAT VEHICLES
	Addison	Addison Carol Stream Hanover Park Itasca Lombard York Center	Addison Trailer #170 Hanover Park Trailer #2 Hanover Park Squad #370 York Center Squad #77 Addison Chief Other Vehicles as Requested*

A L T E R N A T E S	HAZ-MAT COORDINATOR	TECHNICIANS	
	Roselle	Bloomingtondale Elmhurst Glenside Oak Brook Roselle Wheaton Wood Dale	Glenside Trailer #3* Bloomingtondale Chief Itasca Deputy Chief York Center Squad #77

Special Instructions

1. Availability of personnel and/or equipment must be made within five (5) minutes of notification. If not received, dispatch will replace appropriate personnel and/or equipment with the ALTERNATES.
2. **For responses to MABAS Division 9 (Chicago) also include:**
1 – Engine, 1 – Truck or Squad, 1 – ALS Ambulance, and 1 – Chief Officer
Equipment to be taken from the Division 12 Task Force Box Card in the listed order
3. Bloomingtondale is the back-up tow vehicle for the Trailer #170 (Addison St. 3)
4. 10 Technicians are required; Response Drivers and Coordinator don't count.
5. *Other Vehicles as requested, Decon #12 (Carol Stream St.1), Gator/ATV, (Warrenville)
6. *Glenside Trailer #1(Glenside) "Bulk Absorbents" - only if requested

State of Illinois

Illinois Terrorism Task Force



Handling Unknown Substance/Package and Biological Testing

June 2008

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(For Official Use Only)

Statewide Protocol



Recognition

The Illinois Terrorism Task Force (ITTF) initially developed this document in 2004. The ITTF would like to thank the Illinois Department of Public Health, Illinois State Police, Office of the State Fire Marshal, FBI, ILEAS, MABAS, Secretary of State Police, and the U.S. Postal Inspection Service for their assistance in ensuring this document remains accurate and reliable for Illinois' first responders.

For further information or comments please feel free to contact the Illinois Terrorism Task Force at (217) 558-1334.



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Introduction

The Illinois Terrorism Task Force (ITTF) recognizes there is potential for incidents involving unknown suspicious packages and substances to escalate. There have been many documents issued to provide guidance for these types of incidents. While many of these documents can be used or referenced, this document is intended to be **Illinois specific** addressing local, state and federal concerns and procedures in an effort to ensure the safety of those responding, and to make the response as effective as possible.

Purpose

This document provides guidelines for a safe and efficient response for public safety personnel responding to incidents involving unknown substance/package and biological testing. This document meets the needs of a variety of agencies based on their respective responsibility, authority and expertise¹. The scope of this protocol is limited to those hazards associated with the initial assessment of an unknown substance/package and biological testing.

Training Note

This protocol provides direction to first responders on the training levels required to perform the actions described in this document; and as adopted by the Illinois Department of Labor under OSHA 29 CFR 1910.120. The emergency response should be predicated on each person's training, personal protective equipment (PPE) and equipment capabilities. This is intended to merely serve as a general guide. It is not intended to replace or override an individual responding agency's requirements pursuant to training or policy.

This document is segregated into levels of training, which are:

- **Awareness Response** – the responder is trained with basic Hazmat Awareness training. It should be noted that, in this protocol, Operations trained personnel are considered no more capable in their response than Awareness trained. These levels are important in how they support Technicians.
- **Technician Response** – responders trained to operate in an offensive fashion.
- **Specialist Response** – persons trained at expert level in a specific discipline.

¹ RAE Concept, Homeland Security Professional, March 2004
ITTF v 6.1.08

Important

The Illinois Department of Public Health (IDPH) laboratories will only accept powder or swabs for testing. Laboratories will no longer take food, key boards, etc. on which a substance is found. **No sample should be collected or taken to the laboratory without first telephonically screening the situation with the regional FBI Office of the incident. However, for incidents involving U.S. Mail, contact the U.S. Postal Inspection Service immediately at (888) 876-5322 and request a Dangerous Mail Investigations Specialist.** A hazard assessment shall be conducted on all samples prior to going to the lab to include, but is not limited to, **radioactivity, corrosives, flammability, volatility, and explosives.**

Technical Update

A significant threat which has emerged is the use of peroxides in improvised explosive devices (IED's), such as Triacetoneperoxide (TATP), Hexamethylenetriperoxidediamine (HMTD), and highly concentrated peroxides.

If the possibility exists that peroxides may have been used, the material absolutely cannot be touched, moved, or tampered with in any way. This material has been known to detonate just by a change in temperature and/or time from manufacture.

Peroxide-Based IED

While peroxide-based improvised explosives are an emerging threat domestically, such IED's have been a common explosive used by international terrorists for some time.

Hexamethylenetriperoxidediamine (hex-a-meth-i-len-tri-per-ox-id-di-a-men) (HMTD) and Triacetoneperoxide (tri-ass-e-ton-tri-per-ox-id) (TATP) were initially developed 100 years ago. They are both extremely sensitive and are used as an explosive by terrorists/bombers as both an initiator (blasting cap) and as a main charge. TATP is commonly found as the main charge being employed by Middle East terrorists in suicide bombings.

HMTD has between 60-116% of the power of TNT, and is comprised of peroxide (ideally 30% or above), citric acid, and hexamine (heat tabs). TATP has 88% of the power of TNT and is comprised of peroxide, acetone, and sulfuric (battery) acid.

In dry form, HMTD and TATP could appear similar to crack cocaine. These explosives will react violently with drug field test kits.

Protocols Handling Unknown Substance(s)/Packages and Biological Testing

Any incident of this nature should be immediately investigated using the following:

Awareness Response Procedure

- 1.0 Upon receiving a call from a citizen regarding an unknown substance/package, a law enforcement officer will be dispatched to investigate the complaint.

DISTANCE INVESTIGATION:

- 2.0 Utilize all investigative techniques **at a distance** to determine origin and destination of letter, package, bottle, etc. containing the unknown substance. Determine if there are any injuries as a direct result of the unknown substance. **If yes, go to Step 10 (steps 2.1 through 10 should be verified by Technician level personnel, if not already completed).**
- 2.1 If the item is suspected to be an explosive device, DO NOT enter the area. If the responding agency is within the 500 foot radius after being notified that there is a suspected explosive device, turn off all cell phones, two-way radios, portable radios, blackberries, SmartPhones, PDA's, pagers, and all other transmitting devices. Immediately evacuate the area at least 500 feet before turning any of the above listed items back on. Do not transmit information within the 500 foot perimeter. Only qualified bomb squad technicians or U.S. Postal Inspectors who are bomb trained Dangerous Mail Investigation Specialists should enter within the 500 foot radius.
- 2.2 If there are no symptoms or injuries continue to interview all individuals who came in contact with the item. Provide a list of those individuals, including addresses and phone numbers to the lead law enforcement investigator.
- 2.3 Suspicious packages² should be risk assessed for articulated threats. Examples include:
- 2.3.1 Addressee in position of authority, e.g. government employee, political figure, private sector executive, etc.
 - 2.3.2 Addressee in controversial business, e.g. Planned Parenthood, chemical industry, forestry, etc.

² Based on the Centers for Disease Control and Prevention's FAQs regarding anthrax. www.bt.cdc.gov

PREPARING TO ENTER AREA:

- 3.0 If it is suspected the package may contain an unknown substance, then wear appropriate personal protective equipment³ (PPE):
- 3.0.1 Surgical gloves
 - 3.0.2 N95 (or equivalent) surgical mask
 - 3.0.3 Eye protection
- 3.1 Close all windows and shut off all fans. Evacuate the room and close all doors into the room. Isolate the area from further access. Have the HVAC to the affected room shut off (if possible).
- 3.2 At this point emergency response personnel may approach the area of concern. **Under no circumstances should the unknown substance/package or device be touched, tampered or moved in any way.**

VISUAL OBSERVATIONS:

- 4.0 Actual visualization of a suspected improvised explosive device should only be conducted by a qualified bomb squad technician, not a first responder.
- 4.0.1 Should the responder find themselves within the immediate area of what appears to be an IED, note things such as:
 - Size
 - Type of container
 - Protruding wires or any other components
 - Exact location of device
 - 4.0.2 Change nothing in the environment. Do not touch anything, do not turn on/off lights or change HVAC.
 - 4.0.3 Evacuate to a minimum safe distance of 500 feet.
 - 4.0.4 Do not use any electronic communication devices within the danger area including cell phones, two-way radios, portable radios, blackberries, SmartPhones, PDA's, pagers, and all other transmitting devices.
 - 4.0.5 Protect and hold area until technicians arrive.
- 4.1 Note specific writing on document, package, or bottle including postmark, return address, fictitious address, lack of return address, addressee and any other writing that may be indicative of some sort of "threat". For evidentiary purposes record all the information.

³ PPE is worn for self protection and protection of evidence.
ITTF v 6.1.08

4.2 Characteristics of suspicious packages and envelopes include the following:

- Actual threat message in or on the package
- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Restriction marks "Personal", "Confidential", "Do not X-Ray", etc.
- Marked with any threatening language
- Postmarked from a city or state not matching the return address
- Appearance
- Powdery substance felt through or appearing on the package
- Oily stains, discolorations or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

Note: Cornstarches and talcum powders are commonly used in mailers to prevent pages and pictures from sticking together.

By themselves, these characteristics do not make the package suspicious. The assessment should be based upon the totality of circumstances.

NOT SUSPICIOUS:

5.0 If the responding officer **does not deem the package suspicious** and the complainant does not wish to open and/or keep the package, an effort to contact the sender will be made to determine whether or not the mailing is legitimate. Once the mailing has been deemed legitimate, no further action is warranted.

5.1 If the complainant insists on having the contents tested, the complainant should seek out a private laboratory on their own and thereafter be responsible for the transportation and cost of the test. Responders should make an effort to contact the sender (if found on return address, etc.) of the package to determine whether or not the mailing is legitimate. If the mailing is determined to be legitimate, no further action is warranted.

