

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED
TEAM NAME: TASK FORCE 3

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-T1

TRAINING

PURPOSE

To establish training guidelines for TASK FORCE 3 Team members.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Training Officer is primarily responsible for implementation of these procedures. Responsibility for implementation of these procedures shall fall to the Administrator should the primary not be available.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

Hazmat response membership has been conferred upon those individuals drawn from existing emergency service organizations, industry, educational institutions, medical facilities, professions, or from the general public, whose application for membership has been recommended by the Membership Committee and approved by the Board of Directors. TASK FORCE 3 members shall be trained in one (1) or more of the following categories:

FIRST RESPONDER AWARENESS LEVEL (for Support Personnel Only)

- A. First responders at the awareness level will have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:
- Understanding of hazardous materials, and the risks associated with them in an incident.
 - An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.
 - The ability to recognize the presence of hazardous materials in an emergency.
 - The ability to identify the hazardous materials, if possible.
 - An understanding of their own role in an emergency.
 - The ability to realize the need for additional resources, and to make appropriate notifications to the communications center.

- B. TRAINING REQUIREMENT: Sufficient training or proven experience in specific

competencies. Annual refresher to maintain competency.

C. TASK FORCE 3 members trained at the awareness level will not respond to the scene of a known hazardous materials incident except in a support capacity.

FIRST RESPONDER OPERATIONS LEVEL

First responders at the operations level may respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting persons, property, or the environment from the effects of the release.

Operations level personnel are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposure. Operations level personnel will have received at least sixteen hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper personal protective equipment provided to the first responder operations level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- e. Know how to implement basic decontamination procedures.

TRAINING REQUIREMENTS:

**TASK FORCE 3 members trained at the first responder operations level may respond to a known or potential release of hazardous materials.

HAZARDOUS MATERIALS TECHNICIAN

Hazardous materials technicians are trained to respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder, in that they will approach the point of release in order to plug, patch or otherwise stop the release of hazardous materials.

Hazardous materials technicians shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas:

- a. Know how to implement the emergency response plan.
- b. Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
- c. Know how to select and use proper specialized chemical protective equipment provided to them.
- d. Understand hazard and risk assessment techniques.

- e. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- f. Understand and implement decontamination procedures.
- g. Understand termination procedures.
- h. Understand basic chemical and toxicological terminology and behavior.

TRAINING REQUIREMENT: Completion of Awareness and Operations level plus 40 hours initial training and proven competency in specific areas. Annual refresher to maintain competency.

HAZARDOUS MATERIALS SPECIALISTS

Hazardous materials specialists are trained to respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician. However, these duties require a more directed or specific knowledge of the various substances they may be called upon to contain.

They would also act as the site liaison with Federal, state, and local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level, and in addition, have competency in the following areas:

- a. Know how to implement the emergency response plan.
- b. Understand classification, identification, and verification of known and unknown materials by using advanced survey instruments and equipment.
- c. Know of the state emergency response plan.
- d. Be able to select and use proper specialized chemical protective equipment provided to the hazardous materials specialists.

- e. Be able to determine and implement decontamination procedures.
- f. Have the ability to develop a site safety and control plan.
- g. Understand chemical, radiological and toxicological terminology and behavior.

3. TRAINING REQUIREMENT: Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties and training parallel those of hazardous materials technicians. However, these duties require a more directed or specific knowledge of the various substances they may be called upon to contain.

ON SCENE INCIDENT COMMANDER

TASK FORCE 3 Team Leaders will be trained to the On-Scene Incident Commander level (minimum IS 200). The Team Leader will assume control of TASK FORCE 3 operations at the incident scene. The Team Leader must receive at least 16 hours of training at the operations level and in addition have competency in the following areas:

- a. Know and be able to implement the incident command system.
- b. Know how to implement the emergency response plan.

- c. Know and understand the hazards and risks associated with working in chemical protective clothing.
- d. Know of the state emergency response and of the Federal Regional Response Team.
- e. Know and understand the importance of decontamination procedures

TRAINING REQUIREMENTS: Qualified at the Operations level plus 12 hours of incident command training and proven competency. Annual refresher to maintain competency.

