A. Policy

The Patrol Division Commander or his designee shall be responsible for coordinating the planning functions for response to hazmat incidents. This responsibility will be coordinated with the city’s Office of Environmental Services, Department of Public Works.

The Office of Environmental Services, Department of Public Works, shall be responsible for all activities (emergency response, chemical control, cleanup and cost recovery) related to all hazardous materials incidents occurring within the city of Lakewood. The Police Department shall support the Environmental Manager or his designee in all response and abatement activities. A hazardous materials incident shall be defined as an unintentional release or abandonment of a hazardous material.

Due to the equipment, manpower, and technical assistance requirements of hazardous materials response, a multijurisdictional/mutual aid approach shall be utilized. As such, the following multiagency guidelines have been set forth as a means of guiding the city’s response to a hazardous materials incident.

If a hazardous materials incident occurs on the boundary of the city of Lakewood and another jurisdiction, or in an area where the jurisdiction is not readily ascertainable, the first arriving emergency response unit from that jurisdiction shall be responsible for emergency response coordination.

If subsequent jurisdictional boundary is determined, the hazardous materials response authority of the jurisdiction in which the incident actually occurred shall exercise continuing supervisory authority for the cleanup and removal of the involved material.

If a hazardous materials incident occurs on private property, the owner or operator of that property shall be responsible for undertaking the emergency response actions. If, however, the owner or operator does not undertake emergency response actions or if in the judgment of the on-scene supervisor or Environmental Manager there exists a danger to public health and safety beyond such property, the city or department shall undertake emergency response efforts.

The Office of Environmental Services, Public Works, Department shall be responsible for the cost recovery activities as they relate to hazardous materials incidents occurring within Lakewood city limits.

B. Procedure

1. Notification of Police and Fire Departments:

   a. Upon receiving notice of a possible hazardous materials incident, the Lakewood Police Department’s Communication Section shall take the following actions:

      (1) Dispatch the closest available unit to the scene.
(2) Notify the appropriate fire department of the situation and request their response.

(3) Notify the Sector Commander who shall determine if his response is necessary.

(4) Notify the City’s on-call hazmat team member.

(5) Notify, if requested by on-scene personnel, the City’s Department of Public Works Street Maintenance Division of the need to respond.

(6) If requested by on-scene personnel, notify the individuals or agencies contained on the emergency notification list.

b. Upon receiving notice of a possible hazardous materials incident, the appropriate fire district shall be requested to take the following actions:

(1) Dispatch available manpower and equipment to the scene.

(2) Assist the City of Lakewood with the notification of response and support agencies.

2. First response units.

a. Initial responsibilities of the Police Department.

(1) Conduct a preliminary situation assessment and determine what emergency action will be needed to begin coping with the incident.

(2) Perform lifesaving actions when safety permits.

(3) Stay as far back as possible and avoid contact with the substance.

(4) Secure the area and restrict access.

(5) If necessary, request the department’s Communication Section to notify the individuals or agencies contained on the emergency notification list.

(6) Request a supervisor to respond to the scene.

(7) Establish communications and Incident Command with on-scene fire department personnel.

b. Initial responsibilities of the fire department.
(1) Conduct a preliminary situation assessment and determine what emergency action will be needed to begin coping with the incident.

(2) Perform lifesaving actions when safety permits.

(3) Stay back as far as possible and avoid contact with the substance.

(4) If necessary, request additional personnel and equipment to respond to the scene.

(5) Establish communications with on-scene Police Department personnel.

3. Control and containment

a. First arriving police supervisor should consider the following actions:

(1) Establish an on-scene command post.

(2) Activate the incident command system.

(3) Notify the Environmental Manager or his designee.

(4) Assist the fire department in identifying the substance by utilizing shipping papers, placards, labels, the driver, or other identifying materials.

(5) Provide perimeter, traffic, and crowd control.

(6) Evacuate area as necessary.

