

Title: Termination Procedures

Purpose:

Part of incident management is termination of the emergency response to the incident. Termination procedures at a hazardous materials incident consists of documenting safety procedures, site operations, hazards encountered, lessons learned, and making sure follow-up activities are conducted.

Policy:

This procedure will apply to all incidents where the Hazardous Materials Response Team responds and is involved in the mitigation of a hazardous material incident. It is the intent of this policy to comply with the requirements of OSHA 29 CFR 1910.10.120 and EPA 40 CFR Part 311 for emergency response to actual or suspected discharges of hazardous materials.

Applicability:

This policy shall be utilized to guide the termination activities of a Hazardous Materials Response Team. A hazardous materials incident is generally considered completed when the hazardous material(s) is safely confined, contained and poses no threat to the public health and the environment. The Hazardous Materials Group Supervisor is responsible for making sure the Incident Commander is aware of the requirements in terminating a hazardous materials incident. Hazardous Materials Response Team shall follow these guidelines in assuring the safety of the Hazardous Materials Response Team members, operations personnel, and the general public.

Procedures:

Prior to the three phases the following must take place:

- Decontaminate all personnel and equipment
- Put unit back into serviceable condition
- Confirm with Incident Commander
- Obtain appropriate environmental approval for cleanup

Termination activities are divided into three phases:

Model Hazardous Materials Emergency Response Procedures

Termination Procedures (continued):

Incident debriefing - The debriefing will be conducted at the incident during the termination stage.

1. Personnel will be informed of the signs and symptoms of exposure from hazardous materials at the incident and what to do if they experience them after leaving the scene.
2. Identify equipment damage and items needing immediate attention.
3. Review the hazmat incident
4. Summarize the activities performed by the Hazardous Materials Response Team
5. Identify any unsafe acts and any damaged equipment
6. Any follow-up activities required.
7. Identify the person responsible for the preparation of the follow-up report and documentation.

Post-Incident Analysis - The post incident analysis is scheduled as soon as practical and is for the purpose of reviewing the incident to establish a clear picture of the events that took place during the incident and provide information for future incidents. The following guidelines are adhered to when conducting the post incident analysis:

1. Reconstruct the incident to establish clear picture of events that took place
2. Identify items or procedures that can be improved upon.
3. Document safety procedures, site operations, hazards faced, and lessons learned

Critique - The critique can be combined with the post incident analysis or done separately. Information obtained in the critique can improve performance by pinpointing weaknesses and assuring personnel that they will be corrected. The following should be addressed in the critique:

1. Was the proper PPE utilized?
2. Did the Haz Mat Team use the appropriate equipment?
3. Were the correct procedures used?
4. Were steps taken to minimize contamination?
5. Was each responder and piece of equipment properly decontaminated?
6. If disposal containers were used, were they used properly then marked and labeled correctly?
7. Identify what worked, what didn't work and what needs to change.
8. Do not assign blame

Termination Procedures (continued):

9. A report should be prepared for dissemination to personnel to improve performance and safety
10. Identify any corrective actions that will be needed for future events.

Additional Requirements:

If exposures were identified then make sure proper paperwork and follow-up are done.