

US EPA ARCHIVE DOCUMENT

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 78-185  
September 19, 1978

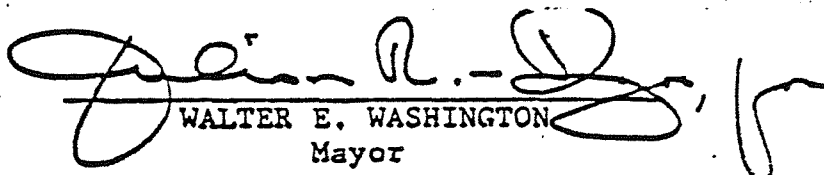
SUBJECT: District of Columbia Hazardous Waste Management Act  
of 1977 (D.C. Law 2-64) - Delegation of Authority

ORIGINATING AGENCY: Office of Budget and Management Systems

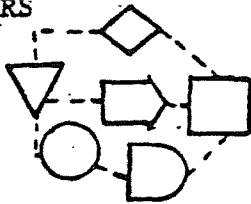
By virtue of the authority vested in me by Section 422 (11) of the District of Columbia Self-Government and Governmental Reorganization Act of 1973 (P.L. 93-198), and pursuant to the provisions of D.C. Law 2-64, it is ORDERED that:

The Director of the Department of Environmental Services is hereby delegated the authority to execute the functions of the Mayor under the District of Columbia Hazardous Waste Management Act of 1977; except for the issuance, suspension and revocation of permits under Sec. 4 and 10, which shall be the responsibility of the Director of the Department of Licenses, Investigations and Inspections.

This Order shall become effective immediately.

  
WALTER E. WASHINGTON  
Mayor

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
ADMINISTRATIVE ISSUANCE SYSTEM



Chapter: **1**  
Organization & Functions  
ISSUANCE No:  
1-HERA-2

TO: ALL OFFICES AND ADMINISTRATIONS

SUBJECT: Amendment to 1-HERA-1 which affects the Functional Statement of the Office of Administrator and the Organizational Structure and Functional Statement of the Environmental Control Division

DATE: March 2, 1984

By virtue of the authority vested in me by Reorganization Plan No. 4 of 1983, effective March 2, 1984, it is hereby ORDERED THAT:

1. The functions of the Office of Administrator, HERA, and the staff, functions and structure of the Environmental Control Division, HERA, shall be as set forth in the Attachment to this Order.
2. The staff and functions of the newly constituted Environmental Control Division shall be subject to all of the laws, rules regulations, policies and procedures that govern the Department of Consumer and Regulatory Affairs.

EFFECTIVE DATE: This Order is effective March 2, 1984.

*Carol B. Thompson*  
Carol B. Thompson  
Director

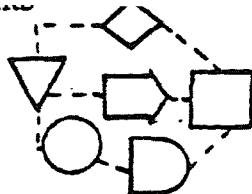
ATTACHMENT: Revised Functional Statement of the Housing and Environmental Regulation Administration affecting the Office of Administrator and the Environmental Control Division and its three (3) Branches.

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handling hazardous waste materials. Implements agreements pertaining to the interstate transportation and disposal of hazardous wastes and participates in the District's Emergency Response Plan. Coordinates with Business Regulation Administration in the issuance of licenses and registrations. Responds to complaints and incidents, ensures that pesticides, other chemicals and hazardous waste products are properly labeled and collaborates with Office of Consumer Education and Information in arranging for public hearings and meetings.

Water Hygiene Branch: Monitors the effects of sources of pollution on the quality of water; ensures that adequate data are collected for supporting water pollution control decisions. Responds to, with assistance from the Office of Compliance, complaints of contaminated potable water. Develops and implements a water quality management plan in concert with the surrounding jurisdictions of Maryland and Virginia. Coordinates with the Office of Consumer Education and Information to inform the public of pollution control activities. Works closely with appropriate DCRA organizational units in seeing that waste water treatment plants are issued the proper permits. Supervises the construction grant programs for treatment facilities; performs waste and allocation studies of discharges to the water; and is involved in cleaning up oil and hazardous waste spills in District waters.

Air Quality Control and Monitoring Branch: Operates and maintains an air quality monitoring network in accord with District and Federal regulations. Provides testing and analysis of stationary sources of air pollution and develops appropriate plans and procedures for controlling emissions. Prepares and maintains reports on the status of air quality in the District. Collaborates with the Office of Compliance in negotiating compliance schedules with operating sources in violation of District regulations. Reviews operating and construction permit applications and environmental impact studies. Evaluates the progress in achieving mobile air pollution control targets and revises pollution control strategies to absorb deficiencies. Coordinates its efforts with the Office of Consumer Education and Information to inform the public of air pollution control activities.