SUSPICIOUS NOT OPENED:

- 6.0 If the package **has been deemed suspicious and has not already been opened**, do not move or tamper with it in any manner. Only qualified bomb squad technicians or U.S. Postal Inspectors who are bomb trained Dangerous Mail Investigation Specialists should evaluate the package to determine the suspicious nature of the package such as a possible Improvised Explosive Device (IED). The bomb squad technician will then advise on if or how the package will be processed. **It should be noted that all packages should be screened for radioactivity, corrosives, flammability, explosives, and volatility prior to transport to the IDPH laboratory.**

CONTINUE WITH THE PROTOCOL THROUGH STEP 10
(High quality/grade agents have the ability to leak out of sealed packages)

SUSPICIOUS OPENED:

- 7.0 If the contents of the package are still suspicious, then a telephonic threat assessment shall be conducted with the FBI Weapons of Mass Destruction Coordinator, prior to further action.

The following **FBI contact numbers** shall be used. Please request the duty person to locate/contact the Weapons of Mass Destruction Coordinator:

North of Interstate 80: **Chicago FBI, (312) 421-6700**

South of Interstate 80: **Springfield FBI, (217) 522-9675**

- 8.0 The immediate area shall be secured until preliminary field screening or IDPH laboratory results are obtained. If the area cannot be secured, further decontamination recommendations may be made by fire, law enforcement and public health officials. Identify all personnel that may have physically contacted or been in the area of the item and instruct them to thoroughly wash areas that have been exposed with soap and water for a period of five minutes. Keep those individuals isolated and present for debriefing.
- 9.0 Once a different agency is involved it is appropriate to implement the Unified Command System. It is the responsibility of the lead local agency to communicate with the public health agency that provides local health coverage.

Technician Response Procedure

10.0 After the telephonic threat assessment, a certified Hazardous Materials (hazmat) Team (local fire department or State mutual aid team) will be directed to field screen and collect the unknown substance.

10.1 Technician should ensure all steps (2.1 to 10.0) have been accomplished.

10.2 Prior to collection of the package/material, the Hazmat Team must field screen the unknown substance utilizing instruments measuring:

- Radiation Level
- Lower Explosive Limit (LEL)
- pH
- Volatile Organic Compounds

The Illinois Department of Public Health (IDPH) Laboratory will not accept samples until field screened. Law enforcement agencies should not transport unknown substances/suspicious packages until field screened by a state certified hazmat team. If available, the certified hazardous materials team may use additional advanced tactical field tests, such as:

- Protein Test
- Fourier Transform InfraRed (FT-IR)
- Hand-Held Immunochromatographic Assays (HHA Ticket)

Only collect from a small area, do not contaminate or dampen the remaining powder in the area. This will help preserve original evidence should this become a crime scene.

11.0 If possible, the suspicious package or letter should be over-packed separately from the unknown substance/package. If there is an abundance of powder, use sterile scoops or spoons to place the sample into the Falcon tube(s) without using water. Seal the tube with cap and parafilm, if available. Then the Falcon tubes need to be placed into a Ziploc bag. That Ziploc bag is placed into another Ziploc bag. Once over-packed and decontaminated (with a 10% bleach solution), law enforcement shall take possession to maintain a law enforcement chain of custody. **Submission of the samples to the IDPH laboratory must be approved by and coordinated by the FBI WMD Coordinator.** Law enforcement will transport the samples, with a copy of the police report, to the IDPH laboratory. All suspected biological samples must be tested through the IDPH laboratory; private laboratory testing is not an option.

12.0 The first responders will not take possession of personal items to include clothing, computer key boards, mail, food products, etc., unless a visible written threat is present on the item. All items contaminated with a suspect powder and still deemed suspicious, but with negative test results may be mitigated with bleach to include personal protective equipment used by police and fire personnel and left at the scene for complainant(s) disposal. Please advise the owner of the property that the item(s) to be decontaminated may be destroyed and responders are not responsible for the replacement of that item before bleaching the property. Law enforcement will document the permission to destroy the property in the police report. Proper decontamination with bleach can be performed once permission is obtained.

- 13.0 If positive, utilize the Unified Command System to identify next courses of action. Law enforcement involved in the incident should ensure that the **State Terrorism Intelligence Center (STIC)** is notified.

Voice: 877.ILL.STIC (877-455-7842)

Fax: 217-558-7152

Email: STIC@isp.state.il.us

Specialist Response Procedure

- 14.0 The FBI facilitates sample coordination between the collector and the receiving facility. The IDPH Emergency Officer is contacted concerning the need for analysis. The appropriate laboratory is then chosen based upon current capability, capacity, and proximity. Arrangements are then made between the collector, FBI and laboratory staff for the transport and receipt of samples to the appropriate lab.

Once received, the chain of custody form(s) is completed and the sample logged in. A variety of tests, including real time polymerase chain reaction (RT-PCR), culturing, and time resolved fluorescence (TRF) may be performed according to the sample matrix, the test requested, and the urgency. Turn around time for testing results from time of receipt can be as little as a couple hours (RT-PCR, presumptive) to several days or weeks (culture, confirmatory).

