I. PURPOSE

This directive sets forth:

A. the Department's response procedures for haz-mat incidents in compliance with 29 Code of Federal Regulations 1910.120.
B. terminology and classification information relative to haz-mat incidents.
C. responsibilities at haz-mat incidents.
D. immediate procedures to be followed at haz-mat incidents.
E. responsibilities of the Office of Emergency Management and Communications (OEMC) for haz-mat incidents.
F. the Fire Department's role at haz-mat incidents.
G. reporting procedures for haz-mat incidents.
H. investigatory responsibilities at haz-mat incidents.
I. post exposure procedures for hazardous materials.
J. reporting requirements for facilities handling hazardous materials.

II. POLICY

The Fire Department is the lead agency and has the ultimate responsibility in a haz-mat incident. The Chicago Police Department will assist the Fire Department at all haz-mat incidents.

III. TERMINOLOGY AND CLASSIFICATION

A. The Incident Commander is the ranking fire official at the scene of a haz-mat incident and will exercise overall command of the incident.

B. A hazardous material is a substance in quantity and form which may pose an unreasonable risk to health, safety or property and which has been officially designated a hazardous material pursuant to the "Hazardous Materials Transportation Act" (U.S.C.A. 1801 et seq.)

C. There are three systems for the identification of hazardous materials. The first is the National Fire Protection Association (NFPA) 704M sign, which may be used at fixed-site buildings and storage tanks. The second is the Hazardous Material Information System (HMIS) which may be used on storage vessels and containers. The third system is the U.S. Department of Transportation (DOT) system, which is used during the transportation of hazardous materials by highway, rail, air and vessel.

D. NFPA and HMIS Systems

1. The NFPA and HMIS systems use numbers and colors to identify and rate risks. There are four categories and five levels of risk. They are:

   a. health risk (BLUE COLOR)

      (1) Level 0 - normal material
(2) Level 1- slightly hazardous
(3) Level 2- hazardous
(4) Level 3- extreme danger
(5) Level 4- deadly

b. flammability risk (RED COLOR)
(1) Level 0 - will not burn
(2) Level 1 - must be preheated to burn
(3) Level 2 - ignites when moderately heated
(4) Level 3 - ignites at normal temperatures
(5) Level 4 - extremely flammable

c. reactivity risk (YELLOW COLOR)
(1) Level 0 - stable
(2) Level 1 - unstable if heated
(3) Level 2 - violent chemical change
(4) Level 3 - shock and heat may detonate
(5) Level 4 - may detonate

d. special information (WHITE COLOR)
(1) OXY- oxidizer
(2) ACID- acid
(3) ALK-alkali
(4) COR- corrosive
(5) W- no water

E. DOT System

1. Several thousand substances have been officially classified as hazardous materials, each of these materials has been assigned:
   a. a unique 4-digit hazard identification number known as the United Nations (UN) number; and
   b. a classification number. There are nine classifications for hazardous materials. They are:
      (1) Class 1 - Explosives
      (2) Class 2 - Gases
      (3) Class 3 - Flammable and Combustible Liquids
(4) Class 4 - Flammable Solids
(5) Class 5 - Oxidizers and Organic Peroxides
(6) Class 6 - Poisons
(7) Class 7 - Radioactive Materials
(8) Class 8 - Corrosives
(9) Class 9 - Other Regulated Material

2. A placard must be displayed on hazardous material shipments exceeding 1,000 pounds or 500 gallons.
   a. The UN number may be displayed in the center of the placard.
   b. The classification number will be displayed in the bottom center of the placard.
   c. The Dangerous placard may be displayed in lieu of individual placards whenever two or more classes of hazardous material are shipped together.

3. Information regarding a hazardous material in transit is available from the shipping papers. Shipping papers outline the:
   a. name
   b. classification number,
   c. UN number, and
   d. emergency notification phone numbers.

4. Shipping papers may be found in:
   a. the cab of a motor vehicle;
   b. the possession of a train crew member;
   c. a holder on the bridge of a vessel; or
   d. an aircraft pilot's possession.

