



POLICY MANUAL

Emergency Operations - Staffing

Haz Mat Incidents – Fresno City

Revised: 11-17-04

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Code: 1 – 3 – 6

Book Chapter Subject

- 6.0 Purpose: Establish guidelines governing the response of the City of Clovis Hazardous Material Response Team to automatic/mutual aid requests from the City of Fresno and California State Department of Toxic Substance Control (DTSC).
- 6.01 Scope: All Hazardous Material Team Members, All Officers and Acting Officers.

6.02 POLICY

The Clovis Fire Department Hazardous Material Response Team shall respond to aid requests as defined by this policy upon notification and approval of the on-duty Battalion Chief. Aid requests from agencies not defined by this policy will be subject to the discretion of the on-duty Battalion Chief.

6.03 PROCEDURE

1. Hazardous Material response request is received by Clovis Fire Dispatch. The on-duty Battalion Chief is notified and provided the necessary response information.
 - a. Requests received from Fresno City should be made after Fresno Haz-Mat is on scene and **verifies the need** for Clovis Haz-Mat to respond.
2. The on-duty Battalion Chief coordinates the page-out for off-duty Haz-Mat Team members. Off-duty Members shall report to the station where the Haz-Mat Unit is located unless directed otherwise.
3. Off-duty Team Members shall Dispatch and advise of their estimated time of arrival.
4. The Battalion Chief shall arrange for on-duty Team Members to be immediately relocated to the station where the Haz-Mat Unit is located for the response. On-duty Haz-Mat Team Members will only respond when staffing requirements defined in Paragraph 6 are not met.
5. Daily staffing may require the immediate backfill for on-duty Team Members. The on-duty Battalion Chief may choose to delay the backfill until the Haz-Mat Team arrives at the incident and re-contacts with an estimated commitment time.



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6.03 **PROCEDURE** (Cont.)

- a. Suppression Personnel may be relocated to maintain the Engine Company staffing of three, or the Brush Engine may be temporarily placed out-of-service, or the Brush Engine responds with the Engine as a two-piece Company.
 - b. At no time shall an Engine Company staffing drop below three members and remain in-service, the only exception being the Engine Company that is matched with the Brush Engine, as a two-piece Company. In this situation, the Brush Engine and Engine staffing shall be two Personnel each.
6. Staffing composition shall be determined by the following:
- a. Requests from Fresno City shall require a minimum of **one member** with a maximum of five. Requests shall normally be filled with Haz-Mat Specialists.
 - b. Requests from Office of Emergency Services (OES) or DTSC shall be filled with a **minimum** of five Personnel.
 - (i) Four Haz-Mat Specialists - five members if available.
 - (ii) One Chief Officer (acting as agency representative/team manager).
 - (iii) Off-duty Personnel shall be utilized first to complete the staffing. If we can not fill the order with a minimum of four Specialists, DTSC shall be advised of the number of responding team members prior to leaving Clovis.
 - c. When no Haz-Mat Specialist is available, the requesting agency shall be notified that the Clovis Haz-Mat Team is not available.
7. The highest ranking (if same rank most senior) Haz-Mat Team member responding shall be recognized as the Team Leader. **The Team Leader's responsibilities include:**
- a. Completing necessary documentation including Department NFIRS and Field Activity Forms.



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6.03 PROCEDURE (Cont.)

b. The crew leader shall collect the information necessary to complete cost recovery activities. This will include:

- (i) The responsible party(ies) name, home address, business name and address, phone number, drivers license information, insurance information.
- (ii) Law enforcement case number, Investigator's name, and contact number.
- (iii) Primary response agency information, requesting agency order and request number/incident number and incident commander's name and agency.
- (iv) Clovis Haz-Mat equipment utilized.

c. Upon return to Clovis, response information and documentation shall be forwarded to the Battalion Chief supervising the Hazardous Material Response Program.

8. The Haz-Mat vehicle shall be cleaned and restocked as needed. Any equipment lost or damaged shall be reported to the on-duty Battalion Chief. This information shall be forwarded to the Battalion Chief supervising the Haz-Mat Team and Team Leader.
9. Team Members shall normally respond on the Clovis Haz-Mat Unit. Other Department vehicles may be used to transport Personnel as needed.
10. The Haz-Mat Unit shall normally respond Code-2 unless ordered otherwise by Dispatch or the Incident Commander.