

**Adams and Jefferson County Hazardous Response Authority
FIELD OPERATING GUIDELINES**

EMERGENCY RESPONSE PLANNING

F.O.G. #: 704

DATE: October 26, 2018

CATEGORY: Dispatch Procedures

PAGES: 3

I. Purpose:

- A. To define the AJCHRA Dispatch Procedures.

II. Guideline:

- A. Communications Center and Reporting Party Guidelines: When an incident is reported to any communications center, the following type of information should be obtained and recorded on a hazardous materials report form, (being developed by Jeffcom and Adcom) in as much detail as possible.
 - 1. Identification of the caller, and a direct call-back number
 - 2. Exact location of the incident
 - 3. Basic description of what has occurred
 - 4. Identification of the vehicle, building or situation involved
 - 5. If possible, the name or UN (placard) number and quantity of the material involved or physical description (solid, liquid, gas, barrels, bags, etc.)
 - 6. Approximate time the incident occurred
 - 7. Persons injured if any (number of injuries and extent if possible)
 - 8. If the emergency involves a transport accident, ascertain the type of vehicle involved: car verses truck, car verses train, truck verses tanker, etc.
 - 9. The incident dispatcher should stay on the phone with the reporting party in order to gain additional information after dispatching the primary level of response or jurisdiction to the scene, unless the reporting party is in danger of exposure.
 - 10. If the reporting party has any particular knowledge of the hazardous situation, have that party meet and direct the first arriving units to the scene.
- B. Dispatchers have a specific checklist and procedure that has been adopted for their use. See **APPENDIX D** for a copy of the checklist.
- C. Dispatching Levels
 - 1. **Level I Incident:** Minor spills, leaks, ruptures, and/or fires involving hazardous materials which can be contained, extinguished, and/or abated utilizing the equipment, supplies, training and resources immediately available to the (response) Authority Having Jurisdiction.
 - a) Depending upon the agency, these personnel may have Technician Level training but will typically have only operation level competencies (defensive) per NFPA 472.

- b) It is not typically necessary to request the AJCHRA for these types of incidents but a Level I response may be initiated for specific equipment required at the scene that the AJCHRA has. The local Incident Commander may request the ON Call Team Leader contact him or her to further discuss incident needs and dynamics or to obtain technical assistance in person, by radio or another telecommunication method.
 - c) The Team Leader may recommend that a Level II Incident be declared and will contact Jeffcom Communications to do a Level II page or may request specific personnel or equipment through the communications center.
2. **Level II Incident:** Major spills, leaks, ruptures, and/or fires or potential for these types of events involving hazardous materials which CANNOT be contained, extinguished, and/or abated utilizing the equipment, supplies, and resources immediately available to the responder of the initial agency(s) responding.
- a) These hazardous materials incidents may require testing of the chemical and other technician level competencies in order to determine proper mitigation methods.
 - b) These incidents may require some evacuations or sheltering in order to assure safety and present a moderate environmental impact or potential.
 - c) Level II incidents will require technical expertise (offensive actions) from AJCHRA members that have technician level competencies as per NFPA 472 in order to properly abate or control the hazards.
3. **Level III Incident:** A Level III incident is, or has the potential to be, a local or county disaster. The incident will have escalated beyond the capabilities of the resources of the local jurisdiction and the AJCHRA.
- a) These incidents may last for days and may require large-scale evacuation.
 - b) All types of major Incidents including spills, leaks, ruptures, and/or fires involving hazardous materials which CANNOT be contained, extinguished, and/or abated utilizing the special equipment, supplies, and resources immediately available to the responder of the initial agency responding or HazMat Team would be in this classification.
 - c) These incidents will require technical expertise from AJCHRA in addition to other local, state, and federal agencies trained as hazardous materials technicians and specialist in order to properly abate or control the hazards.
- D. When requesting the AJCHRA, equipment or team members, the requesting jurisdiction should provide the Team Leader and Jeffcom Communications Center with the following information
- 1) Information previously obtained for the hazardous materials report form.
 - 2) Staging area, Check-in and Command Post location
 - 3) Command designation and frequency
 - 4) Special Instructions (i.e. wind direction, directions, etc.)

III. References:

APPENDIX D