IV. RESPONSIBILITIES AT HAZARDOUS MATERIALS INCIDENTS
A. The assigned member(s) responding to or encountering a potential hazardous materials incident will:
   1. EVALUATE, and
   2. ISOLATE.
B. The Office of Emergency Management and Communications (OEMC) will COORDINATE.
C. The Fire Department will:
   1. MITIGATE, and
   2. EVACUATE, if necessary.
D. Following mitigation, the assigned member(s) will INVESTIGATE.
V. IMMEDIATE PROCEDURES

A. A supervisor will assume command of police operations at all haz-mat incidents; however, the first member(s) on the scene of a haz-mat incident will take charge until relieved by a member of higher rank. The member in charge (ranking member) will:

1. **EVALUATE** the extent of the emergency situation. Continuing reassessment will be required since there may be a change in circumstances. The member(s) will:
   a. approach the scene cautiously and refrain from rushing in;
   b. consider all unknown materials as hazardous;
   c. request response of the Fire Departments Hazardous Incident Team;
   d. request additional manpower and equipment as needed;
   e. initiate an *Immediate Emergency Plan*, if warranted;
   f. determine wind direction, if possible, and relay this information to responding units. Responding units will attempt to approach the scene from the upwind side.
   g. provide access to the scene for responding emergency vehicles;
   h. attempt to identify the hazardous material without entering the immediate danger area, and if possible:
      (1) ascertain the DOT classification and UN numbers or the NFPA risk numbers and convey this information to OEMC.
      (2) identify members of the community with potentially relevant information and ensure that they remain on the scene for debriefing and consultation with Fire Department Personnel.
   i. upon arrival of the Fire Department:
      (1) report to the Fire Department's Command Van and confer with the ranking fire official who will assume command of the incident.
      (2) establish a *command post* adjacent to the Fire Department's Command Van. The Department's Mobile Command Post may be activated, if advantageous, via the appropriate area deputy chief.
      (3) establish a *staging area* adjacent to the Fire Department's staging area.

2. **ISOLATE** the area and establish an *outer perimeter*.
   a. The *outer perimeter* will encompass the geographical area which has the potential for contamination. The *outer perimeter* will, at MINIMUM, extend approximately:
      (1) 1,000 feet in an open area;
      (2) one block in:
         (a) a residential area or
         (b) a light commercial area;
      (3) 500 feet in:
         (a) large complexes or
         (b) when the incident is hidden in a large building.
   b. The *outer perimeter* will be adjusted to conform with conditions on the scene or hazard information derived from the:
      (1) Law Enforcement Agency Data System (LEADS), or
      (2) U.S. Department of Transportation's Emergency Response Guidebook, or
(3) orders of the Incident Commander.

c. Personnel will be deployed in a manner to ISOLATE the area and prevent persons from entering the outer perimeter.

d. The Fire Department will have initial responsibility for securing the downwind side of the perimeter. The Police Department will assume responsibility for the downwind side when the Incident Commander has determined that such actions will not jeopardize the health and safety of Department members.

e. Vehicles will be positioned in a manner to facilitate a swift escape from the scene.

B. Members on the scene of a hazardous materials incident WILL NOT:

1. enter a smoke or vapor area.
2. assume that gases and vapors are harmless because they are odorless.
3. walk in or touch any hazardous material or container.
4. drive through any spill or hazardous material.

WARNING: Vehicles may act as an ignition source.

5. utilize flares within the inner or outer perimeter unless expressly authorized by the Incident Commander.

6. perform functions for which the member has not been adequately trained or equipped.

7. attempt to rescue persons without appropriate protective equipment.

WARNING: Department gas masks offer protection from tear gas and WILL NOT offer adequate protection from hazardous materials.

8. transport any injured person from the scene prior to decontamination by the Fire Department.

WARNING: Contaminated persons may cross-contaminate vehicles and facilities. Cross-contamination could paralyze a hospital emergency room. Members will attempt to isolate contaminated persons pending arrival of the Fire Department.

9. eat, drink, or smoke near the scene.

VI. OEMC RESPONSIBILITIES

A. OEMC will COORDINATE the Department’s response to hazardous materials incidents. Upon receiving notification of a potential hazardous materials incident, OEMC will:

1. assign a field unit;
2. assign a supervisor;
3. designate a communications car;
4. obtain the following information:
   a. the precise location of the incident,
   b. the extent of injuries on the scene,
   c. the type of incident (leakage, spillage or intentional release),
   d. wind direction,
   e. whether an Immediate Emergency Plan is to be implemented,
   f. the DOT classification and UN numbers or the NFPA risk numbers, when available;
5. conduct an immediate LEADS inquiry of the UN number and relay hazard information to the member(s) on the scene.

B. OEMC will notify:

1. the Fire Department of the incident and request assignment of the Hazardous Incident Team.
2. Crime Prevention and Information Center (CPIC).
3. the station supervisor in the district of occurrence.
4. the Bomb and Arson Division whenever the incident involves:
   a. suspected criminal activity, or
   b. a hazardous material classified as an explosive.
5. the Major Accident Investigation Unit whenever the incident involves a traffic accident.
6. the Illinois State Police (ISP) and request assignment of a Hazardous Materials Officer whenever the incident involves a traffic accident.

NOTE: The ISP is authorized by the Illinois Department of Transportation (IDOT) to enforce state violations of the Illinois Hazardous Materials Transportation Act (430 ILCS 700-1 et. seq.) and federal violations of the Hazardous Materials Transportation Regulations (49 CFR 100-180 et. seq.).

