

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditure	_____	_____	_____	_____	_____
Operating Costs	235,186	242,241	249,509	256,994	264,704
External Revenues	(235,186)	(242,241)	(249,509)	(256,994)	(264,704)
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	0	0	0	0	0
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Department _____ Unit _____ Object _____
 Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The SWA's obligation for FY 2013 is \$1,881,486. Once received, Fire Rescue will disburse these funds in accordance with the agreements with each of the municipal Hazmat response teams.

The fiscal impact is based on the annual funding for each subsequent fiscal year being increased by 3%; however the agreement states annual funding shall be increased by the same percentage increase, if any, received by the County from the SWA. The Interlocal between the SWA and the County provides annual increase of a percentage not to exceed the lesser of 3% or the general wage adjustment authorized by the SWA Board for SWA general employees as part of the SWA's annual budget.

C. Departmental Fiscal Review: *Michael M...*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 9/17/2012 OFMB
[Signature] 9/17/12 Contract Dev. and Control
Contract not executed at time of CDCS review.

B. Legal Sufficiency:

Sharon Brown 9/17/12 Assistant County Attorney
City has not yet signed contract at time of legal review. Original contract needs to be approved by County after execution by City.

C. Other Department Review:

 Department Director

**INTERLOCAL AGREEMENT FOR HAZARDOUS MATERIALS
EMERGENCY RESPONSE SERVICES AND FUNDING BY AND BETWEEN
PALM BEACH COUNTY AND THE CITY OF DELRAY BEACH**

THIS INTERLOCAL AGREEMENT is made and entered into this ____ day of _____, 2012, by and between PALM BEACH COUNTY, a political subdivision of the State of Florida (hereinafter the "County") and the CITY OF **DELRAY BEACH**, a Florida municipal corporation (hereinafter the "City").

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," authorizes local governments to make the most efficient use of their power by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Chapter 252, Florida Statutes, authorizes the Board of County Commissioners of Palm Beach County to provide and maintain for the safety of citizens from hazardous materials emergencies; and

WHEREAS, the Palm Beach County Regional Hazardous Materials Response Ordinance of 1998, set forth in Chapter 11, Article VII, of the Palm Beach County Code, as may be amended from time to time (hereinafter the "Haz Mat Response Ordinance"), establishes regional hazardous materials response teams to provide response, investigation and mitigation of releases of hazardous substances; and

WHEREAS, the Haz Mat Response Ordinance provides for the regional hazardous materials response teams to be from the County and/or municipal fire departments within the County; and

WHEREAS, pursuant to the Interlocal Agreement for Funding of Hazardous Materials Emergency Response Services between the Solid Waste Authority (hereinafter "SWA") and the County, dated on or about September 25, 2012, as may be amended from time to time (hereinafter "SWA Haz Mat Funding Agreement"), SWA has agreed to provide funding to the County for regional hazardous materials response teams' services, including emergency response and mitigation in both the incorporated and unincorporated areas of Palm Beach County; and

WHEREAS, the County agrees to distribute the funds provided by the SWA to the regional hazardous materials response teams for the provision of emergency response services.

NOW, THEREFORE, the County and the City, in consideration of the items and conditions set forth herein and the benefits flowing from each to the other, do hereby agree as follows:

SECTION 1. INCORPORATION OF FACT:

The facts set forth above in the preamble to this Agreement are true and correct.

SECTION 2. PURPOSE:

The purpose of this Agreement is to establish the parties' rights and obligations regarding the provision of regional hazardous materials response team services by the City within the incorporated and unincorporated areas of Palm Beach County and the funding for such services.

SECTION 3. REPRESENTATIVE AND CONTRACT MONITOR:

The County's representative and contract monitor during the performance of this Agreement will be the Fire Rescue Administrator, whose telephone number is 561-616-7000. The City's representative and contract monitor during the performance of this Agreement will be the Fire Chief, whose telephone number is 561-243-7400.

SECTION 4. ADMINISTRATION:

The Regional Hazardous Materials Oversight Committee (hereinafter the "Oversight Committee"), as established by the Haz Mat Response Ordinance, shall oversee and monitor the performance of services by the City's regional hazardous materials response team pursuant to the Haz Mat Response Ordinance and this Agreement.

SECTION 5. SERVICES TO BE PROVIDED:

The City shall coordinate with the other Zone 4 response team partner designated by the Oversight Committee to jointly provide and maintain one regional hazardous materials response team, as authorized by the Haz Mat Response Ordinance. The City shall provide within Zone 4, as identified in the Palm Beach County Regional Hazardous Materials Response Teams (PBCRHMRT) Standard Operating Guidelines (**Exhibit 1** hereto), as may be amended from time to time by the Oversight Committee, hazardous materials emergency response and mitigation services, when necessary or requested by a responsible county or municipal public safety agency pursuant to the PBCRHMRT Standard Operating Guidelines. In accordance with the Haz Mat Response Ordinance, the Oversight Committee is authorized to modify the initial response zones of the regional hazardous materials response teams, including the City's team, after seeking comment and discussion from the regional hazardous materials response teams. The City shall also provide backup response to the remaining three zones when requested pursuant to the PBCRHMRT Standard Operating Guidelines.

SECTION 6. CITY'S RESPONSIBILITY:

The City agrees to assure sufficient staffing, apparatus, supplies, and equipment to provide regional hazardous materials response services to, and mitigation of, all hazardous materials emergencies in Zone 4. Furthermore, the City agrees that, upon request, they shall serve any incorporated or unincorporated areas within Palm Beach County as authorized by the Haz Mat Response Ordinance when necessary. In providing regional hazardous materials response team services, the City agrees to comply with the Haz Mat Response Ordinance, the PBCRHMRT Standard Operating Guidelines, as may be updated and/or revised from time to time by the Oversight Committee, and any other standards and procedures adopted by the

Oversight Committee. All costs associated with maintaining the regional hazardous materials response team shall be borne by the City. The City agrees to provide access to City emergency response records for hazardous materials incidents, upon request, to the County and the Oversight Committee.

SECTION 7. COUNTY'S RESPONSIBILITIES:

A. Funding:

In accordance with the SWA Haz Mat Funding Agreement, the County agrees to provide annual funding to the City, for regional hazardous materials response team services, in the amount of Two Hundred Thirty Five Thousand One Hundred Eighty Five Dollars and Seventy-Five Cents (\$235,185.75) for fiscal year 2013. The annual funding for each subsequent fiscal year will be increased by the same percentage increase, if any, received by the County from the SWA under the SWA Haz Mat Funding Agreement. However, notwithstanding anything to the contrary, the annual amount provided to the City shall not exceed 12.5% of the annual funding received by the County from the SWA pursuant to the SWA Haz Mat Funding Agreement.

B. Payments:

The County shall remit payment to the City in two equal installments, payable on February 1, and May 1, of each fiscal year covered by this Agreement. The City shall provide an invoice to the County no later than thirty (30) days prior to each due date. Invoices shall include a reference to this Agreement and identify the amount due and payable to the City. Invoices shall be sufficiently detailed to allow prepayment audit thereof. The City shall supply any further documentation deemed necessary by the County.

C. Other Revenue:

Where the City's regional hazardous materials response team responds to an incident, the City's response team may, in accordance with the Haz Mat Response Ordinance, invoice and collect response costs from those persons and/or companies determined to have caused or to be responsible for the hazardous substance release. In calculating the cost of response actions and invoicing the responsible party, the City's response team shall comply with the Haz Mat Response Ordinance and any applicable standards and procedures adopted by the

Oversight Committee. Any recovered funds shall be used in compliance with the Haz Mat Response Ordinance. When responding to a hazardous materials incident, the City's response team shall keep a detailed record of the costs of all response actions, and shall provide access to such records, upon request, to the County and the Oversight Committee.

SECTION 8. EMPLOYEE FUNCTIONS:

No employee of either party to this Agreement shall perform any function or service which is not within the employee's scope of duties as defined or determined by his employer.

SECTION 9. EMPLOYEE CLAIMS, BENEFITS, PRIVILEGES AND IMMUNITIES:

No employee, officer, or agent of either party shall, in connection with this Agreement or the performance of services and functions hereunder, have a right or claim to any pension, workers' compensation, unemployment compensation, civil service, or other employee rights, privileges, or benefits granted by operation of law or otherwise except through and against the entity by whom they are employed. No officer, agent or employee of either party shall be deemed the officer, agent or employee of the other, for any purpose, during the performance of services hereunder.

All the privileges and immunities from liability, exemptions from law, ordinance and rules, and all pensions and relief, disability, workers' compensation and other benefits which apply to the activity of the officers, agents or employees of either party when performing their respective functions, within the territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties extraterritorially.

SECTION 10. NO ASSUMPTION OF LIABILITY:

The parties to this Agreement and their respective officers, agents and employees shall not be deemed to assume any liability for the negligent or wrongful acts or omissions of the other party, its officers, agents and employees, or for any third party. Further, nothing herein shall be construed as a waiver of either party's sovereign immunity or the assumption of liability in excess of that allowed under Section 768.28, Florida Statutes. Liability for injury to

personnel, and /or for loss or damage of equipment, shall be borne by the party employing such personnel, and/or owning or possessing such equipment.

SECTION 11. BREACH/OPPORTUNITY TO CURE:

In the event that either party is in default of its obligations herein, the party not in default shall provide the party in default thirty (30) days written notice to cure said default before exercising any of its rights as provided for in this Agreement.

SECTION 12. INDEMNIFICATION:

Each party shall be liable for its own actions and negligence and, to the extent permitted by law, County shall indemnify, defend and hold harmless the City against any actions, claims or damages arising out of County's negligence in connection with this Agreement, and the City shall indemnify, defend and hold harmless the County against any actions, claims or damages arising out of the City's negligence in connection with this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful or intentional acts or omissions.

SECTION 13. TERM, TERMINATION AND RENEWAL:

The term of this Agreement shall be for five (5) years commencing on October 1, 2012. After the initial five (5) year term, this Agreement shall automatically renew for an additional five (5) year period, without further action of the parties, unless either party shall notify the other in writing of its intent not to renew. This notification shall be provided at least ninety (90) days prior to the expiration date. This Agreement may be terminated, with or without cause, by either party, at any time upon ninety (90) days written notice to the other party. Should either party terminate this Agreement prior to its expiration, then the City shall make a pro rata reimbursement to the County of payments made to the City hereunder, in proportion to the amount of time between the termination date and the expiration of the applicable funding period.

SECTION 14. ASSIGNMENT OF RIGHTS:

Neither party shall assign, delegate, convey or otherwise transfer in whole or in part, its rights, duties, or obligations as set forth in this Agreement to any other entity without the prior written consent of the other party.

SECTION 15. MODIFICATION AND AMENDMENTS:

No modification, amendment, waiver, or alteration in the terms or conditions of this Agreement shall be effective without the written approval of the Oversight Committee and written agreement by both parties executed with the same formality and equality of dignity herewith.

SECTION 16. ENTIRETY OF AGREEMENT:

This Agreement represents the entire understanding of the parties and supersedes all other negotiations, representations, or agreements, either written or oral, relating to this Agreement.

SECTION 17. NONDISCRIMINATION:

Each party warrants and represents that all of its employees are treated equally during employment without regard to race, sex, sexual orientation, gender identity or expression, color, religion, disability, age, marital status, familial status, national origin, or ancestry; and that no person shall, based on any of these grounds, be excluded from the benefits of, or be subjected to any form of discrimination under, any activity carried out by the performance of this Agreement.

SECTION 18. ANNUAL APPROPRIATIONS:

Each party's performance and obligation under this Agreement is contingent upon an annual budgetary appropriation by its respective governing body for the purposes hereunder for each fiscal year.

SECTION 19. SEVERABILITY:

In the event that any section, paragraph, sentence, clause, or provision hereof is held invalid by a court of competent jurisdiction, such holding shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect.

SECTION 20. SURVIVABILITY:

Any provision of this Agreement that is of a continuing nature, or which by its language or nature imposes an obligation or right that extends beyond the term of this Agreement, shall survive the expiration or earlier termination of this Agreement.

