



Carroll County Department of Fire & EMS Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 5.02	Effective Date: March 1, 2021
Subject: Hazardous Materials Team	Section: Special Operations:
Authorized: Chief Micheal W. Robinson	Revision Date: February 16, 2024

Applicability: ☒ Volunteer ☒ Career

I. PURPOSE

To establish the management and membership parameters of the Carroll County Hazardous Materials Team.

II. DEFINITIONS

Haz-Mat Duty Officer: A core group member who is the “on-duty” Officer-In-Charge of the Haz-Mat team for a given time.

III. PROCEDURES

A. Team Management

1. The team shall be managed by a “Core Group” of members, one of which will be designated the team leader.
2. The Haz-Mat Team Leader shall report to, and is appointed by, the Director.
3. The remaining “Core Group” members shall be appointed by the Haz-Mat Team Leader.
4. The “Core Group” under the direction of the Team Leader is responsible for team management, to include
 - a. Representation of the Haz-Mat Team to:
 - i. Carroll County Fire and EMS Department and committees
 - ii. Carroll County Office of Public Safety Support Services
 - iii. Carroll County Disaster Planning Committee

- iv. Baltimore Urban Areas Security Initiative (UASI) Haz-Mat Committee
- v. Any other committee or group requiring representation from the Carroll County Haz-Mat Team
- b. Haz-Mat Team Budget preparation and execution
- c. Maintenance of Team Equipment and Apparatus
- d. Carroll County Volunteer Emergency Services Association
- e. Maintenance of Team Membership
- f. Conducting Monthly Team Training
- g. Serve as a technical resource to on-scene incident commanders (also available for consultation via phone or radio)
- h. Provide Operational Oversight of the Haz-Mat Team during Emergency Response
- i. Other duties as deemed appropriate

B. Membership

1. A. New Members

- a. Training Prerequisites
 - i. Minimum of 18 years of age with at least 2 years of emergency services response experience
 - ii. Have and maintain membership or employment in good standing with a member company of the Carroll County Department of Fire/EMS
 - iii. Maryland Fire Service Personnel Qualifications Board (MFSPQB) Certification as a Firefighter II
 - iv. Successful completion of a NFPA 472 complaint Hazardous Materials-Technician Course
- b. Application Process
 - i. Complete a Carroll County Haz-Mat Team application, including signature permission of the applicant's home company Fire Chief and copies of training to verify completion of prerequisite training
 - ii. The application and associated documentation will be reviewed by the "Core Group" for approval into team membership
 - iii. Completion of a Carroll County Haz-Mat Technician Medical Physical with applicable fit tests
 - iv. Completion of the Carroll County Haz-Mat Team Orientation

c. Annual Membership Requirements

- i. All team members will be required to maintain membership or employment in good standing with a member company of Carroll County
- ii. All team members will be required to successfully complete the Carroll County Haz-Mat Technician Medical Physical with applicable fit tests

d. Annual Participation Requirement

- i. Annual attendance at a minimum of 10 hours of Haz-Mat training (either monthly team training, documented outside training, seminars or conferences), or any annual skills proficiency check off signed by a “Core Group” member

C. Team Meeting and Trainings

1. The Haz-Mat Team shall try to have a team meeting and/or training on the fourth Tuesday of the month. A minimum of 8 trainings should be scheduled annually. In the event the 4th Tuesday cannot be set up, an alternate date will be provided. Additional training dates and times can be offered as necessary. These can be in addition to the monthly training or extra training opportunities.

D. Team Response

1. Haz-Mat Duty Officer

- a. Can be requested by a field unit for consultation purposes. NOTE: If a core group member fails to respond to the page after 10 minutes, the Maryland Department of Environment (MDE) Emergency Response Division will be contacted for a response
- b. Shall respond anytime the Haz-Mat team is dispatched on an incident
- c. Shall be notified by the Emergency Communications Center (ECC) anytime the Maryland Department of the Environment is requested to respond to a fire/rescue incident

2. Team Response

- a. When the Carroll County Haz-Mat Team is dispatched the appropriate Haz-Mat Team apparatus will respond from Station 10 (New Windsor)
- b. Any available team member who responds shall utilize the current team response program. If responding in a fire department vehicle, personnel will notify ECC via appropriate radio methods and state responding with the appropriate number of Haz-Mat Technicians. EXAMPLE: Duty 12 responding with 2 Haz-Mat Techs

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Hazardous Materials Team or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS