



HAZARDOUS MATERIALS - RESPONSE AND MANAGEMENT

A. POLICY STATEMENT

Hazardous materials pose a significant hazard to life, the environment, and property. A hazardous spill will require an expeditious and coordinated response in order to ensure the material is contained, identified and collected in a manner that is in-line with established safeguards. This type of incident will typically require the assistance of one or more allied agencies, each with a different expertise and responsibility. It is of paramount importance that the efforts of those involved in the response are properly planned, coordinated and carried out. In order to achieve the necessary level of cooperation among allied agencies, the Contra Costa County Hazardous Material response plan was developed. The Concord Police Department is committed to fulfilling its responsibilities under the plan in a professional manner that reflects positively on the department and all those involved in the response and clean-up efforts.

B. GENERAL

1. The purpose of this Departmental Procedure is to establish a safe and expeditious means of managing incidents or situations involving hazardous materials.
2. California Code of Regulations Section 5192 and Section 2454 of the California Vehicle Code delegates the responsibility of management for the scene of an on-highway hazardous substance spill or disaster to the appropriate law enforcement agency having primary traffic investigative authority on the highway where the spill occurs.
3. The Concord Police Department will assume the responsibility for scene management at all hazardous materials incidents occurring within their jurisdictional limits.
4. The Concord Police Department's response will conform to guidelines established by this procedure and existing county, state and federal plans.

C. DEFINITIONS

1. Hazardous Material - Any substance or material in any quantity or form, which poses a risk to life, environment, or property.
2. Hazardous Material Incident - Any spill or release including threats of spill or release of any hazardous materials or spills and releases of unknown substances until they are proven not to be a hazardous material. Also includes the discovery of any location containing illegally stored hazardous or potentially hazardous chemicals or substances likely to constitute a threat to life, environment or property.
 - .1 Minor Incident - The spill or release is confined to a small area. Only a limited agency response is required. Any evacuation is limited to the affected business only.

- .2 Major Incident - Any hazardous material incident involving injury, multiple agency response, off-site evacuation, off-site property or off-site environmental damage.
3. Unified Command - An on-scene management structure which facilitates multiple agency, multi-jurisdictional response.
4. Incident Commander - Any police department officer having responsibility for an incident until relieved by a superior who becomes the Incident Commander.
5. First Responder - For the purpose of this procedure the officer from Concord Police Department who initially arrives at a hazardous materials incident.
6. Safety Officer - The Safety Officer has responsibility to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe conditions. The Safety Officer has the authority to stop or prevent unsafe acts.
7. Assistant Safety Officer – Reports to the Incident Safety Officer. He/she coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29CFR, part 1910-120 and applicable State laws. In a multi-activity incident the Assistant Safety Officer-Hazardous Material does not act as the Safety Officer for the overall incident.
8. Information Officer – The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel and other appropriate agencies.
9. Command Post - A safe location away from the immediate incident site from which the situation is managed by the incident commander and allied agency representatives. Placed within the operational area.
10. Liaison Officer – The Liaison Officer is the agency representative responsible for personnel assigned to the incident. Liaison are personnel **other than those on direct tactical assignments or those involved in a Unified Command.**
11. Exclusion/Hot Zone - Area of isolation (only responders with specific task and proper level of protective clothing are allowed in this zone).
12. Contamination Reduction/Warm Zone - Used to control areas like safe refuge and decontamination (may be reduced protective clothing level).
13. Support/Cold Zone - Safe area for unified command post, media, medical aid, etc. (No protective clothing or SCRA required).
14. Perimeter - Outside security line around all control zones.
15. Staging Area Manager - That person to which responding agencies requested to assist will be directed.
16. Evacuation - The orderly movement of people from an area or building that may become affected by the hazardous material incident. Evacuations are typically a law enforcement function. They do not require protective clothing or equipment. A standard evacuation allows for time to recheck the area for “stragglers.”
17. Emergency Evacuations – A hazardous materials incident has occurred within an area or building, and people—who could be injured or who are in harm’s way—need to move to a safer area immediately. Emergency evacuations may be performed by either the police or fire departments.

18. Rescue – The process of removing people from the immediate area of a hazardous materials incident, where entry into the area requires the appropriate level of protective clothing and equipment. Rescues are typically performed by the fire department or other specially trained personnel who possess the proper level of training, equipment, and experience.
19. Clandestine Laboratory - An illegal operation wherein contraband substances are manufactured.
20. Post Incident Analysis - Follow-up procedure to provide involved agencies with a suitable site and forum for the on-going improvement of the management of hazardous materials incidents.