SECTION 21. REMEDIES:

This Agreement shall be construed by and governed by the laws of the State of Florida. Any and all legal actions necessary to enforce the Agreement shall be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizens or employees of the County and/or the City.

SECTION 22. RECORDS:

Each party shall maintain all records pertaining to the services delivered under this Agreement, including, but not limited to, all accounts, financial records, research and emergency response records, in accordance with Florida Law and for a period of at least three years.

SECTION 23. JOINT PREPARATION:

The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely or as a matter of judicial constraint, be construed more severely against one of the parties than the other.

SECTION 24. NOTICE OF SUITS:

Each party agrees to notify the other of any claim, or the initiation of any legal proceeding, against it which relates, in any manner, to the services provided by the other party pursuant to this Agreement. Each party will cooperate with the other in the defense of any suit or action arising out of, or relating to, the services rendered under this Agreement.

SECTION 25. NOTICES:

All notices required to be given under this Agreement shall be in writing, and sent by certified mail, return receipt requested, to the following:

To the County:

Palm Beach County
Fire Rescue Administrator
405 Pike Road
West Palm Beach, FL 33411

To the City:

City of Delray Beach Fire Rescue Department
Fire Chief
501 W. Atlantic Avenue
Delray Beach, FL 33444

Each party may change its address upon written notice to the other.

SECTION 26. CAPTIONS:

The captions and section designations herein set forth are for convenience only and shall have no substantive meaning.

SECTION 27. ENFORCEMENT COSTS:

Any costs or expenses, including reasonable attorneys' fees, associated with the enforcement of the terms and/or conditions of this Agreement shall be borne by the respective parties; provided however, that this clause pertains only to the parties to this Agreement.

SECTION 28. NO DELEGATION OF DUTY:

Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of any state, county, or city officers.

SECTION 29. FILING:

A copy of this Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

SECTION 30. CONFLICT RESOLUTION:

Any dispute or conflict between the parties that arises from the provision of services under this Agreement shall be presented in writing to the respective Contract Monitors. The Contract Monitors shall then meet to discuss the disputed issues and attempt in good faith to resolve the dispute or conflict prior to either party initiating the intergovernmental conflict resolution process provided for by Chapter 164, Florida Statutes.

SECTION 31. INSPECTOR GENERAL:

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the City, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and

punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the undersigned parties made and executed this Agreement on the day and year first written above.

**ATTEST:
SHARON R. BOCK, CLERK &
COMPTROLLER**

**PALM BEACH COUNTY, FLORIDA,
BY ITS BOARD OF COUNTY
COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Shelley Vana, Chair

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND
CONDITIONS**

By: _____
County Attorney

By: _____
Fire-Rescue

ATTEST:

**CITY OF DELRAY BEACH, FLORIDA,
BY ITS CITY COUNCIL**

By: _____

By: _____
Mayor

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: _____
City Attorney

EXHIBIT 1

RHMRT Standard Operating Guideline
Version 2.0

1 of 50
03/15/07

**Palm Beach County, Florida
Regional Hazardous Material Response Teams
Standard Operating Guidelines
March 15, 2007**

PLEASE REMOVE ALL PREVIOUS COPIES

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Article I. Emergency Response Plan

SECTION 1.01 EMERGENCY RESPONSE PLAN

(a) Purpose:

The purpose of this plan is to provide the Regional Hazardous Materials Response Teams (RHMRT) with a countywide organization to mitigate an emergency involving hazardous materials within Palm Beach County. (For the purpose of this document, the terms hazardous materials and hazardous substances are used synonymously and intended to encompass any product or chemical as defined in regulations or posing an unreasonable risk to life, property, or the environment.)

(b) Objective:

It is the objective of this plan to provide the RHMRT personnel and managers as well as other agencies with a standardized plan of action in the event of a hazardous materials incident requiring the intervention and activation of the Palm Beach County Regional Hazardous Materials Response System. It is directed to ensure proper and professional actions by all involved agencies.

(c) Intent:

It is the intent of this plan to enhance existing systems and provide a consistent level of hazardous materials response capability throughout Palm Beach County. This plan should compliment existing plans and is not intended to supplant or usurp existing emergency response plans of any agency. This plan is intended to comply with the minimum requirement of 29 CFR 1910.120(q)(1) for the RHMRT. This plan along with the RHMRT Standard Operating Guidelines (SOG's) and the Site Specific Safety Plan are intended to comply with all the elements of 29 CFR 1910.120(q)(2). The responding RHMRT will develop a Site Specific Safety Plan (ICS 208-HM) as defined in the RHMRT SOG's on every hazardous materials incident response.

(d) Authority:

Palm Beach County Ordinance 98-13, Known as the Palm Beach County Regional Hazardous Materials Ordinance of 1998, Chapter 252, Florida State Statutes, 40 CFR 300, 40 CFR 310. The RHMRT will respond to ensure the health, safety, and welfare of residents of Palm Beach County at the request of the responsible agency within the requesting jurisdiction. The RHMRT will work within the requesting agency's Incident Command System (ICS) to take or cause to take such actions as maybe necessary to safely mitigate, remove or abate the effects of a hazardous materials release or threat of release. The activation of the RHMRT in no way releases the requesting jurisdiction of it's role/responsibility in the mitigation of a hazardous materials release.

(e) Definition:

A RHMRT is an organized group of at least seven (7) hazardous materials technician level trained response personnel, designated by the participating organization, operating under an emergency response plan and Standard Operating Guidelines (SOG's) who are expected to perform work to handle and control or otherwise minimize or eliminate the hazards to people, property, or the environment from an actual or potential leak or spill of hazardous substances requiring possible close approach to the substance. The minimum number of personnel that will respond as a team for hazardous materials incidents involving possible Immediately Dangerous To Life and Health (IDLH) environments is seven (7); two (2) Entry, two (2) Backup, one (1) Decontamination Leader, one (1) Assistant Safety Officer-Hazardous Materials (HMSO), and one (1) Hazardous Materials Group Supervisor. It is recognized that additional qualified personnel may be needed to support this minimum number. RHMRT will generally respond in a support function to other emergency responders, but must be able to function autonomously. Hazardous Materials Response Teams are located throughout the County to provide a reasonable response to the threat of, or an actual hazardous materials incident.

All RHMRT Members must be enrolled in a medical surveillance program complying with 29 CFR 1910.120(f) and as further defined in the RHMRT SOG's. All RHMRT Members shall be able to function in any role within the team with the exception of the Hazardous Materials Group Supervisor.

(f) Roles and Responsibilities:

The RHMRT role in response to a hazardous materials incident is one of confinement and containment, with incident priorities of life safety, incident stabilization, property conservation, environmental protection, and evidence preservation. The jurisdiction receiving services from the RHMRT will be responsive to the technical input and ensure personnel safety in accordance with RHMRT Standard Operating Guidelines (SOG's).

RHMRT Hazardous Materials Group Supervisor have the authority to terminate any strategy or tactic considered unsafe and notify the Incident Commander (IC) and the RHMRT Coordinator. In the absence of a functional ICS and IC, the RHMRT will notify the requesting agency and the coordinator, that the RHMRT Hazardous Materials Group Supervisor is assuming IC and request additional supervisory personnel. The RHMRT will respond with personnel and equipment as defined in this document.

The RHMRT will be able to perform:

- Hazard and Risk Assessment
- Provide technical information and guidance to the on-scene Incident Commander with regard to actions relating to hazardous materials and incident safety.
- Levels of Personal Protective Equipment (PPE)
- Public protective action options
- Decontamination requirements
- Site safety recommendations
- Resource considerations

- Control zones
- Monitoring requirements
- Emergency Phase Recovery and Termination
- Incident Documentation
- Hazardous Materials Control Guidelines to include, but not limited to:
 - Plugging and patching containers
 - Product transfer
 - Over-pack drums and similar containers
 - Flaring of gases
 - Direction of defensive actions
 - Diking, confinement, and redirection of hazardous materials
 - Neutralization Guidelines
 - Venting Guidelines
 - Vapor dispersion or suppression

RHMRT will maintain written SOG's for the various tasks they may perform. RHMRTs will have a written policy for response. RHMRTs will maintain all appropriate documents. All RHMRTs should be capable of having the ability to respond within five (5) minutes of request for assistance. If a team is unable to respond, the team shall notify the dispatch center to implement notification procedures for the next available team as outlined in this document in (Appendix A). If the scope, location, or profile of an incident requires an additional team, the Hazardous Materials Group Supervisor or the RHMRT Coordinator may initiate the request for an additional team to respond.

Once the emergency has been stabilized and the threat to life safety has been concluded, the RHMRT will release the site to the responsible agency. The RHMRT assumes no responsibility in the cleanup of materials. Oversight of cleanup operations will be handled by the appropriate agency unless there is a specific reason for the team to remain involved. The RHMRT will not enter into contracts, or make commitments to contractors for the cleanup of the incident site.

(g) Planning Periods and Extended Operations:

The RHMRT will utilize four-hour operational planning periods initially on all hazardous materials incidents necessitating an entry mission. When the incident is projected by a site assessment to extend past a single entry mission, an additional team may be called. When the incident is projected to exceed four hours in duration, the Hazardous Materials Group Supervisor will notify the IC and Team Coordinator. The IC will ensure additional logistical needs are obtained as necessary, these may include but not limited to sanitary facilities, food and liquids. The four-hour planning period also allows for recall of off-duty-personnel as per Departmental Policies. Extended Operations is any hazardous materials incident that exceeds two (2) four-(4) hour operational periods or necessitates more than four entries. Extended operations mandates the need for rotating of personnel, thereby needing additional personnel resources as well as establishing a logistics function to ensure adequate availability of material resources. It would be prudent of the IC to establish a finance function to track incident associated cost whenever extended operations are encountered.

(h) Notification:

The complaint-receiving agency will notify the RHMRT. In all cases the initial response to a requesting agency will be one hazardous materials response team as defined in this document in accordance with the RHMRT Notification and Dispatching Standard Operating Guideline. The requesting agency will cause to also respond one ALS transport capable EMS vehicle for the purpose of medical surveillance and treatment of team members. When the situation is identified as involving extremely hazardous substances, and an Immediately Dangerous to Life and Health (IDLH) environment exist, the RHMRT will advise the IC of the need for a Toxicological Paramedic (Tox-Medic). Tox-Medic shall mean any Paramedic trained to provide toxicological assistance in accordance with RHMRT SOG's as outlined in (Appendix B). The requesting agency will also ensure that sufficient resources are on-site to facilitate decontamination of team members. This usually includes four hazardous materials First Responder Operational (FRO) level trained personnel as a minimum, performing decontamination under the direction of a team member. Palm Beach County Division of Emergency Management (PBCDEM), County Warning Point (CWP) will be notified of all responses of the RHMRT and will notify the Florida Division of Emergency Management State Warning Point (SWP).

Palm Beach County has been divided into geographical areas in order to provide equitable services countywide. Each geographical area is assigned a Regional Response Team for primary response. The geographical areas associated with each zone are defined in the Notification and Dispatch Guidelines of the RHMRT within (Appendix A) of this document.

(i) Levels of Response:

Palm Beach County will utilize a Uniform Classification for Categorizing Hazardous Materials Incidents. The four categories below define the classifications.

- Level I. Severity of Incident: **MINOR** – A spill, release, or potential release of a known hazardous substance. No deaths, if injuries, minor in nature.
Extent of Incident: Limited to initial area of involvement and unlikely that it will spread. For example, a single structure or area of 300 feet or less.
Type of Material Involved: Identified hazardous substance that is not radioactive, water reactive, or hypergolic. Generally a flammable or combustible liquid could also include limited amounts of corrosives.
Amount of Material Involved: A limited amount of hazardous substance or small container. Quantity would generally be less than 25 gallons.
Population Affected: Evacuation will be limited to the immediate area that can be evacuated in a short period of time for a limited duration (evacuation duration not to exceed 4 hours). A limited populace will be affected.
Resources: Local resources can handle, includes automatic mutual aid agreements exclusive of the RHMRT.

Level II. Severity of Incident: MODERATE – A spill, release, or potential release of a known or unknown hazardous substance. No deaths, if injuries, can be minor to severe.

Extent of Incident: Limited: Release may not be controllable without special resources. Limited to several blocks or buildings.