7. the Marine Unit whenever the incident is maritime related.

C. In order to ensure accountability of members assigned to a haz-mat incident, OEMC will check-off released members individually rather than en masse.

VII. FIRE DEPARTMENT RESPONSIBILITIES

A. The Fire Department is the lead agency and has the ultimate responsibility in a hazardous materials incident.

B. The ranking fire official will serve as the Incident Commander and will exercise overall command of the incident. The Incident Commander will:

1. define the inner perimeter (hot-zone). The inner perimeter is the geographic area considered immediately dangerous to life and health due to a toxic atmosphere or the potential for adverse reactions. Only trained and properly equipped Fire Department personnel will operate within this area. Department explosives technicians are permitted to enter the inner perimeter.

2. redefine the outer perimeter.

3. MITIGATE the incident.

4. determine whether to further EVACUATE.

   a. Evacuation operations within the inner and outer perimeter will be the primary responsibility of the Fire Department, whose personnel have specialized protective equipment.

   b. Orders to further evacuate a geographic area will ONLY BE GIVEN BY THE INCIDENT COMMANDER.

   c. Department members will assist in evacuation operations when the Incident Commander has determined that such actions will not jeopardize the health and safety of Department members.

   d. The ranking Police Department member will upgrade the existing Immediate Emergency Plan or initiate a plan if one has not yet been declared in order to ensure adequate manpower to protect evacuated property.
5. respond to all inquiries from the news media. Department members will direct news media representatives to the Incident Commander.

6. make the necessary notifications to the appropriate agencies (e.g., Federal Aviation Administration, United States Coast Guard, Illinois Commerce Commission, etc.).

VIII. REPORTING PROCEDURES

A. In the event no other case report is applicable, a General Offense Case report (CPD-11.380) will be prepared for all bona fide hazardous materials incidents.

1. For incidents involving either a suspected criminal act or a hazardous materials license violation, the:
   a. primary classification will be "Other Offense."
   b. secondary classification will be "Hazardous Materials Violation."
   c. IUCR code will be "501H."

2. For incidents that are non-criminal in nature, the:
   a. primary classification will be "Non-Criminal."
   b. secondary classification will be "Hazardous Materials Incident."
   c. IUCR code will be "5006."

B. The case report will include:

1. the name and numerical identifier of the Incident Commander.
2. the name and star numbers of all Department members on the scene of the incident.
3. the names of the injured, the respective treating hospitals, if any, and the transporting unit and agency.
4. the names and agencies of:
   a. non-Departmental support personnel notified by OEMC,
   b. non-Departmental support personnel arriving on the scene.
5. the name, UN number and classification of the hazardous materials involved if determined.

C. Reporting members will select the Education and Training Division in the "Additional Copy" field of the case report for all haz-mat related reports.

IX. INVESTIGATORY RESPONSIBILITIES

A. The Department will have the follow-up investigatory responsibility for all investigations of hazardous material incidents involving traffic accidents and criminal activity.

1. The Major Accident Investigation Unit will respond to all bona fide traffic accidents involving hazardous materials except for those occurring upon the interstate expressway system and will conduct their investigation once the scene has been declared safe by the Incident Commander.

2. The Bomb and Arson Division will:
   a. respond to all bona fide hazardous materials incidents involving material classified as an explosive;
   b. be assigned follow-up investigatory responsibility for all suspected criminal hazardous materials incidents (e.g., intentional release, etc.).

B. The Fire Department will retain investigative responsibility for non-criminal and non-traffic related incidents.
X. POST EXPOSURE PROCEDURES

A. Department Members

1. Members who have been exposed to a hazardous material will notify their immediate supervisor at the incident.
2. The supervisor will:
   a. notify the ranking Police Department member, and
   b. ensure that an Injury on Duty (IOD) Report is prepared in accordance with the Department directive entitled “Sworn Medical Roll-Injury on Duty Status.”
3. The ranking Police Department member will notify the Incident Commander of the exposure.
4. Contaminated members will not be transported from the scene prior to decontamination by the Fire Department.
5. The Medical Administrator, upon receipt of the IOD report, will ensure that:
   a. a medical examination is conducted which will include a medical and work history with special emphasis on symptoms related to the exposure to hazardous substances and fitness for duty.
   b. the member has been provided with a copy of a signed written opinion from the attending physician containing the following:
      (1) the physician’s opinion as to whether the member has any detected medical conditions that would place the member at increased risk of health impairment and the physician’s recommendations for treatment.
      (2) the physician’s recommended limitations upon the member’s assigned.
      (3) the results of the medical examination and tests if requested by the member.
      (4) a statement that the member has been informed by the physician of the results of the medical examination and any medical conditions that require further examination or treatment.