HERA

REVISED MARCH 2, 1984

1-HERA-2

### HOUSING AND ENVIRONMENTAL REGULATION ADMINISTRATION

Administers the laws, codes and regulations governing rental housing, condominiums and cooperative sales and conversions, housing standards and the natural environmental resources of the District of Columbia.

#### ORGANIZATION

\* Office of the Administrator: Provides direction, coordination and advisory functions in administering the laws, codes and regulations governing rental housing, condominium and cooperative sales and conversions, housing standards and the natural environmental resources of the District of Columbia. Proposes policy, new legislation and regulations. Recommends denial, revocation and suspension of licenses, as appropriate.

Rental Accommodations and Conversion Division: Administers the laws and regulations governing rental housing. Exercises jurisdiction over tenant/landlord complaints and petitions which may be disposed of through the administrative process. Administers the laws and regulations governing conversion and sale of residential rental property to condominiums and cooperatives.

Client Service Branch: Provides information, guidance and assistance to landlords, tenants and the general public on rights and obligations under rental housing regulations. Receives and processes statements filed under the rental housing law and maintains a central filing system. Reviews, monitors and analyzes landlord registration statements. Provides technical assistance to tenants in filing petitions of complaints and assists landlords in filing petitions for rent adjustments.

Condominium and Cooperative Conversion and Sales Branch: Administers the laws and regulations governing the conversion and sale of residential rental property to condominiums and cooperatives.

Adjudication Branch: Provides legal guidance and advice on policy matters and on implementing the adjudicatory provisions of the laws administered in this Division. Conducts hearings and issues rulings on cases pertaining to rent stabilization and eviction control. Conducts legal reviews on compliance issues. Prepares legal briefs and develops advisory opinions. Performs audits on financial data provided by landlords.

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Housing Inspection Division: Assures compliance with residential housing standards and codes through the conduct of annual inspections and responses to public and tenant complaints. Aids in the administration of applicable tax law through the assessment of property tax in those cases warranting such action under D. C. Code 5-313 and 5-622.

Housing Inspection Branch: Inspects rental units prior to tenant occupation, and periodically thereafter, to assure compliance with housing code standards by housing business operators and coordinates with the Business Regulation Administration on the issuance, renewal, etc. of housing business licenses. Conducts annual inspections to seek compliance with residential housing standards. Conducts inspections in response to tenant or citizen complaints, seeking correction of code violations, issuing variances, as appropriate, or preparing cases for enforcement review, as appropriate. Coordinates with other inspectional components and the Office of Compliance.

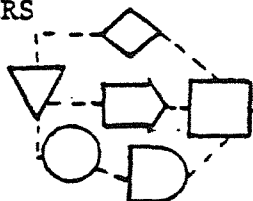
Building Condemnation Branch: Prepares documentation of housing recommended for condemnation, assuring action by the Board of Condemnation for Insanitary Buildings, in accordance with P.L. 681.

Assessment Court and Variance Branch: Arranges for private contractors to correct housing code violations and BOC orders when private owners fail to comply with codes, assessing the owner's property tax pursuant to D. C. Codes 5-313 and 5-622.

\* Environmental Control Division: Collaborates with the Office of Compliance to ensure compliance and enforcement, if appropriate, of the Pesticides and Hazardous Wastes, Water and Air Pollution Control Programs. Monitors these Programs to ensure that legislative and programmatic initiatives are accomplished. Develops and implements environmentally sound plans and procedures to protect the District and surrounding jurisdictions (Maryland and Virginia) from catastrophic incidents. Responds to complaints and incidents involving violations of the programs' laws. Works closely with appropriate components of the Department of Consumer and Regulatory Affairs to ensure that proper permits, licenses and registrations are issued for the various activities. Coordinates with the Office of Consumer Education and Information in developing and maintaining an adequate public relations program.

Pesticides and Hazardous Wastes Management Branch: Responsible for safeguarding the environment of the District of Columbia from adverse effects due to the improper use of pesticides and hazardous chemicals. Monitors actual pesticide use and inspects generators, transporters and facilities





BRA

1-BRA-2

REVISED MARCH 2, 1984

BUSINESS REGULATION ADMINISTRATION

Administers the applicable business license and consumer protection laws and regulations, weights, measures and markets laws, alcoholic beverage control laws and regulations, the statutory requirements governing corporations and the applicable health and safety regulations.