Sample results are reported internally to IDPH and to the FBI case officer. It is the case officer's responsibility to disseminate sample results to those outside the IDPH. The FBI also may determine that it is appropriate to have IDPH report results to the local health departments/police departments directly.

Illinois Laboratory Guidelines for Biological Sampling

In an effort to provide consistency in terms of biological sampling of unknown substance for laboratory testing, and to ensure simplicity, the following should be followed:

1. Prior to collecting a sample, control blanks should be set aside to ensure the integrity of the material collected. An unused, unopened synthetic (Dacron) swab and a sterile unopened tube (e.g. Falcon tube) will serve as control blanks for the laboratory. If water is used during the collection process, put a sample of the water into the control blank. Place these in a pre-labeled "control blanks" Ziploc plastic bag with date, location, case number and collector's name.
2. To collect a sample where powder cannot be collected with a scoop, break the seal on a synthetic swab and dampen the swab with distilled water or tap water if that's all that is available. A designated clean person should have a sterile Falcon tube available to place the swab in once a sample has been collected. Once the swab has been dampened, the designated dirty person should collect a sample by placing the swab into the suspect powder. **Only collect from a small area, do not contaminate or dampen the remaining powder in the area. This will help to preserve original evidence should this become a crime scene.** Once a sample has been collected, place the swab into a Falcon tube and seal the tube with cap and parafilm, if available. Collect a second sample using the same method. If there is an abundance of powder, use a scoop or spoon to collect the sample without the use of any water. Place the tubes in a clear plastic Ziploc bag and decontaminate prior to placing the bag and contents into a second Ziploc bag and label appropriately with date, location, case number and name of collector. If samples are collected from different locations, do not bag together. It will help to label the bag and Falcon tubes prior to collection. **Decontaminate the bag after it has been sealed. Do not staple reports through the bag.**
3. Once the samples have been collected for the laboratory, other field testing can be completed by responding agencies, if the capability exists. Keep in mind a crime scene may exist and evidence may need to be collected for prosecution by the FBI Hazardous Materials Response Team. The best evidence is original or unchanged evidence.

Please remember that the laboratories will only accept powder or swabs for testing. Laboratories will no longer take food, key boards, etc. on which a substance is found. **No sample should be collected or taken to the laboratory without first telephonically screening the situation with the regional FBI Office of the incident. However, for U.S. Mail incidents, contact the U.S. Postal Inspection Service immediately at (888) 876-5322 and request a Dangerous Mail Investigations Specialist.** A hazard assessment shall be conducted on all samples prior to going to the lab to include, but is not limited to, **radioactivity, corrosives, flammability, volatility, and explosives.**

Definitions

A complete Glossary of Terms and Acronyms is available from the Illinois Terrorism Task Force at: <http://www100.state.il.us/security/ittf/Glossary.pdf>

Awareness

Non intervention trained responder.

Biological Threat

Any biological material capable of causing: death, disease, other biological malfunction in a human, an animal, a plant, or material of any kind; or harmful alteration of the environment. Also, an expression of intention to use any such material for such purposes.

Emergency Services

The industry comprised of fire, law enforcement and emergency medical service providers who respond to an emergency; includes emergency management.

First Responder

An emergency worker who responds to an incident within a set amount of time. The term is usually specific to fire, law enforcement and EMS' immediately arriving assets. Those arriving on scene at later intervals may be called a responder, an emergency responder, a secondary responder, a subject matter expert or a special law enforcement assignment.

Hazmat Responder

A trained and certified individual who is a member of a hazardous material response team and qualified to respond to incidents involving toxic industrial chemical, chemical warfare agents and other weapons of mass destruction. A hazmat response specialist will have additional training to respond to specific weapons of mass destruction.

A Package

A letter, box, jar, suitcase or any other container that may hold a suspect material.

