

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

EMERGENCY RESPONSE PLANNING

F.O.G. #: 704

DATE: October 4, 2022

CATEGORY: Dispatch Procedures

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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 in as much detail as possible. (Appendix D)
 - 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/or direct the first arriving units to the scene.
- B. Dispatchers and HazMat Officers have a specific checklist and procedure that has been adopted for their use. See **APPENDIX D** for a copy of the checklist.
- C. Dispatcher/Call Takers/ PSAPs should contact a Team HazMat Officer to determine what level of response is necessary and appropriate. See FOG 1900 for HazMat Officer duties.

III. References:

APPENDIX D - HazMat Incident Questionnaire
FOG 1900 On-Call HazMat Officer