ORGANIZATION

Office of the Administrator: Provides direction, coordinations and advisory functions in administering applicable business license and consumer protection laws and regulations, the statutory requirements governing corporations, the Standard Weights and Measure Act and the applicable health and safety regulations. Provides direction and coordination in the administrative, adjudicatory and investigative matters supportive to the Alcoholic Beverage Control Board operations. Cooperates with Federal and District agencies in matters of mutual concern. Recommends denial, revocation and suspension of licenses, as appropriate. Proposes policy, new legislation and revisions to existing laws and regulations.

Business Service Division: Provides comprehensive information and assistance to the public on requirements for business licensing and registration, miscellaneous individual, vehicle, equipment, special event and other licenses (e.g. vendor, parking lot attendant, solid waste vehicles, tow truck, vending machines, elevators, carnival, circus, dog tags), and other related matters. Registers clients for tax compliance and employer obligations, receives papers of incorporation and refers for processing, as applicable.

Receives and processes business application and registration forms and issues licenses. Schedules, coordinates and monitors required inspections and approvals. Renews licensure and registration in accord with established renewal cycle. Coordinates center activities with other related activities within the Department and other District agencies.

License Information Branch : Provides comprehensive information to the public on requirements and processing of business licensing and registration, miscellaneous individual, vehicle, equipment, special event and other licenses and related matters. Assists clients with completion of required forms, makes appropriate referrals and directs applicants through the system. Maintains comprehensive supply of informational publications, forms, instructions, laws and regulations pertinent to the Business Regulation Administration and other related activities within the Department.

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License and Registration Branch: Registers clients for tax compliance and employer obligations through other agency representation in the center. Receives papers of incorporation and refers for processing, as applicable. Receives and processes application and registration forms for business licenses and registrations, miscellaneous individual, vehicle, equipment, special event and other licenses. Fingerprints and photographs license applicants, as required. Schedules, coordinates and monitors required inspections and approvals and issues licenses. Maintains records control of pending applications.

License Renewal Branch : Renews licensure and registration in accord with established category renewal cycles and required approvals. Maintains official records of all registrations, business, miscellaneous individual, vehicle, equipment, special event and other licenses issued by the Business Regulation Administration. Certifies licensee status to other District agencies and to the public upon inquiry.

Corporation Divison: Processes, examines and certifies partnership agreement and incorporation documents for legality and adherence to statutory requirements. Receives and reviews corporate annual reports to assure statutory compliance. Determines deletion and dissolution of corporations failing to adhere to the applicable statutory requirements. Coordinates related activities with Business Service Center.

Corporation Records Branch: Maintains legal records of all corporations and partnerships authorized to do business in the District of Columbia. Verifies partnership and corporate legal status and issues certificate of good standing on corporations as appropriate.

Alcoholic Beverage Control Divison: Provides overall program management in the direction and coordination of all administrative, adjudicatory and investigative matters in support of the Alcoholic Beverage Control (ABC) Board operations. Collaborates with Federal investigatory agencies, the Metropolitan Police Department and other District agencies in matters of mutual concern. Recommends new and revised legislation regarding the regulation and control of the alcoholic beverage industry.

Administrative Support Branch: Receives and processes new transfer and renewal applications for ABC licenses, manager certificates, import and other special permits. Collects appropriate license and permit fees. Provides public information on procedures and requirements for obtaining a license or permit and maintains all office records. Processes, schedules and prepares cases for protest and citation hearings before the Board and provides Board support in preparing decisions.

Investigation Branch: Investigates the character and financial background of applicants and the appropriateness of the proposed premises on ABC applications. Investigates all complaints against licensed establishments. Inspects licensed businesses to insure compliance with ABC Act and regulations. Maintains regulatory control over the importation of alcoholic beverages.



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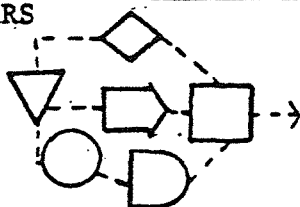
Business Inspection Division: Conducts new licensure and routine inspections of food establishments and personal service business to assure compliance with existing regulations. Conducts routine inspections of all metering and measuring devices. Conducts investigative and surveillance activities, including surreptitious buying, sampling and testing. Coordinates related activities with the Business Service Center, other inspectional components and the Office of Compliance.