Specialist

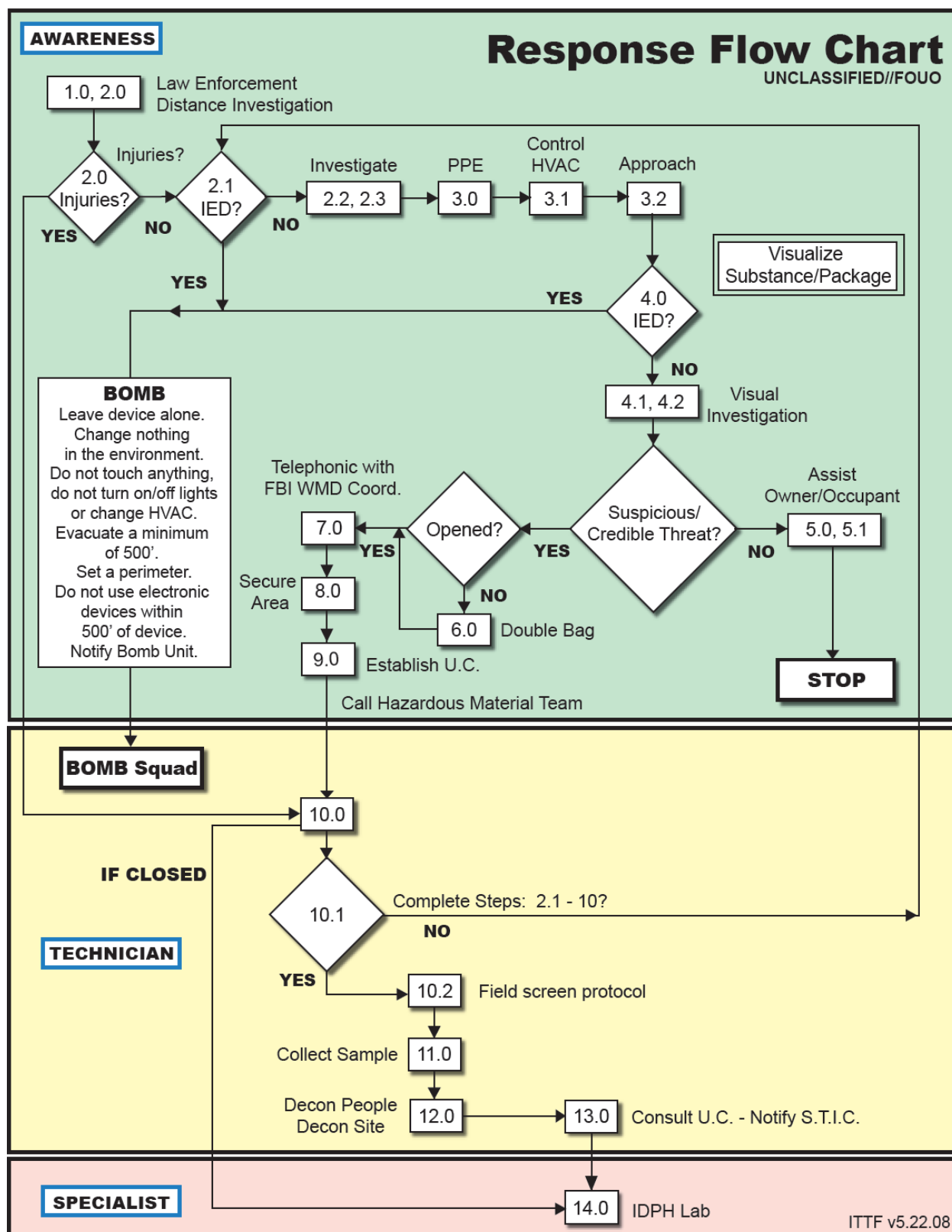
Person trained at expert level in specific discipline.

Technician

Responder trained to operate in an offensive fashion.

Weapons of Mass Destruction (WMD)

WMDs may be any nuclear, biological, incendiary, chemical, explosive or radiological weapon that may be used for death or destruction. For the purpose of this document, we will be referring to only biological agents.



Appendix V
MABAS DIVISION XII HAZARDOUS INCIDENT RESPONSE
TEAM: FBI WMD CHECK SHEET

Notice: The following information will be requested by the FBI WMD coordinator. If possible, attempt to obtain this information prior to calling. This should only be done at a safe distance, in protective equipment and/or using witness statements. At no time should you tamper with the product or jeopardize evidence integrity.

Address of incident:

Type of Occupancy:

Describe type of business if applicable:

Building Owner:

Building/Unit Tenant:

Address of receiver:

Address of sender/return address (if any):

Description of package/letter:

What threatening remarks were made:

What suspicious indicators are present:

Local contact number:

Local police department:

November 2, 2004

This is an FBI – DHS - HHS/CDC Coordinated Document

**Guidance on Initial Responses to a Suspicious Letter / Container
with a Potential Biological Threat**

A large number of potentially suspicious letters and packages continue to be reported to federal, state, and local law enforcement and emergency response agencies nationwide. In some instances these letters or packages may include powders, liquids, or other materials. Federal, state, and local response agencies should be mindful of the potential for small-scale exposure, which could result from material contained in threatening or suspicious packages. While this guidance is generally focused on the initial response to potential biological threats, all personnel responding to such incidents must be aware of the potential for exposure to hazardous chemical and/or radiological materials in addition to biological hazards. Additionally, there may be a threat posed from secondary releases or devices. Consistent with established protocols, response agencies should follow standard law enforcement procedures and hazard risk assessments in response to calls, and should pre-identify the relevant local public health points of contact to be notified in the event of a potential bioterrorism event.

The following guidelines are recommendations for local responders, based on existing procedures (including recommendations from the International Association of Fire Chiefs). This document provides guidance on the initial response to a suspicious letter/container, while other follow-on response plans, such as portions of the National Response Plan (NRP), may be utilized if a threat is deemed credible. In general, these potential threats or incidents fall into one of five general scenarios. They are as follows:

1. Letter/container with unknown powder-like substance and threatening communication (with or without illness):

Since there is an articulated threat, it is likely that the substance was intentionally introduced into the package in an effort to validate that threat. An articulated threat itself with or without the presence of a suspicious substance) is a federal crime and may also constitute a violation under state and local statutes. The local Federal Bureau of Investigation (FBI) Weapons of Mass Destruction (WMD) Coordinator and/or FBI Joint Terrorism Task Force (JTTF), a certified HAZMAT

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November 2, 2004

unit, local law enforcement, and the local public health department should be notified. The role of Incident Commander (IC) will be assumed by the appropriate authority, as designated by state or local law. In many cases, the IC will be the most senior public safety officer (most likely the fire department chief or deputy chief, however, in many circumstances it may be a local sheriff or senior local or state police official). As such, it is the responsibility of the IC to establish the Incident Command System (ICS) and to ensure that notifications of the above-mentioned responders have been made or are in the process of being made. As the referenced agencies arrive, the IC will evolve into a Unified Command, as necessary.

