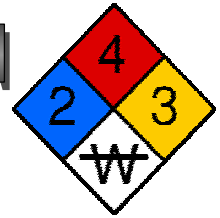




# CAPITAL AREA FIRE CHIEFS ASSOCIATION



## Hazardous Materials Response Guidelines

POLICY NO.: <b>HM-10</b>	RESCINDS POLICY:
ISSUE DATE: <b>February 14, 2002</b>	
EFFECTIVE: <b>July 1, 2002</b>	
SUBJECT:  <b>INCIDENT ACTION PLAN</b>	AUTHORIZED BY: <b>CAFCA Haz Mat Advisory Board: 2/2002</b> <b>CAFCA General Membership: 3/18/2002</b>
REFERENCE:	

### I. PURPOSE

To establish guidelines for the use of the Incident Action Plan.

### II. BACKGROUND

There are many aspects that require consideration during a hazardous materials incident. An overall strategy must be formulated as well as determining tactical goals and objectives. Safety of personnel involved and civilians must remain in the forefront of all efforts. Positions within the Incident Command System will need to be filled as the incident escalates.

Federal regulations require an Incident Action Plan, (IAP), be formulated to document the course of a hazardous materials incident.

### III. POLICY

Incident Commanders shall utilize The CAFCA Hazardous Materials Incident Action Plan, (**CAFCA Form HM-001 and HM-001a**), on all hazardous materials incidents.

### IV. PROCEDURE

The Incident Action Plan developed by CAFCA actually consists of several reports and forms that may be associated with a hazardous materials incident. There are many activities at a hazardous materials incident that require documentation, and a number of activities will be ongoing simultaneously. This means several individuals will be tasked with documentation. **Form HM-001** is designed to provide the basis of the IAP.

It is a printed folder that allows for documentation of various aspects of the incident. Within the folder are other forms that may be required as the incident escalates. At the completion of the incident, the IAP Folder will be used to retain all associated documentation.

The IAP is an important responsibility that rests with Incident Command. Incident Commanders will utilize an Incident Action Plan to help identify priorities and to assist in determining strategies for addressing those priorities.

The Incident Commander will utilize input and information from the Planning and Logistics functions in formulating the strategic goals and tactical objectives of the IAP.

The Incident Commander will use the IAP to assist in building the command structure and organization, and to address safety concerns.

The Incident Commander will use the IAP to address Company assignments, Command Post considerations, water flow and fire load information, and a Demobilization Plan.

Following the incident, the IAP will be used to assist in the Post Incident Analysis.

Following the Post Incident Analysis, the Incident Commander will forward copies of the Incident Action Plan and Post Incident Analysis to the Fire Chief at the appropriate District and to the Travis County Office of Emergency Management. Original documents will be sent to the CAFCA Hazardous Materials Advisory Board.