Type of Material Involved: Unknown hazardous substance or hazardous substance that is toxic, reactive, flammable, radioactive, corrosive, or biological.

Amount of Material Involved: An amount limited by the size of the container and the release from it. For example: a small leak from a tanker that is controlled would be a level II where a complete failure would be a Level III or IV.

Population Affected: Evacuation will be confined to a designated area that local resources can achieve, extended sheltering is not required.

Resources: Local response agencies may need assistance from outside resources.

Notification: (PBCDEM), (CWP), (SWP).

Level III. Severity of Incident: SEVERE – A spill, release, or potential release of a hazardous substance with an associated fire, explosion, or toxic/corrosive cloud. Injuries or deaths may have already occurred.

Extent of Incident: Large area may be impacted possibly impacting essential community services. Extensive environmental contamination is possible.

Type of Material Involved: Unknown hazardous substance, or hazardous substance that is capable of producing a toxic/corrosive gas cloud, is highly reactive or unstable, is a flammable gas or produces flammable vapors, is radioactive or is a chemical/biological pathogen.

Amount of Material Involved: Large amount of a hazardous substance or limited amount of a very hazardous substance.

Population Affected: Presents an immediate danger to the public and operating personnel. Evacuation will require movement of large numbers of populace and/or extending over areas that will have a significant impact on the community. It may require activation of shelters for evacuees.

Resources: Local response agencies will need assistance from outside resources.

Notification: (PBCDEM), (CWP), (SWP).

Level IV. Severity of Incident: MAJOR – A spill or release of a hazardous substance that has resulted in a serious fire, explosion, or environmental contamination over an extended area.

Extent of Incident: Has an impact over a wide area with the probability that it will spread to a larger area. The impacted area can be smaller than in a highly urbanized area with a large population impacted.

Type of Material Involved: A known or unknown hazardous substance that can be highly toxic, very reactive or unstable, flammable or explosive, radioactive, or biological agents that are extremely pathogenic.

Population Affected: Evacuation will affect a large area and will have to be done in stages taking several hours or more (evacuation duration could exceed several days). A large number of the populace is affected.

Resources: Mutual aid will be needed with a need for a large number of resources.

Notification: (PBCDEM), (CWP), (SWP).

All levels may involve evacuation from a very limited to large scale over considerable periods of time. The resources required at the different levels will depend on the urbanized area and the size (resources) of the response agency.

(j) Support Responders:

A list of support responders will be maintained with 24-hour contact numbers by the PBCDEM. PBCDEM will be notified of any and all emergency response activities that involve the Regional Response Teams. Support Responders will be requested through the ICS at the direction of the Hazardous Materials Group Supervisor and the concurrence of the IC.

(k) Chain of Command:

All requesting agencies will utilize the Incident Command System as adopted by the Palm Beach County Fire Chief's Association.

The Incident Commander (IC) has the authority and responsibility to ensure the health and safety of personnel and the public throughout a hazardous materials incident emergency. The IC will follow local SOG's in establishing command and develop an appropriate ICS structure to support the response. When the Regional Response Team arrives, a briefing will occur between the IC and the Hazardous Materials Group Supervisor. The Regional Response Hazardous Materials Group Supervisor will assume responsibility for tasks associated and designated by the IC to the Regional Response Team. The Hazardous Materials Group Supervisor may be designated as the Hazardous Materials Branch Director if the event is of sufficient complexity. The Hazardous Materials Group Supervisor will designate an Assistant Safety Officer – Hazardous Materials (HMSO).

The Initial Regional Response Hazardous Materials Group Supervisor will have ultimate authority and responsibility over the Regional Response Team Members. Regional Response Hazardous Materials Group Supervisors have the authority to transfer their responsibilities to another Hazardous Materials Group Supervisor or Coordinator with the concurrence of the IC. The Hazardous Materials Group Supervisor will not challenge or usurp the IC's decisions unless it jeopardizes life safety.

Should the Regional Response Team be called to an incident where ICS and Command has not been established, the Hazardous Materials Group Supervisor will conference with the most senior official from the requesting jurisdiction and determine if it is appropriate to establish a Unified Command. Should the Hazardous Materials Group Supervisor become committed to a Unified Command, that person will request another Hazardous Materials Group Supervisor be dispatched to the scene to take his/her place.

The IC at a hazardous materials incident will direct overall management, strategies and coordination of the incident. The IC is responsible for the identification of incident resources and needs, the procurement of these resources, and the coordination of resources so as to conclude the emergency and protect life, property, and the environment.

The IC is not responsible for detailed direction of specialized procedures, but will ensure that procedures are being implemented that will accomplish the strategies. Scene management decisions will be made with the input of the Regional Response Team and Technical Specialist. Concurrence on response strategies, tactics, and implementation is an absolute necessity. The Regional Hazardous Materials Response Team SOG's provide detailed guidance as to the management of a hazardous materials incident.

(l) News Media/Press:

The requesting jurisdiction's IC or IC designated Public Information Officer (PIO) is responsible for dissemination of information to the public. Should situation and resources allow, a team member, selected by the Hazardous Materials Group Supervisor may be designated to provide technical details to the IC/PIO. The media is considered a valuable asset, and it is important to keep the public competently informed about the threat and progression of the incident.

(m) Training:

All members assigned to the RHMRT have completed as a minimum a curriculum in compliance with the Florida State Emergency Response Commission's Guidelines for Public Sector Hazardous Materials Training, Hazardous Materials Technician and OSHA 29 CFR 1910.120(q)(6). All RHMRT Hazardous Materials Group Supervisor have completed a curriculum in compliance with the Florida State Emergency Response Commission's Guidelines for Public Sector Hazardous Materials Training, Hazardous Materials Incident Commander and OSHA 29 CFR 1910.120(q)(6). All RHMRT Members will be certified competent by his/her employer and possess documentation of certification. All RHMRT Members receive annual refresher training and re-certification by the employer in accordance with 29 CFR 1910.120(q)(6). All RHMRT members are, at a minimum, Florida State Certified Emergency Medical Technicians.

In addition to the certificates of competency that are maintained by the employer for each team member, the employer maintains records of initial and refresher training as required by 29 CFR 1910.120(q)(6).

(n) Review and Evaluation:

The RHMRT will critique all responses of the teams. This critique is to evaluate the response actions of the involved personnel. This critique is in addition to any critique held by the requesting jurisdiction and is not intended to relieve the IC of the need to conduct a critique and subsequent follow-up reports. The RHMRT will document critique outcomes and forward recommendations to the Teams Coordinator. Hazardous Materials Group Supervisors and Coordinators will meet quarterly to review these reports and decide to implement changes to the Response Plan, SOGs, equipment, and training. The Hazardous Materials Group Supervisor and Coordinators will forward the incident reports, follow-up reports, and recommendations to the Oversight Committee for review.

The Oversight Committee is charged with ensuring that all teams comply with the requirements of enabling legislation, health and safety regulations, RHMRT Emergency Response Plans and Standard Operating Guidelines, proper and appropriate incident documentation, and requesting agency and RHMRT interface.

This Emergency Response Plan will be reviewed at least annually for effectiveness and regulatory compliance. This plan must be consistent with the Palm Beach County Comprehensive Emergency Management Plan, the District X Local Emergency Planning Committee Plan, The State Emergency Response Commission Plan, the Florida Department of Emergency Management Comprehensive Emergency Management Plan, and the National Contingency Plan for Oil and Hazardous Substance Releases.

**Article II. Palm Beach County Regional Hazardous Materials Response
Team Standard Operating Guidelines**

SECTION 2.01 INITIAL RESPONSE

(a) General:

All hazardous materials responses in Palm Beach County that utilize the Regional Response Teams will have two groups of personnel that are operating at the scene. Those personnel that are utilized for the purpose of functions outside the scope of the "Haz-Mat Group," will be first responder, operational level personnel (29 CFR 1910.120 q.6.ii). These responders will typically be from the local jurisdiction or mutual aid response units requested by the local jurisdiction. Those personnel who are directly involved in the "Haz-Mat Group" operations will be properly trained technician level personnel (29CFR1910.120 q.6.iii) and will usually be members of one or more of the regional response teams. Some operational level personnel may be called upon to perform certain functions, within the "Haz-Mat Group," under the direction of a technician.

The overall success of the hazardous materials incident will depend largely on the initial operations as set up by the first response agency. These first responders are often placed in the position of arriving at the scene of a hazardous materials release with little or no information about the product(s), and are lacking the proper personal protective equipment to operate near the release.

(b) Actions:

With responder safety in mind, the following items should be considered as a minimum for a safe and effective response.

Approach the incident from an uphill and upwind position if possible. Uphill positioning is preferable when winds are variable.

Position all vehicles far enough away from the release to allow for a safe retreat if necessary (330 ft. minimum if dealing with an unknown product, or as stated in the ERG). This may include facing the vehicles away from the scene.

Avoid any contact with the product being released. Remember that many hazardous materials are colorless, odorless vapors.

Make sure that the initial size up includes the type of situation found and proper response routes for incoming units.

Consider all drums, containers, cylinders, and tanks as being full, and the materials in them to be hazardous materials, until proven otherwise.

Establish an Initial Isolation Zone based on the information in the ERG (Emergency Response Guide). Insure that all people who do not have the proper PPE (police, fire, civilian, and EMS) are removed from the Initial Isolation Zone.

An RA (Refuge Area) should be designated inside the Initial Isolation Zone for people who are considered contaminated. These people should not be brought out of the RA (Refuge Area) until they can be decontaminated with at least emergency decontamination. Runoff is not an issue in this circumstance, life safety is of utmost importance.

From a safe distance, attempt to identify the product (placards, labels, UN #'s, chemical names, etc.), the type and size of the container, amount of product being released, and the name of the shipper or manufacturer.

Follow the actions recommended by the ERG, remember these are general guidelines intended for use during the first 30 minutes of the incident.

Act quickly and decisively to request additional resources and technical assistance. These units can be canceled easily if they are not needed.

Immediate rescue of victims should only be attempted when the rescuers are able to operate in the proper PPE and all RISK/BENEFIT considerations have been addressed and a scene assessment has been completed.

Operational level personnel will operate in the defensive mode taking every precaution to avoid coming in contact with the product. Operational level personnel should only complete operation of remote shut off valves with assistance and direction from plant or facilities personnel unless the operational level personnel are completely familiar with the facility and understand the results of operating the valve.

(c) Scene Management:

The first responder, operational level unit that arrives first on the scene should insure that the Incident Management System is initiated and the county wide personnel accountability system is utilized.

All first responders should remember that quick, aggressive action has no place at hazardous materials incidents. Many times, no action may be the only safe action due to the lack of PPE. Keep in mind, risk management practices should be considered throughout the incident. We will not risk life for property or the environment.

First responder, operational level response personnel should remember to address the strategic goals of Recognition, Isolation, Protection, and Notification (RIPN).

These are all strategies that can be addressed while operating in the "defensive mode." Spill control is also an initial strategy which may be considered, but must be accomplished without coming in contact with the product or its vapors. The exception to this is when dealing with certain flammable liquids and flammable gases, which are considered firefighter operations and should be dealt with aggressively and offensively while wearing proper protective equipment and having completed the proper training.

(d) RHMRT Interface:

Upon arrival of the Regional Response Team, the Hazardous Materials Group Supervisor should insure that the hazardous materials response vehicle is located in the proper place to facilitate the work of the team. Keep in mind that this does not need to be in close proximity to the command post.

The Regional Response Hazardous Materials Group Supervisor should report to the command post for an appropriate briefing and implement the accountability system.

Regional Response Team members should prepare to interface with the "Technician Level" responders who are already on the scene as part of the first response organization. These first responder technician level personnel should be able to gather specific information about the hazardous material, the container, and the environment where the release has occurred. This information will greatly enhance the ability of the regional response team to develop an effective plan of action as well as a site specific safety plan.

The first response agency technicians may be utilized to enhance and compliment the Regional Response Teams operations at the direction of the Haz-Mat Group Supervisor. They may be utilized in any position within the "Haz-Mat Group" other than entry team members, the Haz-Mat Group Supervisor, or those positions that require direct contact with the product.