At this stage, and later again as necessary, the FBI will conduct a timely MID threat assessment with local law enforcement/fire/HAZMAT personnel. Depending on the nature of the threat, this assessment may include relevant interagency partners. This process utilizes coordination from FBI Headquarters elements to conduct an initial assessment of the credibility of the threat and provide technical support to responders who are on-scene. In coordination with recommendations from the threat assessment process and the unified command on-scene, an appropriately trained HAZMAT unit should screen evidence for the presence of chemicals and radiological material and double-bag in clear sealed bags (where possible), consistent with chain-of-custody requirements. Before packaging and when possible, photographs of the letter/container should be taken and relevant information should be documented, in coordination with the FBI VVMD Coordinator. Under NO CIRCUMSTANCES should an unprotected responder, such as a law enforcement officer, attempt to package an unknown substance.

If this incident involves an unopened container such as a box, it must be evaluated by a certified bomb technician/explosives ordinance disposal personnel prior to being handled by HAZMAT. Any such letters/packages must also be evaluated by the HAZMAT unit for only a broad class of radiological and chemical threats prior to being released to law enforcement personnel for transport. This is required by the laboratory in an effort to protect the staff members who will ultimately be opening the container and performing definitive biological testing and/or forensic examinations.

The FBI, or the responding law enforcement agency, will ensure that a certified HAZMAT team has performed necessary field safety screening before transporting to an appropriate laboratory. This field safety screening should be clearly documented and limited to screening for pH (for liquids), radioactivity, volatile organic compounds, flammable materials, and oxidizing agents. Definitive analysis will only be performed by the appropriate laboratory.

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A chain-of-custody form must be initiated along with an incident report. The FBI will then coordinate delivery of the evidence to the designated Laboratory Response Network (LRN) laboratory for further testing and analysis.

If individuals immediately present with illness in this scenario, the public health departments will have an increased role in the initial response. These issues are further addressed in the 'Critical Response Issues for Scenario #1 included below.

If the FBI Headquarters-led threat credibility assessment process deems the threat to be credible, the FBI will immediately notify the Centers for Disease Control and Prevention (CDC), the Department of Homeland Security Operations Center (HSOC), and other appropriate federal agencies. Appropriate response guidelines to a credible threat will be utilized from the NRP, including the Biological Annex and Terrorism Incident Law Enforcement and Investigation Annex. Depending on the nature and scale of the incident, the Department of Homeland Security (DHS) may choose to help coordinate response activities based on NRP procedures which, at a minimum, may include coordinating a joint public affairs statement.

2. Letter/container with a threat but no visible powder or substances present:

Merely threatening the use of a chemical or biological agent is a violation of federal law and merits investigation. As in scenario #1, all of the responders should be notified. Although no powder may be visible to the eye, there could be trace amounts of material present that could represent a health risk and also provide critical forensic evidence required for further investigation and prosecution. Therefore, the guidance in Scenario #1 also applies to responses to a letter/container containing a threat with no visible powder or substance.

3. Letter/container with unknown powder, no articulated threat, and no illness:

As there is no threat and no one is ill, it must be determined if there is a logical explanation for the presence of this substance. For example, HAZMAT teams have responded to a number of letters that contained crushed samples from vitamin and pain-relief companies. If a reasonable and defensible explanation can be given as to the source of the substance, that there is no articulated threat, and that no one is ill, then no further actions are necessary.

If however, a reasonable source cannot be determined or there is any uncertainty, the steps outlined in scenario #1 must be conducted.

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4. Letter/container with no visible powder, no threat, but recipients are ill:

This scenario has the most potential for ambiguity and confusion. Those who come in contact with *Bacillus anthracis* (anthrax), or other biological pathogens/toxins, may not immediately appear symptomatic. Although no powder or substance may be available to be collected for environmental testing, public health officials may decide to utilize clinical samples from potentially exposed individuals. Additionally, in this scenario it may be difficult to determine if a letter/container is actually associated with the illness. As there is no specific threat to investigate, this is primarily a public health and medical issue; but this scenario also represents a potential criminal act that should be jointly investigated by public health and law enforcement. The initial notifications will largely be the same as scenario #1, with public health taking a primary role in the response. While the primary concern is the treatment and well-being of the recipient, public health and law enforcement should maintain close contact, while public health determines the nature of the illness and law enforcement examines any relevant intelligence. Depending on the scale and nature of the incident, if HHS/CDC is notified they will maintain close contact and coordinate with DHS. If a potential criminal nexus is identified, the FBI will conduct an initial threat assessment and initiate appropriate actions and notifications listed under scenario #1.

