

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

**ON-CALL HAZMAT OFFICER**

**F.O.G. #: 1900**

**DATE: November 1, 2022**

**CATEGORY: HazMat Officer**

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**I. Purpose:**

- A. To simplify the process of requesting HazMat assistance within the AJCHRA service area.
- B. To define the duties of the Hazardous Materials (HazMat) Officer on call.
- C. A Hazardous Materials Officer or HazMat Officer is defined as:
  - 1. A Hazardous Materials Technician leveled fire command officer; Battalion Chief, Captain or Lieutenant that is assigned to one of the following HazMat stations within the AJCHRA service area.
    - a) West Metro Station #2 (303) 233-1073
    - b) West Metro Station #5 (303) 279-3536
    - c) Arvada Station #4 (54) (303) 424-7660 Cell (303) 994-3424
      - 1) Arvada Fire BC 51 (303)324-9182
      - 2) Arvada Fire BC 52 (303) 928-0197
    - d) South Adams Fire Station #27 (303) 227-7763
      - 1) South Adams Fire BC (720) 793-1441
    - e) North Metro Fire Station 67 (303) 957-6162
      - 1) North Metro BC 61 (303) 210-4300
      - 2) North Metro BC 62 (303) 907-0696

**II. Guideline:**

- A. The AJCHRA has established a policy for activating the team or for obtaining assistance and/or guidance regarding hazardous materials response. There will be multiple HazMat Officers available on each shift to assist any agency in need of hazardous material response or team related questions.
- B. The On-Call HazMat Officer may be called directly or may be requested through the Jeffcom Communications Center at 303-980-7300. The requesting person or agency should provide a cell phone number so the HazMat Officer may call the requesting party directly to answer any questions or concerns.
- C. It is recommended that the HazMat Officer from the closest agency to the incident be contact first, followed by the next closest. This will reduce the response time should a response be necessary.
- D. If the HazMat Officer has a problem or a level of uncertainty, they may contact the Team Coordinator at (303) 594-5523
- E. Responsibilities of a HazMat Officer:

1. The HazMat Officer will have an in-depth knowledge of the hazardous materials team resources and equipment capabilities.
2. Field question regarding hazardous materials response requirements, recommend response actions and general direction and guidance should the incident not require a team response.
3. Complete an ***Initial HazMat Response Questionnaire*** form to evaluate the severity of the call and to determine if a full or partial team response is warranted or necessary or if a HazMat consultation is sufficient to adjudicate the request.
4. Understand the notification process and dispatch procedures for the Team. The HazMat Officer may be called upon to assist in giving the appropriate notification and dispatch procedures to the communication center.
5. HazMat Officers will typically take command of the AJCHRA team upon their arrival. As with all Incident Command Systems however the HazMat Officer may choose to leave the acting hazmat branch in place, if applicable, upon his or her arrival. This will be incident dependent and up to the HazMat Officer's discretion.
6. The HazMat Officer shall ensure all accepted operating guidelines are in place per the FOG's as well as, ensuring the team is operating in a safe environment.
7. The HazMat Officer shall be responsible for the development and submittal of all appropriated forms and reports.
8. The HazMat Officer shall develop and maintain a working knowledge of the operating guides and appendices in the FOG's.
9. In general, the HazMat Officer is placed in a position that requires a high level of accountability to the team, its members, and the public. This leadership position requires strong communication skills, technical abilities, strong commitment to and understanding of, the team's mission and purpose.
10. The HazMat Officer shall ensure that:
  - a) The minimum required team members are in attendance. (see HazMat Daily Assignment form) Which additional members are responding and how many additional members are needed?
  - b) All necessary equipment is available and serviceable prior to deploying the team
  - c) Decontamination is in place before deploying the team
  - d) A site safety plan is completed
  - e) Ensure AJCHRA entry personnel have received medical screening.
  - f) That personnel status is documented per the Incident Management System.

g) The HazMat Officer should be a resource for the IC, keeping command informed of any conditions or events relating to the incident; seeking and acquiring additional information; monitoring communications; and overseeing documentation of information relating to the hazardous materials aspects of the incident.

11. Completion and submittal of all appropriated forms and reports to the coordinator within ten (10) days of the event.

### **III. References:**

- A. **FOG 800 (Incident Management System)**
- B. **Appendix C (Forms- Initial HazMat Response Questionnaire, HazMat Daily Assignments)**
- C. **Appendix D (Dispatch Protocols)**
- D. **Appendix E (Vehicle Locations)**