All jurisdictions within Palm Beach County who presently have technician level responders should continue to maintain those personnel at that level of certification, with the intent to utilize them to assist and direct those operations that will be handled as Level I incidents, by the local jurisdiction. They should also be utilized to do much of the information gathering and lead in work for the Regional Response Team on incidents that are elevated to Level II or higher.

Regional Response Hazardous Materials Teams are to function in a "support" role for all incidents regardless of the level of response. The team function is to operate as the "Haz-Mat Group" within the Incident Management System, not to take command of the incident or to replace the responders who are functioning in other areas of the IMS structure being utilized by the on scene Incident Commander.

SECTION 2.02 NOTIFICATION & DISPATCHING **STANDARD OPERATING GUIDELINES**

(a)PURPOSE:

To provide a reliable and consistent method of notification and dispatch for the governmental jurisdictions within Palm Beach County to use in the event of a hazardous material incident within their jurisdictional boundaries that exceeds the capability of the local responders.

(b) POLICY:

There will be four (4) geographic zones in Palm Beach County, with each zone being served by a team consisting of at least seven (7) Hazardous Material Technicians. These teams will provide first due response for Level II, III and IV incidents in their assigned zone, and back-up response for other zones, as indicated. Each zone will have one (1) designated access point that will be used to dispatch the appropriate Regional Hazardous Materials Response Team (RHMRT). The four geographic zones are shown in Appendix A.

(c)PROCEDURE:

When the first responders to any hazardous material incident confirm that the magnitude of the incident requires the response of a RHMRT, they will request their respective Communications Center to contact the Palm Beach County Fire Rescue Communications Division to notify the appropriate RHMRT. The requesting agency will provide:

1. The location of the incident.
2. The location of the Command Post and the command designation.
3. A resource status report of units on the scene.
4. A situation status report of the current conditions.
5. The type and quantity of hazardous material involved (if known).

The Palm Beach County Fire Rescue Communications Division will notify the appropriate RHMRT by one of the following methods:

- For incidents in Zones 1, 2 and 3, Palm Beach County Fire Rescue Communications will dispatch the appropriate RHMRT through the station/unit alerting system.
- For incidents in Zone 4, Palm Beach County Fire Rescue Communications will contact the Boca Raton Communications Center by direct telephone line and Boca Raton Communications will contact the Delray Beach Communications Center. These centers will then dispatch their RHMRT to the incident.

The individual response units will acknowledge their response with their respective Communications Center. On the Palm Beach County Tactical Channel (Fire Main) they will notify the Palm Beach County Fire Rescue Communications Division when they are:

1. Enroute to the incident and request a channel assignment.
2. Arrival at the incident.
3. Commencing extended operations (Four hours after arrival).
4. Completed assignment and available.

If a RHMRT is working on a hazardous material incident in their primary response area, they will also notify Palm Beach County Fire Rescue Communications Division for documentation and operational purposes.

The Palm Beach County Communications Center will notify the PBCDEM and CWP of all responses of a RHMRT. The PBCDEM will then notify the SWP.

SECTION 2.03 MEDICAL PROGRAM

(a) Medical Surveillance Program

Program shall be preventative in nature and used to establish a baseline for future reference.

Program shall be in compliance with 29 CFR 1910.120 (Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, see Appendix D ref. #10), NFPA 472 and any other applicable documents. An Occupational Physician shall conduct the medical exams. The physician shall be provided copies of the above documents. Furthermore the program should be conducted with input from an industrial hygienist.

Medical exams shall be conducted on the following schedule:

- (a) Prior to assignment to and exit from the team.
- (b) As deemed necessary by attending physician.
- (c) Upon appearance of signs or symptoms of exposure.
- (d) In cases of exposure or suspected exposure above PEL
- (e) At least every 12 months.

Physician shall maintain copies of all exams with a copy given to each member.

Employer shall make arrangements to provide these medical records on 24-hour emergency notice. It is the responsibility of the employer (with approval from each member) to ensure that records are updated after each exposure or medical exam.

- 1) Employer shall be furnished written notice relating only each member's ability to perform or restrictions in performance.
- 2) Medical exams shall consist of the following:
 - (a) A complete medical history or update thereto.
 - (b) A complete occupational history or update thereto.
 - (c) Physical exam to include but not necessarily limited to:
 1. Blood chemistry profile
 2. CBC
 3. Urinalysis
 4. RBC Cholinesterase (exposure to Organophosphates)
 5. Heavy Metal screening.
 6. EKG (12 lead)
 7. Vision, hearing and pulmonary function tests.
 8. Chest x-ray (may be done every two years.)
 9. Stress test.
 10. Comprehensive physical exam.
- 3) Attending physician shall review records, every four years for the purpose of identifying and correcting abnormal trends.

(b) Pre and Post Entry Evaluations:

(i) Staffing

An ALS transport unit shall be on scene prior to entry being made. This unit shall be dedicated to treatment and transport of entry personnel only. This unit should be staffed, at the minimum, by paramedics who shall be provided information relating to the products on scene, routes of entry, signs and symptoms of exposure, treatment procedures etc. Toxicological trained paramedics are required when entering into IDLH conditions involving extremely hazardous materials.

(ii) Pre entry evaluation

- 1) Conducted prior to entry in level A or B chemical protective clothing.
- 2) Shall include blood pressure, pulse, respirations, oral temperature (prior to member drinking/eating hot or cold items).
- 3) The following findings shall exclude a member from entry:
 - A: Blood pressure greater than 160 systolic or 100 diastolic.
 - B: Pulse greater than 120
 - C: Respiration's greater than 24
 - D: Oral temperature above 100°F
 - E: Recent medical history
 - F: Chemical sensitivity.
 - G: Open skin conditions, or severe sunburn.
 - H: Use of prescription/non-prescription flu medications.
 - I. At the discretion of the attending paramedic and upon concurrence of the Assistant Safety Officer -Hazardous Materials (HMSO)
- 4) Members shall consume 8-16 oz. of fluid prior to entry.

(iii) Post Entry Evaluation

- 1) Repeat pre entry assessment immediately and after 10 minutes.
- 2) Consume large amounts of fluid (min. 8oz of fluid for each pound of body weight loss. Dilute sport drinks 50% with water).
- 3) Members who experience prolonged elevated vital signs, abnormal EKG, temperature above 100 100°F, signs and symptoms of exposure or who, in the opinion of the HMSO, shall be transported to an appropriate medical facility for observation and appropriate treatment. A toxicological trained paramedic for the purpose of assisting and guiding Hospital personnel shall meet these members at the Hospital.

(c) Toxicological Drug Boxes

- 1) Each RHMRT shall equip and maintain a toxicological drug box containing at the minimum the following: an adequate supply to treat at least (4) 100kg patients according to chapter 8 (Hazardous Material Exposure) of the Florida Regional Common EMS Protocols as outlined in Appendix B of this SOG.
- 2) The above mentioned medications shall be administered by a State of Florida Certified Paramedic that has completed an NFPA 473 compliant Tox-Medic training course.
- 3) The above mentioned medications may be administered only upon direct orders from the receiving ER Physician or per existing Medical Protocols which have been approved by the Medical Director under whose medical license the paramedic is operating.
- 4) All medications shall be inspected daily by a certified paramedic. Medications and documentation shall be maintained in accordance with all applicable Federal, State and Local requirements.

SECTION 2.04 INCIDENT MANAGEMENT

(a) General:

Both the Occupational Safety and Health Administration (OSHA) 29 CFR Part 1910.120 and the Environmental Protection Agency (EPA) 40 CFR Part 311 state: The senior emergency response official responding to a (chemical) emergency shall become the individual in charge of the site specific Incident Command System. This means that all hazardous materials responders must operate using an Incident Command System (ICS).

(b) Incident Command System:

The ICS organizational structure develops in a modular fashion from the top down at any incident; the specific ICS organizational structure for a hazardous materials emergency is based on the incident needs. The Incident Commander and Incident Safety Officer are always appointed. If other positions of responsibility are not appointed, the Incident Commander assumes those duties.

The establishment and operation of an Incident Management System at a Hazardous Materials Incident shall in no way conflict with the Incident Management System presently utilized by Fire and Emergency agencies within Palm Beach County.

The first Fire Rescue unit or Senior Official having authority arriving at a Hazardous Materials incident shall establish Command, utilizing a unique identification for the designated command.

Command shall utilize appropriate worksheets immediately, in order to track both apparatus and personnel resources.

(c) ICS – RHMRT Interface

There shall be a minimum of seven (7) Hazardous Materials Technicians on-scene prior to any offensive actions by the team.

Although the Incident Commander retains overall control and authority at the incident, the Hazardous Materials Team shall be allowed to work in a safe and uncompromising environment. If a conflict arises regarding the aforementioned, the Incident Commander and the Hazardous Materials Group Supervisor shall meet and resolve the issues. The decision not to execute an order shall be documented in writing by the Hazardous Materials Group Supervisor referencing Standard Operating Guidelines or safety issues.

(d) Hazardous Materials ICS Module:

The ICS Hazardous Materials module is utilized when the Incident Commander deems the need for the management of tactical objectives related to a hazardous materials incident. Only the module components necessary to execute tactical objectives should be implemented.

The following is a description of the Hazardous Materials module:

(i) Hazardous Materials Group Supervisor

- (a) Reports directly to the Operations Section Chief, or the Hazardous Materials Branch Director, if appointed.
- (b) Directs the overall operations of the Hazardous Materials Group.
- (c) Implements the hazardous materials element of the incident action plan.
- (d) Assigns resources within the Hazardous Material Group.
- (e) Reports the progress of operations and status of resources within the group.
- (f) Oversees the primary functions provided by the Hazardous Material Group.
- (g) Oversees entry into the Exclusion Zone as supervised by the Entry Leader.
- (h) Oversees decontamination as supervised by the Decontamination Leader.
- (i) Oversees site access control as supervised by the Site Access Control Leader.
- (j) Coordinates with Assistant Safety Officer - Hazardous Materials. This position must be appointed and present during all operations at the hazard site.
- (k) Coordinates with technical specialists.
- (l) Training to the hazardous materials technician level, at a minimum.
- (m) Checklist of activities:
 - 1) Check in and obtain briefing.
 - 2) Ensure the development of control zones and access control points and placement of appropriate control lines.
 - 3) Evaluate and recommend public protection action options to Operations Chief or Branch Director (if activated).
 - 4) Ensure that current weather data and future weather predictions are obtained.
 - 5) Establish environmental monitoring of the hazard site for contaminants.
 - 6) Ensure that a site safety plan (ICS 208-HM) is developed and implemented.
 - 7) Conduct safety meetings with the Hazardous Materials Group.
 - 8) Participate in development of incident action plan.
 - 9) Ensure that recommended safe operational guidelines are followed.
 - 10) Ensure that proper PPE is selected and used.
 - 11) Ensure that appropriate agencies are notified through the Incident Commander.
 - 12) Maintain unit log (ICS Form 214).

(ii) Entry Leader

- (a) Reports to Hazardous Materials Group Supervisor.
- (b) Responsible for overall entry operations within the Exclusion Zone.
- (c) Training to the hazardous materials technician level, at a minimum.
- (d) Checklist of activities:
 - 1) Supervises entry operations.
 - 2) Recommends actions to mitigate the situation within the Exclusion Zone.
 - 3) Carries out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate hazardous materials release or threatened release.
 - 4) Maintain communications and coordinates operations with Decontamination Leader.
 - 5) Maintains communications and coordinates operations with Site Access Control Leader and the Safe Refuge Area Manager (if activated).
 - 6) Maintain communications coordinates operations with Technical Specialists – Hazardous Material Reference.
 - 7) Maintains control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
 - 10) Directs rescues operations as needed in the Exclusion Zone.
 - 11) Maintains units log (ICS Form 214).

(iii) Decontamination Leader.

- (a) Reports to Hazardous Materials Group Supervisor.
- (b) Responsible for operations of the decontamination element.
- (c) Provides decontamination as required by incident action plan (IAP).
- (d) Training to the hazardous materials technician level.
- (e) Checklist of activities:
 - 1) Establishes contamination reduction corridor(s).
 - 2) Identifies contaminated people and equipment.
 - 3) Supervises the operations of the decontamination element in the process of decontaminating people and equipment.
 - 4) Maintain control of movement of people and equipment within the Contamination Reduction Zone (CRZ).
 - 5) Maintains communications and coordinates operations with the Entry Leader.
 - 6) Maintains communications and coordinates operations with Site Access Control Leader and Safe Refuge Area Manager (if activated).
 - 7) Coordinates the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
 - 8) Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone.
 - 9) Maintains units log (ICS Form 214).

(iv) Site Access Control Leader.

- (a) Reports to Hazardous Materials Group Supervisor.
- (b) Responsible for control of movement of all people and equipment through appropriate access routes at hazard site.
- (c) Ensures that contaminants are controlled and records are maintained.
- (d) Training to the hazardous materials technician level, at minimum, is highly desirable.
- (e) Checklist of activities:
 - 1) Organizes and supervises assigned personnel to control access to hazard site.
 - 2) Oversees placement of the Exclusion Control Line and Contamination Control line.
 - 3) Ensures appropriate action is taken to prevent spread of contamination.
 - 4) Establishes Safe Refuge Area within the Contamination Reduction Zone.
 - 5) Appoints the Safe Refuge Area Manager (as needed).
 - 6) Ensures that injured or exposed individuals are decontaminated prior to leaving the hazard site.
 - 7) Tracks the movement of persons passing through the Contamination Control Line to ensure that long term observation is provided.
 - 8) Coordinates with Medical Group for proper separation and tracking of potentially contaminated people needing medical attention .
 - 9) Maintains observations of any changes in climatic conditions or other circumstances external to hazard site.
 - 10) Maintains communications and coordinates operations with Entry Leader.
 - 11) Maintains communications and coordinates operations with Decontamination Leader.
 - 12) Maintains unit log (ICS Form 214).

(v) Assistant Safety Officer - Hazardous Materials (HMSO)

- (a) Reports to incident Safety Officer and coordinates with Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated).
- (b) Position required on all Hazardous Materials incidents by 29 CFR 1910.120 (q) [3][vii].
- (c) Coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR part 1910.120 and applicable State and local laws.
- (d) Advises Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety.
- (e) Has the authority to stop or prevent unsafe acts.
- (f) In a multi activity incident, the Assistant Safety Officer- Hazardous Materials does not act as safety officer for the overall incident.

(g) Checklist of activities:

- 1) Obtains briefing from Hazardous Materials Group Supervisor.
- 2) Participates in preparation, and implementation of the site safety and control plan.
- 3) Advises Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) of deviations from site safety and control plan or any dangerous situations.
- 4) **Has the authority to alter, suspend, or terminate any activity that may be judged to be unsafe, and must communicate that intent or action to the Hazardous Materials Group Supervisor.**
- 5) Ensures the protection of Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures.
- 6) Ensures the provision of required emergency medical services for assigned personnel.
- 7) Coordinates with Medical Unit Leader.
- 8) Ensures the medical related records for the Hazardous Materials Group personnel are maintained .
- 9) Maintains units log (ICS Form 214).

(vi) Technical Specialist / Hazardous Materials Reference.

- (a) Reports to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated).
- (b) Provides technical information and assistance to the Hazardous Materials Group.
- (c) Uses various reference sources available.
- (d) Provides product identification methods to categorize or identify unknown materials.
- (e) Obtains briefing; from Plans Section Chief if activated.
- (f) Provides technical support to Hazardous Materials Group Supervisor.
- (g) Maintains communications and coordinates operations with Entry Leader.
- (h) Provides and interprets environmental monitoring information.
- (i) Provides analysis of hazardous materials samples.
- (j) Determines PPE compatibility to hazardous materials.
- (k) Provides technical information of incident for documentation.
- (l) Provides technical information management with public and private agencies.
- (m) Assists Plans Section Chief in projecting potential environmental effects of release.
- (n) Maintains units log (ICS Form 214).

(vii) Safe Refuge Area Manager.

- (a) Reports to Site Access Control Leader.
- (e) Coordinates with Decontamination Leader.
- (f) Coordinates with Entry Leader.
- (b) Evaluates and prioritizes victims for treatment.
- (c) Collects information from the victims.
- (d) Prevents the spread of contamination by victims.
- (g) If the Safe Refuge Area Manager must enter the Contamination Reduction Zone in order to fulfill assigned responsibilities then the appropriate level of PPE shall be worn.
- (h) Checklist of activities:
 - 1) Establish Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line.
 - 2) Monitors hazardous materials release to ensure Safe Refuge Area is not subject to exposure.
 - 3) Assists Site Access Control Leader by ensuring victims are evaluated for contamination.
 - 4) Manages Safe Refuge Area for holding and evaluates victims who may have information about the incident , or if suspected of being contaminated.
 - 5) Maintains communications with Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
 - 6) Maintains communications with Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
 - 7) Maintains units log (ICS Form 214).

SECTION 2.05 ESTABLISHING WORK ZONES

(a) GENERAL

- 1) It is imperative that control zones be established as early in the incident as possible. The first responder should establish control zones, if possible. The first responder shall use available detection equipment, the Department of Transportation Emergency Response Guidebook (ERG), and their own best judgment in determining the Initial Isolation Zone. When determining Initial Isolation Zones, responders should determine the greatest protection for the public and the responders and allow the Hazardous Materials Team to decrease the size of the Initial Isolation Zone as needed.
- 2) Hazardous material incident zoning is a dynamic process. Members of the Hazardous Materials Team, command and control personnel and others need to be aware of and anticipate the possibility of zoning changes based on incident progress.

(b) PURPOSE

- 1) The purpose of establishing control zones is to:
 - (a) Designate areas of specific function
 - (b) Limit levels of contamination
 - (c) Provide areas of safety for responders and the public.
- 2) The size and shape of the control zones are determined by the following factors:
 - (a) Chemical properties
 - (b) Natural barriers
 - (c) Quantity of product involved and the amount of the product leaking
 - (d) Size and condition of the container
 - (e) Physical state of the product
 - (f) Weather
 - (g) Recognized standards and information from resources e.g. ERG, CAMEO, ALOHA, etc.
- 3) For the purpose of defining control zones the following terminology shall be used:

(i) Exclusion Zone (Hot Zone)

- (a) The Exclusion Zone is the area most affected by the hazardous materials release, areas of refuge for contaminated victims and beginning of the contamination reduction corridor.
- (b) When available, the use of Threshold Limit Values (TLV) will be used to determine the boundaries of the Exclusion Zone.
- (c) The Exclusion Zone will be distinguished utilizing banner tape, cones, or some other recognizable material.
- (d) The Refuge Area should be located near the entrance to the contamination reduction corridor and will be monitored to assure that further contamination of victims is not occurring. Contaminated victims shall be retained in the Refuge Area while awaiting processing.

(e) General Exclusion Zone (Hot Zone) Guidelines:

- 1) Toxicity - Exclusion Zone shall be established based on the products monitored readings greater than the published TLV/TWA or PEL exposure values. Any readings falling within these limits shall be considered to be within the Exclusion Zone.
- 2) Flammability - Any readings on a combustible gas indicator shall be considered to be within the Exclusion Zone.
- 3) Oxygen - Oxygen deficient atmospheres are those with readings of 19.5% oxygen or less and oxygen enriched atmospheres are those with reading of 23.5% or greater. When evaluating oxygen deficient atmospheres, consider that the available oxygen may be influenced by the contaminants present. Any area containing oxygen enriched or deficient atmosphere shall be considered to be within the Exclusion Zone.
- 4) Radioactivity - Any reading above background level will be confirmed for the existence of a radiation hazard and shall be considered to be within the Exclusion Zone.

(ii) Contamination Reduction Zone (Warm Zone)

- (a) The Contamination Reduction Zone is an area safe from contamination from the ongoing hazardous materials release. The Contamination Reduction Zone will be distinguished utilizing banner tape, cones, or some other recognizable material.
- (b) Cross-Contamination, from exposed victims and responders is possible in this area and all personnel entering the Contamination Reduction Zone shall wear the appropriate level of chemical protective clothing.
- (c) The Contamination Reduction Zone includes the contamination reduction corridor and Safe Refuge Area near the Exclusion Zone to prevent the contamination of victims and responders that are not equipped with chemical protective clothing.
- (d) The Contamination Reduction Zone shall also contain access control points for the Exclusion Zone.
- (e) The Safe Refuge Area should be located near the entrance to the Contamination Reduction Corridor. Contaminated victims shall be retained in the Safe Refuge Area while awaiting access to the Contamination Reduction Corridor.

(iii) Support Zone (Cold Zone)

- (a) The Support Zone is an area outside the Contamination Reduction Zone that is within the incident perimeter and is contamination free.
- (b) The Support Zone will be distinguished by utilizing banner tape, cones, or some other recognizable material.
- (c) The Support Zone is an area where command and control functions occur as well as other functions necessary to support the activities occurring in the Exclusion Zone and Contamination Reduction Zone.
- (d) The Support Zone is the functional area that treatment of decontaminated victims, interagency coordination and incident security can be expected to occur.
- (e) Consideration should be given to establishing a perimeter around the Support Zone providing an area for staging, media area, and non-essential personnel.

SECTION 2.06 IDENTIFICATION AND CONFIRMATION

(a) GENERAL

- 1) One of the primary objectives during a Hazardous Materials Incident is the identification of the materials and hazards presented by the materials involved and subsequent confirmation of the properties and hazards of these materials.

(b) POLICY

- 1) On Level II, III, IV incidents, a Hazardous Materials Technician shall be assigned to research the chemical(s) involved. Fire Department members not assigned to the Hazardous Materials Response Team will not be used for this purpose unless that member has specific in-depth knowledge of the product, facility, process or product.
- 2) The member assigned to material research will record all physical properties, incompatibilities, recommended PPE, first aid and antidotal information, decontamination guidelines and any other information that is relevant.
- 3) Items to be considered in the identification process should include, but not be limited to:
 - (a) Placards and labels
 - (b) Shipping papers and MSDS sheets
 - (c) Waybills and consist
 - (d) Packaging names and information
 - (e) Type and shape of container
 - (f) Markings, colors, tag number, shippers name, truck or car number etc.
Operating personnel, driver, engineer, facility manager etc.
- 4) At least two, preferably three sources shall be researched for each chemical involved. This should include books, databases, Chemtrec, poison control, etc.
- 5) Conflicting information shall be interpreted by assuming that the worst case scenario is present, highest or lowest extremes, highest toxicity or reactivity etc.
- 6) The ERG is a good first responder's guide but may be a poor reference because of its generality. Use other sources for detailed information on chemicals and for technician level research.
- 7) If the Hazardous Materials Response Team is unable to identify a spilled material and/or its properties, or the severity of the hazard cannot be ascertained, or the proper stabilization methods are not known, the IC shall immediately have the Hazardous Materials Group Supervisor seek technical assistance. Technical assistance includes:
 - (a) Agencies and resources listed in the RHMRT resource list.
 - (b) Chemtrec / National Response Center
 - (c) Industry technical representatives and hotlines
 - (d) Manufacturer and product institutes.
 - (e) Governmental or environmental resources

- 8) The IC and Hazardous Materials Group Supervisor should communicate with each other or others directly with the use of computer, fax, cellular phone, or face to face in order to avoid mistakes or confusion.

- 9) During rail responses the Hazardous Materials Group will make all attempts to locate the train's crew and conductor. They should have access to the following items:
 - (a) Special instructions list the STCC number for each hazardous material on the train and relative position of car from engine.
 - (b) Train Consist displays the relative order of each car on the train, starting with the engine. Hazardous materials will be identified with the word **DANGEROUS** beneath the car.
 - (c) Emergency handling precaution provided for each hazardous material on the train.
 - (d) Notice of cars containing explosives or poison "A" shows position of cars placarded as above.
 - (e) Waybills are shipping papers that provide phone numbers, addresses, description of materials, emergency contacts etc.

SECTION 2.07 DECONTAMINATION

(a) GENERAL

- 1) Decontamination is the extremely important process of removing contaminants, which have accumulated on personnel, equipment and scene. Decontamination is vital to the health and safety of the public and of all emergency response personnel.