TASK FORCE 3 members must be thoroughly familiar with programs and procedures to work safely in contaminated areas. The objectives of the training program for TASK FORCE 3 members are:

- a. To make members aware of the potential hazards they may encounter.
- b. To provide the knowledge and skills necessary to perform the work with minimal risk to health and safety.
- c. To make workers aware of the purpose and limitations of safety equipment.
- d. To ensure that members can safely avoid or escape from emergencies.

The level of training provided should be consistent with the job function and responsibilities as a member of TASK FORCE 3. The training program will involve both classroom instruction in a wide range of health and safety topics and “hands-on” practice. Hands-on instruction will consist of drills in the field that simulate site activities and conditions. TASK FORCE 3 members will also participate in facility exercises when the facility requests TASK FORCE 3 participation.

TASK FORCE 3 members will not engage in field activities until they have been trained to a level commensurate with their job function and responsibilities and with the degree of anticipated hazards. Specific requirements for the areas to be covered in training sessions are given in Table 1.

REFRESHER TRAINING: All TASK FORCE 3 members who receive emergency response training must receive annual refresher training to stay current in their knowledge and maintain their competency.

TRAINING RECORDS: A record of training shall be maintained in each TASK FORCE 3 members file to confirm that every member assigned to a task has had adequate training for that task, and that the training record is up to date. Documentation shall be maintained on all refresher training. If competency is demonstrated, a record of the methodology used to demonstrate the competency shall be maintained in the member’s training record.

It is the responsibility of the Training Officer to ensure that the required training is provided in order to maintain the competency of TASK FORCE 3 members. The Training Officer shall also be responsible for maintaining a summary of all TASK FORCE 3 training records. A schedule of training to be offered shall be maintained, as well as a schedule of training completed by all TASK FORCE 3 members. The

Training Office shall coordinate dates, times, location, and trainers for all training.

ATTACHMENTS

1. REQUIRED TRAINING BY RESPONDER LEVEL

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009

TABLE 1
REQUIRED TRAINING BY RESPONDER LEVEL

TRAINING TOPIC	EMPHASIS OF TRAINING	OPS	TECH	SPEC	IC
Biology, Chemistry, and Physics of Hazardous Materials	Chemical and physical properties, chemical reactions, chemical compatibilities.		X	X	X
Toxicology	Dosage, routes of exposure, toxic effects, immediately dangerous to life or health (IDLH) values, permissible exposure limits (PELS), recommended exposure limits (RELS), threshold limit values (TLVs).		X	X	X
Industrial Hygiene	Selection and monitoring of personal protective clothing and equipment. Calculation of doses and exposure levels; evaluation of hazards ; selection of health and safety protective measures.	X	X	X	X
Monitoring Equipment	Functions, capabilities, selection, use, limitations, and maintenance.	X	X	X	X
Hazard Evaluation	Techniques of sampling and assessment; evaluation of field and lab results; risk assessment.	X	X	X	X
Site Safety Plan	Safe practices, safety briefings and meetings, standard operating procedures, site safety map.				X
Standard Operating Procedures	Hands-on practice; development and compliance.	X	X	X	X
Engineering Controls	Use of barriers, isolation, and distance to minimize hazards.		X	X	X
Personal Protective Clothing and Equipment	Assignment, sizing, fit-testing, maintenance, use, limitations, and hands-on training; selection of PPE.	X	X	X	X

**TABLE 1(cont.)
REQUIRED TRAINING BY RESPONDER LEVEL**

TRAINING TOPIC	EMPHASIS OF TRAINING	OPS	TECH	SPEC	IC
Medical Program	Medical monitoring; first aid, stress recognition; advanced first aid, emergency drills.	X	X	X	X
Decontamination	Hands-on training using simulated field conditions; design and maintenance; how to implement decontamination procedures.	X	X	X	X
Emergencies	Response to emergencies; incident documentation; standard operating procedures	X	X	X	X
Containment and Control	Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available.	X	X	X	X
Incident Command	Know and be able to implement incident command; knows and understands the hazards and risks associated with employees working in chemical protective clothing; knows how to implement standard operating procedures; knows of the state emergency response and of the Federal Regional Response Team; knows and understands the importance of decontamination procedures.				X