5. Letter/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package:

With strict regard to federal criminal statutes, no investigative actions are necessary in this matter. However, if other threat indicators are present such as excess postage, misspelled names, unusual odors/colors, etc., law enforcement and the United States Postal Inspection Service should be notified to evaluate it for potential hazards. If the assessment determines that the letter/container is 'suspicious,' then appropriate steps outlined in scenario #1 would be initiated.

Critical Response Issues for Scenario. #1:

1. Request the assistance of the nearest certified hazardous materials response team to conduct risk assessments, field safety screening, sample (evidence) collection, decontamination, and other mitigation activities. Any sample (evidence) collection must be coordinated with law enforcement (FBI).
2. Notify appropriate law enforcement (local, state and local FBI MD coordinator/JTTF, postal inspectors) when a potential threat is identified.
3. Do not touch, move, or open any suspicious package until an initial hazard risk assessment of the package can be performed in coordination with HAZMAT personnel and law enforcement.

4. An initial threat credibility assessment will be coordinated via the local FBI WMD Coordinator and the FBI Counterterrorism Division's Weapons of Mass Destruction Operations Unit (WMDOU). This will include the FBI Laboratory Division, Hazardous Materials Response Unit (HMRU) and other select interagency subject matter experts, tailored for the specific threat. This assessment includes an analysis of technical feasibility, operational practicability, behavioral resolve, and examination of any intelligence that might relate to the threat. If the threat is determined to be credible, other appropriate federal agencies will be notified, to include DHS and HHS/CDC. Additional information on this process is available from the NRP, including the Biological Annex and Terrorism Incident Law Enforcement and Investigation Annex.

5. Contact your local public health department (who should in turn notify state authorities and the CDC) if there is a threat of public health exposure or environmental contamination exists. HHS/CDC will then notify the HSOC, where appropriate.

6. In coordination with law enforcement, always notify the U.S. Postal Inspection Service, whenever it appears that the threat was delivered through the U.S. Postal Service. Assist with ensuring that origin and tracking information is obtained from the package (ideally, photographs of the front and back).

7. Treat the scene as a crime scene. Preserve evidence in coordination with law enforcement and ensure that materials are safely packaged. Take steps to retain enough suspicious material for

- a. Laboratory analysis;
- b. Forensic examination of criminal evidence, regardless of whether the threat is ultimately determined to be accompanied by a hazardous material.

8. Transfer custody of evidence to a law enforcement officer as soon as possible. Maintain chain of custody by obtaining a record of names and signatures every time custody of a suspicious material or sample for laboratory analysis changes hands.

9. Perform basic field safety screening of the substance to rule out explosives, radiation, flammability, corrosives, and volatile organic compounds prior to transporting the materials to the appropriate LRN, as coordinated with the FBI WMD Coordinator. All field safety screening that is performed by responders should be clearly documented and shared with law enforcement and the LRN.

10. In coordination with the local FBI WMD Coordinator (and/or responding law enforcement entity), transport samples to the designated CDC-qualified LRN facility. If field screening detects the presence of chemical or radiological hazards, the FBI WMD Coordinator will contact FBI Headquarters for guidance regarding which laboratory is appropriate to perform the analysis. This will be done as part of the threat credibility assessment process noted above (see #4).

11. In coordination with public health and law enforcement, identify and list the names and contact information for anyone who may have been exposed to the suspicious substance so that they may be contacted when the LRN test results are available or if there is other additional information. If positive results are obtained, state and local public health departments will need to contact those potentially exposed as soon as possible to provide appropriate assistance (e.g., antibiotics, education, additional testing, vaccination, surveillance/symptom reporting).

12. In coordination with the FBI, identify a single point-of-contact for incident follow-up.

13. If LRN tests identify positive results for threat agents or a threat is determined to be credible, the FBI will immediately notify the OHS and other appropriate federal agencies to initiate relevant NRP actions, as necessary. The OHS will work closely with the FBI, 1-11-1S/CDC and other agencies to ensure a coordinated response.

Note on field screening

Once activities are complete to address immediate public safety concerns, every effort must be made to preserve evidence necessary for public health and law enforcement investigations_

In situations where biological threat agents are suspected, the items) should be field safety screened and immediately transported in law enforcement custody to an LRN laboratory. This should be done in coordination with the local FBI WMD Coordinator.

Field safety screening should be limited to ruling out explosive devices, radiological materials, corrosive materials and volatile organic compounds. Currently, there are no definitive field tests for identifying biological agents. Additional field testing can mislead response efforts by providing incorrect or incomplete results, and destroy limited materials critical for definitive laboratory testing required to facilitate any appropriate public health and law enforcement response.