(b) POLICY

- 1) Decontamination shall be performed at all Hazardous Materials Incidents where there is the threat of cross contamination or exposure.
- 2) The method and type of decontamination will vary, depending on the type of product or products, the physical and chemical properties of the product(s), and the level of contamination. Any or all of the following methods, dilution, absorption, emulsification, neutralization, chemical degradation, separation, negative or positive pressure, and disposal may accomplish decontamination.
- 3) All personnel, equipment and supplies (including apparatus) entering the Exclusion Zone of an incident, or coming in contact with contaminated run off or materials should be considered contaminated and must be systematically decontaminated. The names and agency will be recorded in the unit log and kept on file.
- 4) Decontamination systems, solutions, and equipment will be established and in place prior to anyone entering the Exclusion Zone.
- 5) All decontamination personnel shall wear the PPE as determined by the Site Specific Safety Plan and Incident Action Plan.
- 6) A competently trained Hazardous Materials Technician shall be assigned as the Decontamination Leader and will consult with the Hazardous Materials Group Supervisor to determine a suitable area for decontamination. An adequate water supply will be obtained.
- 7) Properly trained and protected operational level personnel may be utilized under the direction of the Decontamination Leader to perform decontamination.
- 8) The area designated as a decontamination area will be appropriately marked and well defined.
- 9) Prevention of contamination shall be the primary objective. This can be accomplished by:
 - (a) Minimizing contact with hazardous substances
 - (b) Protecting instruments, radios, etc., by bagging or wrapping in plastic when possible.
 - (c) Using remote sampling, proper handling techniques and devices.
 - (d) Wearing disposable chemical protective clothing where possible or permissible.
 - (e) Protecting and wearing SCBA
- 10) All run off from the decontamination process shall be contained and held pending testing and approval of final disposition from the proper authorities if possible.
- 11) Persistent materials are materials that come in contact with permeable items and may require follow up evaluations to determine the effectiveness of the decontamination process. Ultraviolet light or reagent swipe tests may be needed.

- 12) Any protective clothing or equipment, which is still suspected of being contaminated, will be isolated and placed in sealed disposal drums if necessary, until final decontamination or disposal can be accomplished or further technical assistance can be obtained.
- 13) Decontamination of heavy equipment and vehicles may require pressure or steam cleaners, specialized decon processes and possibly special retention arrangements.
- 14) Decontamination should not interfere with immediate life saving medical aid however, if emergency aid is to be given without proper decontamination the toxicity of the product should must be considered and the minimum exposure to contaminates is preferred. Emergency Decontamination should be considered.
- 15) Any turnout gear or clothing, which may be sent to a commercial laundry or cleaned by an outside vendor, must be accompanied by information about the product or chemical and handling precautions including MSDS sheets if applicable.
- 16) All personnel involved in the decontamination process and that may have been exposed to the possibility of cross contamination shall undergo decontamination.
- 17) Decontamination systems will vary depending upon all the considerations already stated. The concurrence of the Decontamination Leader, Hazardous Materials Group Supervisor, Assistant Safety Officer-Hazardous Materials and the Incident Commander is mandated to ensure personnel safety. The most common system will utilize a gross and secondary wash and rinse.
- 18) The Decontamination Leader will keep accurate records of all personnel going through or involved physically in the decontamination process. Level of PPE worn and product will be included in the unit log.
- 19) All decontamination of radioactive contaminated patients or responders should involve consultation with a Florida Department of Health Physicist.
- 20) Decontamination of victims is an urgent priority. It must be remembered that victims contaminated by hazardous materials only become patients after they have been decontaminated. Responders must wear proper PPE. Considerations include:
 - (a) Contamination of transport vehicles and treatment facilities must be prevented.
 - (b) Prepare transport rigs with plastic visqueen and/or enclose victims in body bags with proper precautions.
 - (c) Establish a civilian decontamination process at hospital facility if contaminated victims may migrate to emergency room on their own.
 - (d) Remove and double bag victims clothing and effects if they are suspected of being contaminated while considering property identification, evidence collection, and chain of custody procedures.
 - (e) Communicate with the medical facility early and often with the following information:
 - 1) Number of victims
 - 2) Type and amount of contamination
 - 3) Medical condition
 - 4) Time of arrival
 - 5) When to expect contaminated victims that may migrate to the hospital.

SECTION 2.08 MONITORING PROTOCOLS AND PROCEDURES

(a) GENERAL

- 1) The Hazardous Materials Response Team will utilize an assortment of instruments, devices and techniques to accomplish the following:
 - (a) Identify and quantify airborne contaminants, vapors, gases, liquids, solids, biological, radiological, and other hazardous conditions.
 - (b) Determine the level of worker protection needed for entry and support personnel.
 - (c) Assist in defining perimeters, hazard and work zones.
 - (d) Identify need for medical, toxicological, decontamination, evacuation and risk assessment actions or strategies.
 - (e) Track changes, verify remediation efforts, record monitoring chronology and determine final or termination levels of product(s).

(b) POLICY

(i) Regulatory Compliance

- (a) Regulatory compliance will be ensured during all monitoring and sampling activities. Monitoring and sampling activities will be carried out in compliance with OSHA CFR 1910.120, 40 CFR Part 311 and NFPA 471, and any other applicable standards.

(ii) Record keeping.

- (a) All monitoring devices, colormetric tubes and reagents will be maintained as per the manufacturer's recommendations and the authority having jurisdiction's special maintenance guidelines.
- (b) Inherent safety approvals and inspections will be mandated when applicable.
- (c) Relative response curves and coefficients as well as cross sensitivity charts will be available to entrants where applicable.
- (d) A permanent, detailed record or log of the instrument repair and usage history will be kept and will be available to responders.

(iii) Initial Entry

- (a) Upon initial entry, monitor for Immediately Dangerous to Life and Health (IDLH) conditions and exposures above the permissible exposure limits (PELs) or other published exposure levels.
- (b) Approach from up-wind, up-grade positions when possible.
- (c) Wear appropriate PPE when initially entering an area for the purpose of obtaining instrument readings. The minimum level of protection is Level "B".
- (d) Instrument readings will determine proper level of PPE for continued assessment or mitigation.
- (e) Personnel will utilize the "Buddy System".

(iv) Monitoring for Unknowns

Monitoring for unknown products **will** include the following, in conjunction while considering the primary hazards:

- (a) Radioactivity
- (b) pH with moist/dry pH paper (may be done in conjunction with above to protect instrument)
- (c) Combustibility/Flammability/Explosivity and Oxygen concentration
- (d) Hydrogen Sulfide (if location dictates)
- (e) Carbon Monoxide (after/during fire)(when ever conditions warrant)
- (f) Organic vapor (if applicable)
- (g) Specific gasses (colormetric tubes)
- (h) Chemical WMD agents
- (g) Biological agents

(v) Monitoring suspected/known products

- (a) Instrument/colormetric tube (appropriate for suspected product)
- (b) Oxygen content

(vi) Sampling Protocol

- (a) When air monitoring does not indicate product identification or level of hazard, it may become necessary to perform chemical analysis on the product(s) to determine its identity or hazards.
- (b) When chemical analysis is indicated the following sampling protocols will be implemented:
 - 1) Safe approach strategies, appropriate PPE
 - 2) Continuous air monitoring
 - 3) Buddy system
 - 4) Decontamination established before entry
 - 5) Follow rules of evidence collection and preservation, if applicable
 - 6) Remote sampling of product using sample jars and Callowaso tubes (if appropriate)
 - 7) Sealed, non-leaking containers will not be opened by HMRT personnel. **Note:** Sealed, non-leaking drums, unlabeled containers will be secured in a manner to insure public safety and the responsible agency(s) will be notified. Opening unknown containers poses a significant risk to personnel and should only be performed under extreme conditions. The opening of sealed containers mandates the following considerations:
 - (a) Test closure with peroxide test paper
 - (b) Visually inspect container for signs of stress (i.e. bulging, weakened areas, cracks, crystals etc.)
 - (c) Maximum level of chemical and flash protection.
 - (d) **Note:** If peroxide test is positive or container shows signs of stress, or crystalline formations appear around openings **DO NOT PROCEED ANY FURTHER** and consider the product unstable. **NOTIFY BOMB SQUAD** and RHMRT coordinator.
 - (e) Personnel will minimize contact with the product as much as possible. Decontaminate personnel and the sample jar.
 - (f) Sampling will be a single entry team task.

(vii) Exposure limits and action levels.

- (a) OSHA, NIOSH, ACGIH, EPA and AIHA have all set exposure guidelines and limits. Many times the safe value for the same chemicals or hazards are different. With the health and safety of responders and the public in the highest interest, the RHMRT will use the most conservative values listed for a toxic substance.
- 1) Combustible Gas Indicator
 - Known product > 50% L.E.L- explosion hazard, indicates IDLH Condition
 - Unknown product > 25% L.E.L-explosion hazard, indicates IDLH Condition
 - Confined space > 10% - explosion hazard, indicates IDLH Condition
 - 2) Oxygen concentration
 - < 10%-16% most Combustible Gas Indicators will not function properly
 - < 19.5% Monitor wearing SCBA
 - 23.5% Fire potential for confined space
 - 25 % Fire potential, consult specialist
 - 3) Radiation survey
 - Greater than twice the background reading requires high and/or low range dosimetry, record keeping and continuous monitoring and consult radiation authorities.
 - 4) Toxicity
 - Colormetric tubes, Photoionization detectors, Flame ionization detectors, Bio-Assay, or other technologies. Usage is dependent on product or chemical. Consult reference manuals for toxicity data.

SECTION 2.09 PERSONAL PROTECTIVE EQUIPMENT PROGRAM

(a) Chemical Protective Clothing (CPC)

- 1) All members of the RHMRT have been trained in the proper use and selection of specialized protective equipment. Selection and use of a protective ensemble will depend upon the physical and chemical hazards present at the incident. Chemical compatibility for all elements of the chosen ensemble will be assured prior to selection. All personnel expected to utilize CPC will be medically monitored, as defined elsewhere in the RHMRT SOG's.
- 2) All entries will be made in pairs, utilizing the buddy system with a back-up team equal to the entry team. The RHMRT will maintain sufficient resources on site to facilitate safe entry to the hazardous atmosphere as dictated by the Site Specific Safety Plan. All entry teams will utilize SCBA when making entries into possible IDLH conditions.
- 3) The RHMRT will utilize the following ensembles based on information available and general safety Guidelines.

(i) Level 'A'

- (a) Level 'A' - vapor tight chemical protective clothing is the maximum level of protection for chemical environments. This level of protection will be selected when the highest level of skin, respiratory, and eye protection is required. The complete ensemble is made up of the following components:
 - 1) Flame Resistant Jumpsuit and hood, (as applicable)
 - 2) One hour rated, positive pressure SCBA (NFPA compliant). Supplied air respirators will only be utilized during decontamination and not during entry.
 - 3) Communications device
 - 4) Inner gloves
 - 5) Head Protection (as applicable)
 - 6) Vapor tight fully encapsulating limited use NFPA 1991 compliant protective garment (chemically compatible), as applicable
 - 7) Boots (chemically compatible)
 - 8) Gloves (chemically compatible)
 - 9) Attached number for identification of personnel (recommended)
- (b) When situation dictates the use of Level 'A' ensemble, personnel will be monitored for signs and symptoms of heat stress. A maximum of 20 minutes of work time will be allowed with ambient temperatures above 70°F. A minimum of 60 minutes of rest will be allowed for personnel subsequent to reentry. Vital signs and hydration will be monitored prior to suit donning and subsequent to suit doffing. Rehabilitation will be accomplished in a refrigerated atmosphere when ambient temperature is above 70°F.
- (c) RHMRT entry team personnel will not make more than two work cycles when operating in Level "A" protective clothing, in a 24 hour period. It is recommended that personnel performing two work cycles are relieved from duty and the position be back filled and documented in accordance with cost recovery guidelines.

