



Hazardous Materials (HazMat) Response Sheet

1. Officer Initial Actions (DO FIRST)

Do NOT touch, smell, or approach the substance. Do NOT attempt cleanup.

Remove Yourself from Immediate Danger:

- Step back to a safe distance
- Avoid inhaling vapors, dust, or fumes
- Position yourself upwind and uphill when possible

Protect Others:

- Keep all persons away
- Establish a perimeter
- Prevent entry into contaminated zone

Notify Dispatch Immediately:

Radio Script: "Dispatch, this is [Name] at [Location]. Possible HazMat situation. Securing area. Notify Fire Department."

2. Identify the Possible Hazard (From a Distance Only)

- Leaking container
- Strange odors
- Vapor cloud or mist
- Spilled liquid or powder
- People coughing, dizzy, or ill
- Hazard placards (1075, 1203, 1993, biohazard, corrosive, flammable)

If placard visible, relay number to Dispatch immediately.

3. Secure the Area

Minimum safety distance: 150 feet (more if vapors visible).

- Block entrances
- Close HVAC systems
- Shut doors/windows
- Prevent ignition sources

4. Communication Chain

Officer → Dispatch:

- Location of hazard
- Type of substance (if known)
- Visible hazards
- Injuries or symptoms
- Wind direction
- Number of exposed individuals

Dispatch → Emergency Services:

- Fire/HazMat Unit
- EMS
- Law Enforcement

Dispatch → Client Leadership:

- Administrator / Manager
- Maintenance team

5. Evacuation or Shelter Decision (Admin or Emergency Services Only)

Do NOT initiate evacuation unless life-threatening fumes present.

If Evacuate:

- Move people upwind or crosswind
- Move uphill outdoors
- Send to designated evacuation areas

If Shelter-in-Place:

- Close doors/windows
- Seal gaps (towels, barriers)
- Shut off HVAC
- Move occupants to interior rooms

6. Medical Response

If someone exposed:

- Move to fresh air
- Avoid touching contaminated clothing
- Provide aid from upwind position

Symptoms to report:

- Difficulty breathing
- Burning eyes/throat
- Dizziness
- Skin irritation
- Collapse or unconsciousness

7. Officer Safety Rules

NEVER:

- ✗ Attempt cleanup or neutralization
- ✗ Enter contaminated zone
- ✗ Move containers
- ✗ Mix unknown substances
- ✗ Use water unless directed

ALWAYS:

- ✓ Stay upwind
- ✓ Maintain radio communication
- ✓ Keep safe distance
- ✓ Wait for HazMat team

8. Information for HazMat Team

- Exact spill location
- Container description
- Amount spilled (estimate)
- Time discovered
- Number of exposed individuals
- Weather conditions

9. Post-Incident Procedures

- Maintain perimeter until cleared
- Assist with controlled re-entry
- Complete BFS Incident Report
- Preserve CCTV footage

- Document witness statements
- Supervisor briefing required

10. Quick Emergency Radio Phrases

Initial Notification:

“Possible hazardous material spill at [location]. Securing area, request HazMat response.”

Exposure Report:

“One individual showing symptoms—request EMS to staging.”

Update:

“Hazard zone secured. Awaiting Fire/HazMat arrival.”