

	POLICY & PROCEDURE	SERIES # 522	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	<p style="text-align: center;">HAZARDOUS MATERIALS</p>		<p style="text-align: center;">03/03/08</p>
OVERSIGHT			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #522 dated 04/08/05.		

I. PURPOSE:

Establishing guidelines to protect officers and the public while ensuring the control and removal of hazardous materials.

II. POLICY:

- A. Hazardous materials (including chemical, biological, nuclear and radioactive materials) are commonly used in hospitals, research laboratories, industries and military installations and are transported throughout the state by truck, rail, air and water.
- B. Accidents or spills present a serious threat to the health and safety of the general public and especially the officers who are first to arrive on the scene.
- C. Many hazardous material accidents and emergencies will require a cooperative response involving more than one agency. It is extremely important for all officers to be aware of what actions they should take during hazardous materials incidents.
- D. THE SPILL OF FLAMMABLE LIQUIDS (I.E., GAS, DIESEL, OIL) ON LAND OR IN WATER IS A HAZARDOUS MATERIALS INCIDENT AND WILL BE HANDLED AND REPORTED ACCORDINGLY.

III. PROCEDURE:

- A. RESPONSE TO HAZARDOUS MATERIAL INCIDENTS: The Fire Department has the primary responsibility for handling hazardous material incidents. However, the Hampton Police Division will provide appropriate assistance and support to the Fire Department as required.
 - 1. Quite often police officers will be the first to arrive at the scene of hazardous materials incidents and it is essential that they react appropriately.

APPROVED:
CHIEF OF POLICE



2. When approaching the scene of a hazardous materials incident, these general procedures will be followed:
 - a. Arrive upwind from the incident, locate yourself at a safe distance.
 - b. Avoid contamination (inhalation, ingestion, and absorption).
 - (1) Most materials require special protective clothing and equipment to be worn.
 - (2) You could become contaminated by coming in contact with victims at the scene of the incident.
 - c. Secure and isolate the scene.
 - (1) Keep unnecessary people away.
 - (2) Reroute traffic if necessary.
 - (3) Avoid use of flares (may act as igniters).
 - (4) Keep people that may have been contaminated inside the cordon to prevent another contamination.
 - d. Notify Communications and a shift supervisor that you have a hazardous material incident and request the assistance you need (Fire Department, rescue and medical equipment, etc.)
 - e. If positive identification of the material has not been made, attempt to do so if this can be safely accomplished. Hazardous materials may be identified by:
 - (1) Placards: Placards are diamond shaped signs attached to four sides of a vehicle to warn you of a hazardous cargo by means of symbols, name and color. Placards are approximately 11 x 11 inches to be visible from a distance.
 - (2) Shipping papers: Shipping papers are one of the best identifies of hazardous materials.
 - (a) Shipping papers contain four basic and important entries:

- Proper shipping name
- Hazard class
- Identification number
- Total quantity

(b) Shipping papers may be located:

- Highway – in the cab of the power unit within the driver's reach.
- Rail – in the possession of a crew member.
- Vessel (water) – in a holder on the bridge.
- Air – in the pilot's possession.

(3) Labels – Packages

(a) Labels are 4x4 inches diamond shaped and are attached to packages on one side.

(b) The proper shipping name, co-signee or co-signor and identification number will also be located on the package.

f. Additional information which officers should attempt to obtain is:

- (1) Vehicle company name and numbers.
- (2) Driver's identity.
- (3) Container marking or color.

g. Officers will be provided with an Emergency Response Guidebook for Hazardous Materials Incidents. This will assist personnel in the identification and proper initial response safeguards in handling hazardous materials incidents.

B. EQUIPMENT:

1. SWAT and MRT members are issued CBRN/Hazardous Materials protective equipment, including:

- a. Gas Mask & bag
- b. Jacket/coveralls
- c. Shoes
- d. Gloves
- e. Tape
- f. Glasses/goggles

2. This equipment shall be maintained in good working order by the officers in the unit to which it is assigned, and shall be inspected at least quarterly.
3. Other Hazardous Materials equipment is maintained by the Hampton Fire Division.

C. HAZARDOUS MATERIALS IN THE WORKPLACE:

1. Police Division employees work with and near potentially hazardous materials on a daily basis.
 - a. Its every employees responsibility to ensure that these materials are used, stored, handled and disposed of in accordance with manufacturer's directions on their labels.
 - b. Commanders of each unit are responsible for ensuring that their personnel are properly trained to use and handle all potentially hazardous materials associated with their duties.
2. Container Labeling
 - a. The supervisor in charge of any unit utilizing hazardous materials will verify that all containers received for use will:
 - (1) Be clearly labeled as to contents.
 - (2) Note the appropriate hazard warnings
 - (3) List the name and address of the manufacture, importer or the responsible party.
 - b. It is the policy of this Division that no container of a hazardous material will be released for use until the above data is verified.
 - c. The Commander of each unit in the Police Division will ensure that all secondary containers are labeled with a copy of the original manufacture's label or with a generic label, which will identify the product and contain all hazard warnings.
3. Material Safety Data Sheets (MSDS)
 - a. Copies of MSDS's for all hazardous chemicals to which employees may be exposed to, will be kept in the Crime Scene Unit.
 - b. MSDS's will be available to all employees for review during

each work day. If MSDS's are not available for new chemicals, the supervisor should be notified immediately.

4. Employee Training and Information

- a. Employees within the Division may have differing levels of potential exposure to Hazardous Materials as a result of their duty assignment. This may be as a result of operational procedures in the field, not as a result of storage.
 - (1) Each sworn member of the Division shall successfully complete the Commonwealth of Virginia, Department of Emergency Management Services, Department of fire Programs "Hazardous Materials Awareness" eight hour training course. This course will cover the following:
 - (a) An introduction to hazardous materials
 - (b) Chemical and Physical Properties
 - (c) U. S. DOT Hazard Classes
 - (d) Recognition of Hazardous Materials
 - (e) Information Sources
 - (f) Protective Actions, Assistance, and Pre-Emergency Planning
 - (2) Refresher training will be provided on an as needed basis.
- b. Prior to starting work each new employee of the Crime Scene Search Unit will receive information and training on the chemicals present in their workplace.
- c. A list of the possible Hazardous Chemicals used by employees can be located in the Crime Scene Unit. As well as, further information on each noted chemical can be obtained by reviewing the Material Safety Data Sheets.