(ii) Level 'B'

(a) Level 'B' - is chemical protection from liquid splash and particulate. It is not intended to protect the wearer from gases and hazardous vapors that are skin absorbable. The ensemble is comprised of the following parts:

- 1) Flame Resistant Jumpsuit and hood, (as applicable)
- 2) Communication Device
- 3) One hour rated SCBA (May be inside or outside the suit) NFPA compliant
- 4) Inner Glove
- 5) Fully encapsulating or Hooded Chemical protective garment (chemically compatible)
- 6) Boots (chemically compatible)
- 7) Gloves (chemically compatible)
- 8) Head Protection (as applicable)
- 9) Number indicating the identity of personnel (recommended)

(b) Level 'B' protective garments are not vapor tight. When the hooded coverall configuration is utilized, the SCBA is worn on the outside of the garment and subsequently exposed to the hazardous environment. When the encapsulating Level 'B' is used the SCBA is worn on the inside of the garment. The same precautions with personnel usage and medical monitoring will be in-place as for Level 'A' protection.

(iii) Level 'C'

(a) Level 'C' protective garments may be used by the RHMRT with the proper precautions. Level "C" protective ensemble is utilized when the atmosphere is known and quantified. There is no IDLH condition, and conditions are not expected to deteriorate as identified in the site assessment.

- 1) Flame Resistant Jumpsuit and hood, (as applicable)
- 2) Communication Device
- 3) Air Purifying Respirator, full face piece, with eye protection, and chemically compatible filters. Atmosphere will be monitored constantly.
- 4) Inner Glove
- 5) Hooded Chemical protective garment (chemically compatible)
- 6) Boots (chemically compatible)
- 7) Gloves (chemically compatible)
- 8) Head Protection (as applicable)
- 9) Number indicating the identity of personnel (recommended)

(iv) Level 'D'

- (a) Level 'D' protective garments are station wear and Fire Fighter protective clothing. The ensemble provides very limited chemical protection. However it provides excellent thermal protection. Whenever this garment is utilized, instrumentation must be utilized air monitoring must be in place to detect dangerous changing conditions. This ensemble includes:

- 1) Normal Work Uniform
- 2) Protective Hood (NFPA compliant)
- 3) Bunker Pants with Liner and Vapor Barrier (NFPA compliant)
- 4) Communication Device
- 5) Bunker Coat with Liner and vapor barrier (NFPA compliant)
- 6) Helmet (NFPA compliant)
- 7) Fire Fighting gloves with chemically resistant inner glove (NFPA compliant)
- 8) Fire Fighting Boots (NFPA compliant)
- 9) Self Contained Breathing Apparatus SCBA (NFPA compliant)

- (b) When level 'D' protective clothing is utilized, normal rehabilitation and personnel monitoring will be accomplished as per Fire Operations SOG. It is important to remember that Leather cannot be decontaminated from many chemical products.

- 4) There is no provision for deviation from the use of self-contained breathing apparatus (atmosphere supplied) to air purifying respirator during initial entry at an emergency situation. The availability and maximum level of protection afforded by the full facepiece SCBA dictates it's use to ensure personnel safety during initial emergency operations at a hazardous materials incident.

(v) Maintenance, Use, Storage and Testing

Personal protective equipment will be used, stored, and maintained in accordance with manufacturer's recommendations, and applicable policies and Guidelines. Annual testing of Level 'A' chemical protective clothing will be accomplished in accordance with 29 CFR 1910.120 appendix "A" and the manufacturer's recommendations. Each Level "A" chemical protective garment will have it's own individual log. All usage and testing, decontamination and exposure information will be recorded from acceptance to disposal.

(b) Respiratory Protective Equipment

(i) Self-contained Breathing Apparatus (SCBA)

- (a) The most acceptable respiratory equipment for emergency response to IDLH conditions is a self-contained positive pressure breathing apparatus (SCBA) meeting the requirements of NFPA 1981 and 29 CFR 1910.134.
- (b) Members of the RHMRT are trained and fit tested in the use of all respiratory protective equipment.
- (c) SCBA provides the highest level of respiratory protection.
- (d) Supplied air respirators **will not** be utilized in Exclusion Zone activities while IDLH conditions exist or are expected.

(ii) Supplied Air Breathing Apparatus (SAR)

- (a) Supplied Air Breathing Apparatus may be utilized in confined space operations where the situation dictates that the highest level of respiratory protection is necessitated or where the atmosphere in the space has not been completely quantified or may change during the rescue entry. It is imperative that quantification of the atmosphere occurs as soon as possible in the event and engineering practices are implemented.
- (b) Supplied Air Breathing Apparatus will meet or exceed the requirements of OSHA 29 CFR 1910.134 and have appropriate regulatory approvals.
- (c) Air Lines for Supplied Air Breathing Apparatus will not exceed 300 feet from the air source.

(iii) Air-purifying Respirators (APR)

- (a) Air-purifying Respirators (APR) may be utilized when:
 - 1) the atmospheric contaminants, liquid splashes or other direct skin contact will not adversely affect any exposed skin, and
 - 2) the air contaminants have been identified, measured, and the oxygen content is between 19.5 and 23.5 % in air, and
 - 3) a canister is available that can remove the contaminant, and
 - 4) Personnel utilizing APR's will have completed fit testing for the facepiece.
 - 5) All Respiratory equipment will meet appropriate OSHA and NIOSH approvals in accordance with 29 CFR 1910.120 and 29 CFR 1910.134

SECTION 2.10 PREHABILITATION AND REHABILITATION

(a) POLICY

- 1) Rehabilitation of all entry personnel and decontamination personnel will begin immediately upon exit from the decontamination corridor.
- 2) This function includes medical monitoring as described in the medical program portion of this SOG.
- 3) A Rehabilitation Group shall be established at all incidents to which a RHMRT responds.
- 4) The Rehabilitation Group shall be staffed with personnel who are state certified paramedics, approved to perform ALS procedures by the initial response agencies medical director or the personnel's medical director.

(i) Incident Command Considerations

- (a) The Incident Commander shall consider the circumstances of each incident and insure that adequate provisions are secured early in the incident, once it is realized that the 4-hour planning period will be exceeded.
 - (b) Adequate rehabilitation of the responders will insure that the physical and mental condition of the crews operating at the scene will not deteriorate to the point that jeopardizes the responders safety or the safety and integrity of the overall operation.
 - (c) All Group, Division, and Branch Officers should be aware of the condition of each of the crews assigned within their span of control.
 - (d) Relief crews should be requested early in the incident when environmental conditions indicate that a **heat stress index** above 90° F or a **windchill index** below 10° F will be present.
 - (e) The Rehabilitation Group shall be located in the Support Zone, near the Contamination Reduction Corridor.
 - (f) Protection from environmental conditions should be considered when choosing the location for the Rehab Group.
 - (g) An adequate supply of the following should be maintained in the Rehab Group:
 - 1) Fluids (if electrolyte solutions, mix 50/50 with water).
 - 2) Food (if possible select foods which are easily converted to burnable calories).
 - 3) Medical supplies and medical monitoring equipment.
 - 4) Shading devices, fans, dry clothing, etc.
- 5) The following information shall be maintained and recorded for all personnel at the scene who are reassigned for rehabilitation:
- (a) Pre-entry medical monitoring information for all entry team members entering the Exclusion Zone and all decon team members.
 - (b) Post-entry medical monitoring information for all entry team members exiting the decon corridor and all decon team members.
 - (c) Vital signs for all responders who have been reassigned for the purpose of rehabilitation.
 - (d) An accurate record of time in rehabilitation, fluid and food intake, and destination of all personnel exiting rehab will be maintained.

- (e) Records of all entries with accurate time in the suit and time on air will be maintained. *NOTE - A minimum of 60 minutes of rehabilitation time should be documented for each 20 minute work mission in level "A" protective equipment.
- 6) Constant monitoring of entry team members should be done until vital signs have returned to pre-entry levels. Specific attention to weight loss greater than 3.0% of total body weight, elevated core temperature, altered level of consciousness, abnormal EKG tracings, signs and symptoms of exposure to the hazardous materials released, and any other medical or physiological problems deemed appropriate by the Assistant Safety Officer – Hazardous Materials (HMSO) should be treated.

SECTION 2.11 ENTRY TEAM BRIEFINGS

(a) POLICY

- 1) Prior to making entry into a Exclusion Zone for the purpose of incident stabilization, the following steps shall be taken:

- (a) Tactical plan completed
- (b) Site-specific safety plan (ICS 208-HM)
- (c) Pre-entry briefing
- (d) Back-up team(s) prepared and ready
- (e) Appropriate chemical protective clothing selected and verified
- (f) Decontamination established

(i) Entry Team

- (a) An Entry Team is any crew that performs stabilization, rescue or any other action within the perimeter of the Exclusion Zone.
- (b) Entry teams shall be comprised of at least two members and shall have at least one back up team dressed and staged in the Contamination Reduction Zone.

(ii) Back Up Team

- (a) A Backup Team is any crew that exists to support the Entry Team should they encounter difficulties or require rescue.
- (b) Backup Teams shall be comprised of at least two members. Backup Teams may be employed as the relief crew for an entry team at the end of their work cycle at the discretion of the HazMat Group Supervisor or Branch Director. If the Backup Team is deployed for any reason, a new Backup Team shall be dressed and briefed to deploy as soon as possible.

(iii) Pre-Entry Briefing

(a) The following entry briefing shall be conducted prior to any entry being made into the Exclusion Zone:

- 1) Preliminary site analysis and site safety plan
- 2) Product identification
- 3) Action plan and objectives of the work cycle
- 4) Atmospheric monitoring guidelines, instruments and expected values
- 5) Communication review and practical check (Radio and Hand Signals)
- 6) Decontamination guidelines and location of the Contamination Reduction Corridor
- 7) Emergency evacuation signals and areas of safe refuge
- 8) Pre-entry hydration and medical considerations
- 9) Estimated work-cycle duration
- 10) Other site-specific information

SECTION 2.12 PRODUCT AND RECOVERY AND DISPOSAL.

(a) POLICY

- 1) Each jurisdiction within Palm Beach County shall respond to and stabilize all Level I incidents within their response area. The capability and therefore the definition of a Level I incident will vary from jurisdiction to jurisdiction. In all cases the Incident Commander should ensure that appropriate measures, complying with all applicable regulations are followed.
- 2) On Level II and above incidents it shall be the policy of the RHMRT to contain or secure hazardous materials **only to the extent** that there is no longer an immediate threat to life, property or the environment outside of the emergency site.
- 3) As soon as possible, representatives from appropriate Federal, State and or Local agencies should be summoned to the scene in order to coordinate and oversee recovery and disposal activities. Such representative may or may not be on scene but must be made aware of the situation. Such agencies may include but are not limited to:
 - (a) County Warning Point
 - (b) State Warning Point
 - (c) Palm Beach County Department of Emergency Management
 - (d) Florida Department of Environmental Protection
 - (e) United States Coast Guard
 - (f) PBC Health Department
 - (g) Department of Transportation.
 - (h) O.S.H.A.
 - (i) Law Enforcement Agencies

- 4) Once the product has been secured/stabilized, the responsible party (see: "P.B County, County Wide Regional Hazardous Materials Ordinance of 1998." For definition.) should be allowed reasonable time to secure an acceptable private contractor for the removal and disposal of the product. In some instances the scene may be turned over to such contractor with the approval of the above-mentioned regulatory agency(s).
- 5) All private contractors shall meet guidelines as set forth in 29C.F.R.1910.120 and shall utilize appropriate P.P.E. and follow all safety guidelines as deemed necessary by the Incident Commander, Safety Officers or Hazardous Materials Group Supervisor.
- 6) If a contractor resists working within the above P.P.E. and safety guidelines, compliance should be coordinated through the entity to which the contractor is contracted. (for example: Department of Environmental Protection) If compliance is not achieved, that contractor's activity shall be terminated until compliance is achieved or another contractor can be procured.
- 7) In the event that no responsible party can be identified and the situation warrants expedient removal, the Department of Environmental Protection (D.E.P.) may be utilized to effect recovery and removal. **As soon as possible and as safety permits, the scene should be turned over to the appropriate regulatory agency for final disposition.** The decision to do so is based upon such factors as the specific product and its hazards, container condition and general scene stability. As a last resort the Incident Commander may elect to contract for recovery and disposal at the expense of the authority having jurisdiction.
- 8) Containers used for over packing or product off-loading and modes of transportation shall be compatible with the product.
- 9) Incident Commanders that contract directly with a clean-up contractor may follow up to ensure appropriate waste site facilities are used.
- 10) In all cases accurate records of employee hours, apparatus and equipment and disposable items used shall be kept so as to facilitate cost recovery efforts.