B. Department Vehicles and Equipment

1. Members will notify their supervisor at the incident whenever a vehicle or equipment is contaminated.
2. The supervisor will:
   a. notify the ranking Police Department member, and
   b. complete a Department Vehicle Accident or Damage Report (CPD-22.591) as appropriate.
3. The ranking Police Department member will notify the Incident Commander of the contamination.
4. Members will refrain from moving contaminated vehicles or equipment prior to decontamination.

XI. FACILITY REPORTING REQUIREMENTS

A. Facilities that produce, use or store hazardous materials will possess a Material Safety Data Sheet (MSDS) for each hazardous material. The MSDS describes the dangers and risks associated with the specific hazardous material.

B. The MSDS is available for review by:

1. an agent from the Illinois Emergency Management Agency;
2. a sworn member;
3. a Fire Department official.

C. The owner or operator of the facility is required by "The Emergency Planning and Community Right-To-Know-Act of 1986" to prepare and file an emergency contingency plan with respect to emergencies associated with hazardous materials. The Chicago Fire Department will:

1. receive emergency plans. Members will direct inquiries regarding such plans to the Chicago Fire Department.

2. have authority to conduct on-site inspections of facilities.

(Items indicated by italic/double underline were added or revised)

Authenticated by: RMJ

Garry F. McCarthy
Superintendent of Police

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GLOSSARY TERMS:

1. **Hazardous Material Incident (Haz-mat Incident)**
   An incident involving exposure or potential exposure to any substance which, due to its nature or condition, poses or may pose an unreasonable risk to health, safety, or the environment, commonly referred to as a haz-mat incident. The CFD designates three classifications for all haz-mat incidents:
   A. **LEVEL I** - The minimum initial response by the CFD's Hazardous Incident Team to any suspected or potential haz-mat incident. The primary focus is to investigate and/or mitigate incidents involving materials with minor potential impact.
   B. **LEVEL II** - A confirmed incident involving a larger quantity of material with a moderate or high potential impact; or an incident which requires protective clothing; or an incident which requires evacuation of the surrounding area.
   C. **LEVEL III** - An extensive incident which may require additional manpower, more resources than are normally deployed with the CFD Hazardous Incident Team Task Force, and/or involve an expanded evacuation area.

2. **Incident Commander**
   Responsible for the overall response to the incident, including the use of resources, development of strategies, and incident operations.
   A. (Active Shooter Incident) The on-site Department member in overall command of the incident who is responsible for the implementation of the Active Shooter Incident Plan.
   B. (Critical Incident) - The highest ranking fire official at the scene of a declared disaster, critical incident, or haz-mat incident.

3. **Command Post (Police)**
A command post can be devised for various types of incidents:

A. (SWAT Incident) A secure position within the outer perimeter from which the officer in charge directs operations.

B. (Hazardous Material Incident (Haz-Mat)) A secure position outside the restricted area from which the Officer In Charge directs police operations, generally adjacent to the Chicago Fire Department (CFD) Command Van. The Officer in Charge, if a Patrol Area Deputy Chief or above, may authorize the use of the Department’s Mobile Command Post when deemed appropriate and available.

4. **Staging Area**

A. (Crime Scene) A designated area within the outer perimeter of a crime scene where field members assigned to investigate and process the scene of a crime can confer and be briefed and debriefed by supervisory personnel.

B. (General Incident) A secure location where all responding units will report for briefing, assignment, and equipment. The manager, whose primary function is to provide intelligence and direction to the responding units, is designated by the Incident Commander.

C. (Hazardous Material Incident (Haz-Mat)) A location designated for use as a stand-by location for personnel not actually committed to responsibilities at the incident.

5. **Outer Perimeter**

A. (Crime Scene) The area of a crime scene extending large enough for field personnel to conduct a thorough investigation. This area will be secured with yellow crime scene barrier tape. The outer perimeter will encompass the inner perimeter.

B. (General Incident) A peripheral control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter as well as defining the limit of access by unauthorized persons.

C. (SWAT Incident) A peripheral control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter as well as defining the limit of access by unauthorized persons.

D. (As related to a Hazardous Material Incident) The outer boundary of the Restricted Zone established to control access.

6. **Inner Perimeter**

A. (Crime Scene) The immediate area within the outer perimeter of a crime scene where evidentiary material is likely to be collected. This area will be secured with red crime scene barrier tape, imprinted with the legend "DO NOT ENTER" or "DANGER - DO NOT ENTER".

B. (General Incident) The immediate area of containment as designated by the incident commander.

C. (Special Weapons and Tactics (SWAT) Incidents) The immediate area of containment as designated by the officer in charge. This area is initially manned by responding beat personnel until relieved by members of the containment team.