(7) Establish and control a staging area.

(8) Coordinate all activities related to the news media by utilizing a Public Information Officer.

(9) If the situation so dictates, activate the City's Emergency Operations Center.

b. First arriving fire supervisor should consider the following actions:

(1) Identify the substance by utilizing shipping papers, placards, labels, or other identifying materials.

(2) Contain and control the hazardous materials. If the material is on fire and safety permits, make an attempt to extinguish it. If safety permits, the City's Department of Public Works will assist in the control and diking of the hazardous materials.
If possible, shut off source of leak.

Contain, divert, or dike the substance and restrict it from entering a waterway or storm sewer.

Provide medical services, including the establishment of a triage area.

Conduct search and rescue operations.

Establish a decontamination area.

Provide a person to record the decisions and actions of the incident.

c. Substance cleanup and removal activity responsibilities of the Office of Environmental Services.

1. Supervise the chemical cleanup and removal activities. The City’s Department of Public Works will assist, when safety permits, with the chemical cleanup and transportation of the substance to a disposal site.

2. Provide the primary investigation report as to the cause of the incident and the resultant actions taken by all on-scene agencies in cooperation with the fire districts involved.

3. Conduct an incident follow-up to ensure site safety within 72 hours after the incident.

4. Conduct a critique of the hazardous materials response operations within 1 week of the incident.

5. Coordinate the reimbursement process for costs associated with the hazardous materials incident.

d. Incident follow-up responsibilities of the fire department.

1. Immediately notify the emergency response authority of the receipt of any notice of suit arising out of a hazardous materials incident.

2. Forward to the City within 30 days after the incident, an itemized listing of the costs associated with the fire district’s response to that incident.
The City of Lakewood is the Designated Emergency Response Authority (DERA) for hazardous materials incidents within the city. The responsibility of the DERA requires that the Lakewood Police Department respond to hazardous materials emergencies or other discharges of hazardous substance.

The Hazardous Materials Team provides the city with a highly trained specially equipped team to respond to hazardous materials incidents. Hazardous materials incidents pose a great potential danger to police, citizens, property and the environment.

B. Procedure

1. The Hazardous Materials Team is a non-divisional unit, which reports to the Environmental Manager and the Patrol Division Commander.

2. Personnel assigned to the Hazardous Materials Team assume this duty as a secondary assignment to their regular assigned police duty.

3. The Hazardous Materials Team is comprised of the following:
   a. Environmental Manager
   b. Senior Hazardous Materials Team agent
   c. Agents who comprise the Hazardous Materials Team

4. In situations, which develop from radio calls or spontaneous activities, the senior agent present is in command of a hazardous materials incident until a supervisor arrives on scene. The police supervisor remains in command of the scene until the arrival of the on-call city hazmat team member, at which time he shall assume command of the operation.

5. The on-call city hazmat team member has complete responsibility for the overall operations of a “minor” hazardous material incident where there is a minimal amount of property damage and no injuries. For those hazardous material incidents where there is a potential for significant property damage or injuries, the Sector Commander and a member of the department’s Hazardous Materials Team will jointly assume the role of incident commander. The dual incident command structure is required to place hazardous substances under the control of specially trained personnel. Under this system, the Hazardous Materials Team member has sole authority and complete responsibility to command the hazardous material portion of the incident, including control, containment, and clean-up of the hazardous material. Likewise, the Sector Commander or his designee has sole and complete authority to command the ancillary functions of the incident (traffic control, evacuation, public information, etc.). In all cases, the Sector Commander or his designee, and the Hazardous Materials Team member, shall coordinate their actions as closely as possible while using the incident command structure to organize and direct resources.
6. The on-call city hazmat team member is responsible to coordinate tactical plans with the Patrol Division commander and the Fire Department commander on scene.

7. Appearance of a command staff officer at a scene does not indicate he has assumed command unless he makes an announcement indicating otherwise.