SECTION 2.13 POST INCIDENT GUIDELINES

(a) POLICY

- 1) All incidents that require the stabilization, cleanup, mitigation, or handling of any hazardous substance will require post incident guidelines that include, but may not be limited to, debriefing, cost recovery, post incident analysis, and after action reports. These activities fall under the 2 basic categories of Recovery and Termination.

(i) Recovery

- (a) Recovery incorporates activities such as release of mutual aid and locally supplied, but not now needed, units at the scene; the replenishment of equipment and supplies; and considerations given to cleanup operations.
- (b) With respect to the release of RHMRT, this should take place as soon as possible after the stabilization or elimination of the situation that brought about the emergency. Once the threat to the public, the responders, and the environment outside of the emergency site has been eliminated, then and only then should the RHMRT begin the recovery phase of its' operation.
- (c) All equipment and supplies used on the scene should be accounted for, documented, and placed back in service or listed for cost recovery as outlined in the cost recovery portion of this SOG.
- (d) Keep in mind that personnel should also be included in these recovery activities. The entry team members must be completely rehabilitated before the team is ready to return to service.
- (e) Any cleanup activities that are required after the emergency phase of the incident will be monitored by the local jurisdiction to insure proper techniques and worker safety is addressed. Refer to the Product Recovery and Disposal section of this SOG for proper procedures and guidelines.

(ii) Termination

- (a) Termination includes documenting information relative to personnel, units, and/or incident operations; and evaluation reports and activities.
- (b) A debriefing of all on scene personnel should be accomplished before departure from the scene whenever possible. Information that should be gathered during the debriefing includes who responded to the incident, what they did, when they did it, to what extent they were successful or unsuccessful, who suffered what injuries, and what treatments were provided. The accuracy and effectiveness of the Site Specific Safety Plan should also be evaluated.
- (c) To meet Hazard Communications requirements of OSHA regulations, and "Right To Know" laws, a complete list of all substances encountered, symptoms of exposure, specific treatments, and any workers exposed or contaminated must be established. Every responder at the scene must be provided the following:
 - 1) Names of substances involved in the incident.
 - 2) Exact symptoms of exposure to each substance.
 - 3) Specific action to be taken for decontamination.

- (d) A timeline for the incident should be developed and recorded with the activities of all units at the scene, and any unusual occurrences that took place during the incident.
- (e) As required by 29CFR1910.120 (q), all hazardous Materials Incidents requiring the response of 1 or more RHMRT's will have a Post Incident Analysis conducted as soon as possible after the incident. The purpose of the PIA is to address the activities of the incident in a positive manner, with honest input to help identify the things worked and those that didn't work. The PIA should examine operations, command, resources, SOG's, the emergency response plan, and training of on scene personnel. All personnel who participated in the response should have input during the PIA. A record of the PIA should be kept and included in the After Action Report.
- (f) After analyzing the information generated during the debriefing and the PIA, the findings should be summarized into a document known as the After Action Report. Recording information about exposures and treatments, in medical records and any other documents must be done with confidentiality in mind.
- (g) Record any product exposures to equipment and any decontamination procedures or factory recertification information as needed.
- (h) Be sure to include in the After Action Report, any recommendations for SOG updates, procedural changes, and training needs identified during the debriefing and PIA; be sure to include a time frame to complete and implement the recommendations.
- (i) A follow-up should be completed after the time frame for procedural changes has passed to insure that the updates and changes have been accomplished as well as to identify any problems associated with implementing the changes.
- (j) The tedious and time consuming task of Recovery and Termination is often given a much lower priority than most other incident activities, but must be completed with the idea that accurate incident documentation will be the only way to help recall the incident and learn from it in years to come.

ACRONYMS

The following is a list of acronyms and abbreviations that are used in the Emergency Response Plan and Standard Operating Guidelines.

Acronym	Definition
ACGIH	American Congress of Governmental Industrial Hygienist
ALOHA	Area Location of Hazardous Atmosphere
ALS	Advanced Life Support
APR	Air Purifying Respirator
BLS	Basic Life Support
CAMEO	Computer Aided Management of Emergency Operations
CBC	Complete Blood Count
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CRZ	Contamination Reduction Zone
CWP	County Warning Point
EKG	Electrocardiogram
EMS	Emergency Medical Service
EPA	U.S. Environmental Protection Agency
ER	Emergency Room
ERG	Emergency Response Guidebook
FL	Florida
FRO	First Responder Operations level trained personnel
HMSO	Assistant Safety Officer - Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
IMS	Incident Management System
IV	Intravenous
LEL	Lower Explosive Limit
MED Group Sup	Medical Unit Leader
MSDS	Material Safety Data Sheet
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
PASS	Personal Alarm Signaling System
PBCDEM	Palm Beach County Division of Emergency Management
RHMRT	Regional Hazardous Materials Response Team
RHMRT SOG's	Regional Hazardous Materials Response Team Standard Operating Guidelines
PEL	Permissible Exposure Limit
PIO	Public Information Officer

PPE	Personal Protective Equipment
RA	Refuge Area
RBC	Red Blood Cell Count
SAR	Supplied Air Respirator with escape bottle
SCBA	Self Contained Breathing Apparatus
SOG	Standard Operating Guideline
SRA	Safe Refuge Area
STCC	Standard Transportation Commodity Code
SWP	Florida Division of Emergency Management State Warning Point
Tech/Specs	Technicians and Specialist
TLV	Threshold Limit Value
Tox-Medic	Paramedic trained to provide toxicological assistance in accordance with RHMRT SOG's
TWA	Time Weighted Average
UN#s	United Nations Identification Numbers
WMD	Weapons of Mass Destruction

Appendix A

Regional Hazardous Materials Team Response Zones

Zone 1: **Northern Boundary:** Martin County / Palm Beach County line.
Southern Boundary: North Lake Blvd, inclusive of Northlake Blvd.
Eastern Boundary: Atlantic Ocean from Martin County line to Northlake Blvd.
Western Boundary: Palm Beach County Line

1st Due: Palm Beach County Special Operations 19
2nd Due: West Palm Beach HazMat 2
3rd Due: Palm Beach County Special Operations 34
4th Due: Boca Raton HazMat 6, Delray Beach Special Ops 5

Zone 2: **Northern Boundary:** Northlake Blvd, exclusive of Northlake Blvd.
Southern Boundary: Boynton Beach Blvd east of Haverhill Rd exclusive of Boynton Beach Blvd.
Eastern Boundary: Atlantic Ocean.
Western Boundary: Haverhill Rd, exclusive of Haverhill Rd.

1st Due: West Palm Beach HazMat 2
2nd Due: Palm Beach County Special Operations 19
3rd Due: Palm Beach County Special Operations 34
4th Due: Boca Raton HazMat 6, Delray Beach Special Ops 5

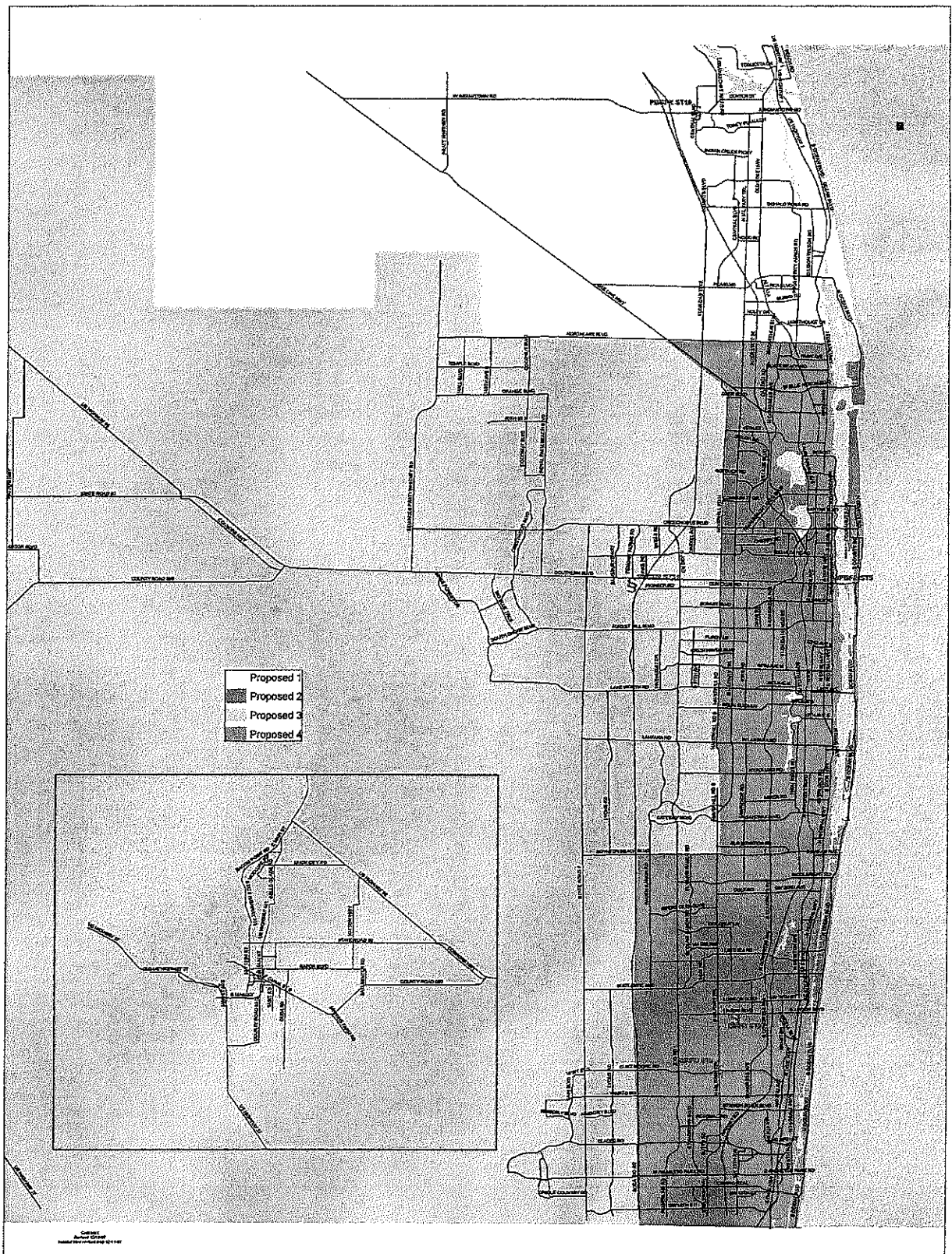
Zone 3: **Northern Boundary:** Northlake Blvd, exclusive of Northlake Blvd. west of the Bee-Line Hwy, exclusive of the Bee-Line Hwy.
Southern Boundary: Boynton Beach Blvd, exclusive of Boynton Beach Blvd. West of the turnpike, to Broward County / Palm Beach County line.
Eastern Boundary: Haverhill Rd in zone 2, inclusive of Haverhill Rd. Florida Turnpike for zone 4, inclusive of the Florida Turnpike.
Western Boundary: Palm Beach County Line

1st Due: Palm Beach County Special Operations 34
2nd Due: Boca Raton HazMat 6, Delray Beach Special Ops 5
3rd Due: West Palm Beach HazMat 2
4th Due: Palm Beach County Special Operations 19

Zone 4: **Northern Boundary:** Boynton Beach Blvd, inclusive of Boynton Beach Blvd.
Southern Boundary: Broward County / Palm Beach County line
Eastern Boundary: Atlantic Ocean.
Western Boundary: Turnpike, exclusive of the turnpike.

1st Due: Boca Raton HazMat 6, Delray Beach Special Ops 5
2nd Due: Palm Beach County Special Operations 34
3rd Due: West Palm Beach HazMat 2
4th Due: Palm Beach County Special Operations 19

Regional HazMat Response Team Zones



Appendix B

Regional Hazardous Materials Team Hazardous Material Exposure Protocol