D. RESPONSIBILITIES

1. Law Enforcement: The Contra Costa County Hazardous Material response plan designates the following primary responsibilities for the local law enforcement agency with jurisdiction at the incident site:
 - .1 Scene Management, including but not limited to:
 - a. incident command
 - b. identification of incident mitigation needs
 - c. establishment of mitigation priorities
 - d. procurement of mitigation resources
 - e. utilization of personnel
 - f. coordination of incident operations
 - g. direction and placement of emergency equipment
 - .2 Scene isolation, including the securing of the scene and its perimeters to prevent unauthorized persons from entering or exiting or becoming involved in the incident.
 - .3 Evacuation, as described above.
 - .4 Communications.
 - .5 Public information dissemination.
 - .6 Access and transportation to remote areas.
2. Law Enforcement has support responsibility for:
 - .1 Rescue with fire department.
 - .2 Coordination of hazardous material identification with Fire Department and County Hazardous Material personnel.
 - .3 Health and environmental hazard assessment with Health Department.
 - .4 Resource coordination and notification with O.E.S.
 - .5 Medical care coordination with Emergency Medical Services.
3. The Incident Commander is responsible for coordinating all activities at the incident and will confer with the Fire Battalion Chief in making decisions relative to hazard assessments, personnel needs and serve as the primary communications link between the scene and the communications center.
4. First Responder

- .1 Arrive safely considering prevailing environmental conditions.
 - .2 Assume duties of incident commander.
 - .3 Appraise initial hazard level.
 - .4 Manage initial response of personnel and equipment.
 - .5 Control scene. Establish exclusion zone to prevent unauthorized entry into hazard zone. Isolate contaminated persons.
 - .6 Attempt initial identification of hazardous material through placards, identification numbers or shipping papers. Use North American emergency response guidebook for assistance.
 - .7 Establish command post in suitable location.
 - .8 Relay information to communications center in a timely manner.
 - .9 Identify involved parties and/or witnesses.
5. Field Supervisor
- .1 A field supervisor will respond to all hazardous materials incidents.
 - .2 Relieve the assigned officer as Incident Commander.
 - .3 Assign an officer to maintain a detailed chronological log of the incident.
 - .4 Coordinate the following activities:
 - a. assess hazard level
 - b. establish perimeter
 - c. assess personnel and equipment needs
 - d. evacuation
 - e. notification of appropriate support agencies
 - .5 Notify the on-duty Watch Commander.
 - .6 Remain on scene until scene is declared safe or until relieved by superior.
6. Watch Commander
- .1 When available, the Watch Commander will assume incident command from the field supervisor and be responsible for implementation of this procedure for all major hazardous materials incidents. The Watch Commander should also establish the positions and assignments under the Incident Command System (ICS) as appropriate.
 - .01 The Field Operations Division Commander will be notified of all major incidents occurring during normal duty hours.

E. INVESTIGATION

1. Minor traffic collision incidents and all non-traffic collision related incidents may be investigated by the assigned officer.

2. Major incidents as a result of a traffic collision, will be investigated by a traffic officer.
 - .1 Contact via Traffic Bureau Commander.
3. Incidents involving clandestine drug laboratories will be under the jurisdiction of Special Investigations Bureau.
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4. Incidents which involve explosives will be under the jurisdiction of the Major Crimes Unit.
 - .1 Preservation of explosive evidence will be handled by an available EOD Team from an allied agency.
 - .2 Explosive ordinance disposal may be handled by trained personnel from the aforementioned allied agency EOD Team.

F. EVIDENCE COLLECTION

1. Hazardous materials will only be kept as evidence when the potential hazard is outweighed by the desire to prosecute a case.
 - .1 Only the amount necessary for prosecution will be retained (normally 2 oz. sample). The remainder will be disposed of according to acceptable practice and the evidence code.
 - .2 Disposal will be the responsibility of the assigned investigator.
2. Collection will be handled by assigned officer or, if appropriate, hazardous materials investigators, Special Investigations Bureau officer or explosive ordinance specialists depending upon conditions.
3. Should it be necessary to store hazardous materials it should be done according to Concord Police Department Property Manual.

G. TRAINING

1. First responders and other emergency response personnel will be trained in accordance with California Code of Regulations, Title 8, and Section 5192.
2. Additional training as necessary and available will be provided for designated hazardous materials investigators.

H. RECORDS

1. Hazardous materials incidents shall be documented with a Concord Police Department Offense Report (CP-97-1) or, if appropriate, Traffic Collision Report (CP-28-1).
2. The reporting officer shall note on the report that a copy of the report is to be forwarded to the Office of Emergency Services.

Records Bureau shall mail a copy of all Hazardous Materials Incident reports to the Contra Costa County Office of Emergency Services, 1320 Arnold Drive, Martinez, 94553.
3. A copy shall also be sent to the commander of the bureau charged with investigative oversight of the hazardous materials incident.

I. COST RECOVERY

1. Every attempt should be made to identify the responsible party in every hazardous materials incident. The responsible party will incur the cost of clean up.
2. If the responsible party cannot be identified, the City of Concord will incur the cost of emergency clean up unless county, state or federal funds can be used. Contra Costa County Environmental Health is responsible for arranging and coordinating various sources of funding.
3. An accurate accounting of expenditures and agency involvement will be maintained by the Administration/Finance Officer In Charge (OIC) as assigned in the ICS. In the absence of an Admin/Finance OIC, the Incident Commander shall be responsible for said accounting.
4. Cost recovery of City expenditures will be coordinated between the Bureau Commander listed under section H. 3, the Financial Analyst and the City Attorney.