C. Rule

1. Activation of the Hazardous Materials Team is at the discretion of the Environmental Manager or Sector Commander, except that:

   a. The Hazardous Materials Team shall be activated in all cases where a discharge of any chemical or substance creates a potential threat to the lives of citizens or the safety of property.

   b. A member of the city’s Hazardous Materials Team will be available via pager or telephone at all times. The on-call team member will evaluate the need to request additional Hazardous Materials Team members.

   c. Anyone assigned as the commander of a hazardous materials incident shall at a minimum, have received hazardous materials operational level and incident command training and certification as specified and required pursuant to the Code of Federal Regulations (CFR).

4942 SELECTION OF HAZARDOUS MATERIALS TEAM AGENTS

B. Procedure

1. Appointment to the Hazardous Materials Team is voluntary.

2. Any agent requesting assignment to the Hazardous Materials Team will be evaluated on the following criteria:

   a. Minimum of two years police experience beyond the recruit level.

   b. Demonstrated ability at handling stress, job proficiency and physical conditioning.

   c. Recommendation of supervisory personnel.

3. All appointments to the Hazardous Materials Team are subject to approval by the Environmental Manager, the Patrol Division Commander and the chief of police.

C. Rule
1. All Hazardous Materials Team personnel are required to stay in good physical condition.

2. All Hazardous Materials Team personnel are required to complete a thorough physical exam provided by the team's toxicologist and medical doctors and obtain medical approval for involvement in hazardous materials response.

3. A copy of the current medical physical will be provided to the agent and a copy will be kept on file, in the Environmental Manager's office and the employee's personnel file in the Department of Employee Relations.

4943 HAZMAT VEHICLE AND EQUIPMENT

A. Policy

The vehicle assigned to the Hazardous Materials Team will be constructed, configured, maintained, equipped, and used in accordance with policies and procedures set forth in the Police Department Manual. The vehicle will be used to respond to those incidents involving hazardous materials.

B. Procedure

1. The vehicle assigned to the Hazardous Materials Team will be utilized by personnel assigned to the team. The Environmental Manager or his designee is responsible for the care and maintenance of the vehicle.

   a. Personnel identified to operate the Hazardous Material Vehicle shall complete familiarization training, conducted by the Environmental Manager or his designee, prior to being authorized to operate the vehicle.

   b. A list of those personnel authorized to operate the Hazardous Materials Vehicle shall be maintained in the vehicle.

2. The Hazardous Material vehicle shall be equipped to respond to incidents involving hazardous materials.

3. The following is a list of equipment issued to each Hazardous Materials Team member:

   a. PBI coveralls with Lakewood police cloth badge and shoulder patches

   b. PBI or Nomex bunker coat

   c. PBI or Nomex bunker pants

   d. One pair rubber fireman's boots

   e. One white firefighters helmet with face shield
f. One Nomex PBI hood

4. The mobile command post (SWAT van) may be utilized by any team member with the approval of a sworn supervisor.

5. The Environmental Manager or his designee, is responsible for the care and maintenance of the mobile command post during its use.

C. Rule

1. All equipment will be kept clean and serviceable.

2. All Hazardous Materials personnel shall respond to training and call-outs with their equipment ready for deployment.

3. Personal hazardous materials equipment shall be kept readily available and in good condition.

4. Any damaged, lost or malfunctioning hazardous materials equipment shall be reported to the Environmental Manager immediately.

5. The hazmat vehicle and its equipment shall be inspected monthly for operational readiness.

4944 HAZARDOUS MATERIALS TEAM PRESS RELEASE

B. Procedure

1. The Public Information Officer (PIO) or his designee, at the request of the city's on-call hazmat team member will respond to the scene of hazardous materials call-outs for the purpose of handling press incidents.

2. Prior to the arrival of the PIO, or in his absence, an agent is designated by the on-scene supervisor as press liaison.