This information is provided for guidance. Questions related to the content of this document can be addressed to: Scott Steele, Ph.D., Counterterrorism Division, WMD Countermeasures Unit, Federal Bureau of Investigation,
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APPENDIX Z

MODIFIED LEVEL C DONNING PROCEDURE CHECKLIST

- ☐ 1. All components of the Level C suit ensemble must be gathered and staged directly next to the member being dressed.
- ☐ 2. All components, including the zipper, of the Level C ensemble shall be inspected for defects, tears, cuts, abrasions, etc.
- ☐ 3. Final briefing is conducted. The briefing shall review the plan for the member being dressed and all equipment used to execute the plan shall be checked.
- ☐ 4. Review and have each member perform the emergency decon procedures.
- ☐ 5. Have member remove personal items and any uniform equipment that may compromise the integrity of the suit.
- ☐ 6. Have members remove shoes.
- ☐ 7. Assist member in sitting.
- ☐ 8. Place member's feet in the suit, one at a time.
- ☐ 9. Have member put back on station footwear.
- ☐ 10. Put on level C bootie, over station footwear, taking care not to compromise suit.
- ☐ 11. Use Chem Tape to ensure bootie is completely sealed to the suit. Leave some slack in the suit around the leg so the member has some room to move body. Make sure the seal is tight using as much tape as needed. Attempt to leave tape in a fashion so the member can remove the tape on their own, i.e. folded over 1 inch tab.
- ☐ 12. Don APR face piece and canister and perform positive and negative pressure check.
- ☐ 13. Put on inner gloves:
 - 1. Nitrile exam gloves, double gloving if desired.
- ☐ 14. Assist member in standing.
- ☐ 15. Work suit up and around member and place arms in the suit, one at a time.
- ☐ 16. If needed, use Chem Tape to secure suit to medical glove, allowing slack for movement, and keeping tape in a fashion that member can remove on their own.
- ☐ 17. Place exterior glove on member. Use Chem Tape to secure glove to suit, leaving slack so member has full range of motion without stretching suit or glove. Attempt to leave tape in a fashion so the member can remove the tape on their own, i.e. folded over 1 inch tab.
- ☐ 18. Zip the suit up.

APPENDIX Z

MODIFIED LEVEL C DONNING PROCEDURE CHECKLIST

- ☐ 19. Put on the member's hood.
- ☐ 20. Using Chem Tape, seal Hood around APR mask so there are no gaps or exposed skin. Place Chem Tape over the length of the suit zipper. Leave tape in a fashion so the member can remove it by themselves if needed, i.e. folded over 1 inch tab.
- ☐ 21. Have member perform bend-over test and flexibility test. Ensure that the suit fits adequately and there are no stress points from the tape.
- ☐ 22. Perform final tape check, suit check, and perform a final visual inspection of the suit, checking for any damage that may have been caused during donning.

APPENDIX Z1

MODIFIED LEVEL C DOFFING PROCEDURE CHECKLIST

(Responder 1 assisting Responder 2)

Note – Take your time, think about your steps, pay attention, be methodical. Trained observer should be present and calling out steps.

Make clean area and dirty area.

- ☐ 1. Responder 1 removes any tape covering primary zipper of suit on responder 2.
- ☐ 2. Responder 1 disinfects their gloves.
- ☐ 3. Responder 1 removes boot covers of responder 2 and discards.
- ☐ 4. Responder 1 disinfects their gloves.
- ☐ 5. Responder 1 removes outer glove of responder 2.
 - a. Take care not to contaminate inner glove.
- ☐ 6. Responder 1 disinfects their gloves.
- ☐ 7. Responder 1 assists responder 2 in removing suit, starting at hood, and working down.
 - a. When suit is below shoulders, responder 2 carefully removes arms leaving inner glove on.
 - b. When suit is below waist, responder sits down.
- ☐ 8. Responder 2 disinfects inner medical gloves.
- ☐ 9. Responder 1 continues to remove responder 2 suit down to footwear. Responder 2 removes station footwear, disinfects, and places boots in clean zone.
- ☐ 10. Responder 1 removes suit completely, and disinfects their gloves.
- ☐ 11. Responder 2 disinfects inner gloves.
- ☐ 12. Responder 2 removes APR and discards.
- ☐ 13. Responder 2 disinfects inner gloves, removes, moves to clean zone.
- ☐ 14. Immediate hand washing and shower.

Repeat sequence as necessary until one responder remaining is the one who has the least amount of contact.

MABAS – IL Work Order

DATE: Click here to enter text. DIVISION: Click here to enter text.

DEPARTMENT: Click here to enter text.

LOCATION OF EQUIPMENT: Click here to enter text. CITY: Click here to enter text.

CONTACT: Click here to enter text. PHONE: Click here to enter text.

CELL PHONE: Click here to enter text. EMAIL: Click here to enter text.

TYPE OF EQUIPMENT: Click here to enter text. OUT OF SERVICE: Choose an item.

SERIAL #: Click here to enter text.

INVOLVED IN ACCIDENT: Choose an item. POLICE REPORT ATTACHED: Choose an item.

PHOTOS ATTACHED: Choose an item.

DESCRIPTION OF PROBLEM in Detail (Who – What –Where – When):

Click here to enter text.

Estimated Cost: \$ Click here to enter text.

Submitted By: Click here to enter text.

Title: Click here to enter text. Department: Click here to enter text.

For office use only:

Date purchased: Click here to enter text.

Grant used: Click here to enter text.

Date repaired: Click here to enter text.

Repairs paid by: Click here to enter text.

Comments: Click here to enter text.