Food Protection Branch: Conducts new licensure and routine inspections of food establishments and food products businesses and approves new and renewal license applications. Participates in the investigations of foodborne illness, outbreaks of foodborne diseases and investigates and resolves food-related consumer complaints. Conducts training programs and certifies supervisory food handlers of food establishments.

Weights, Measures and Markets Branch: Performs inspections of all metering and measuring equipment, and the seals thereon in retail and wholesale establishments. Conducts surreptitious buying and checks weights and measurements of items purchased. Performs calibrations and promotes measurements through its metric laboratory as a nationwide measuring system. Supervises the Municipal Fish Wharf and regulates District-owned markets. Investigates weights and measures-related consumer complaints.

License Inspection Branch: Inspects barber and beauty shops, pet shops, health clubs, secondhand dealers, dry cleaners and other businesses to assure compliance with health and safety regulations and certifies for licensure.

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
ADMINISTRATIVE ISSUANCE SYSTEM



Chapter: 1  
Organization & Functions  
ISSUANCE No:

1-BRA-2

**TO:** ALL OFFICES AND ADMINISTRATIONS

**SUBJECT:** Amendment to 1-BRA-1 which affects the Functional Statement of the License Inspection Branch in the Business Regulation Administration, Business Inspection Division

**DATE:** March 2, 1984

By virtue of the authority vested in me by Reorganization Plan No. 4 of 1983, effective March 2, 1984, it is hereby ORDERED THAT:

1. The staffing structure and functions of the License Inspection Branch of the Business Regulation Administration shall be as set forth in the Attachment to this Order.
2. The staff and functions of the License Inspection Branch shall be subject to all of the laws, rules, regulations, policies and procedures that govern the Department of Consumer and Regulatory Affairs.

**EFFECTIVE DATE:** This Order is effective March 2, 1984.

Carol B. Thompson  
Carol B. Thompson  
Director

**ATTACHMENT:** Revised Functional Statement of the Business Regulation Administration affecting the License Inspection Branch in the Business Inspection Division.

## FUNCTIONAL STATEMENT

### OFFICE OF COMPLIANCE

Provides investigatory and enforcement activities based upon complaints received by the Department.

### ORGANIZATION

Office of the Chief: Provides direction, coordination and advisory functions in investigations prompted by consumer public complaints, referrals from other D.C. agencies and Occupational and Professional Licensing Boards, and Department-initiated actions. Provides assistance in preparation of cases for adverse action and/or enforcement. Conducts conciliation conferences and formal hearings to achieve administrative settlement of disputes between consumer interests and merchants in formal hearings before the Administrative Law Judge. Conducts hearings, as requested. Performs legal enforcement activities for other offices of the Department in cases of non-compliance which requires the service of the Corporation Counsel.

Investigation Division: Investigates character of licensees and applicants and conducts police record checks, as required by law. Investigates citizen and tenant complaints, referrals from other departments and agencies, and Department-initiated cases, including unpaid licenses. Coordinates activities with Department's inspection components and other offices, as appropriate.

Complaint Branch: Processes all Departmental complaints filed by the public. This function includes mediation of consumer complaints, processing through disposition referrals to other offices and administrations within the Department. The Branch is also responsible for maintaining public index records pursuant to inter and intra-departmental referrals. The Branch documents all consumer and public complaints through walk-in personal interviews and via the telephone.

Enforcement Division: Coordinates enforcement activities for the six (6) Administrations and obtains compliance with applicable D. C. Laws, rules, and regulations administered by DCRA. Conducts compliance meetings with violators for purposes of accessing collateral fines, conducts hearings, and represents the Department before various administrative appeal bodies and hearing officers. Effectuates the denial, suspension, or revocation of licenses or permits issued by DCRA.

## FUNCTIONAL STATEMENT

### OFFICE OF CONSUMER EDUCATION AND INFORMATION

Provides consumer education and information programs covering the activities of the Department.

#### ORGANIZATION

Office of the Chief: Provides direction, coordination and advisory functions in administering full-scale consumer education and information programs. Coordinates with all Departmental offices and administrations in developing educational and informational materials and provides technical assistance.

Consumer Information Division: Provides general information to the public on all Departmental activities, laws, regulations and guidelines, responding to inquiries and directing the public to appropriate offices. Coordinates with all Department components and provides technical assistance in developing informational materials. Publishes fact sheets, newsletters, brochures, annual reports, etc. and participates in educational and training activities, as required. Maintains close coordination with the Business Service Division and the Permit Processing Division.

Consumer Education Division: Conducts surveys to determine consumer educational and information needs. Coordinates with all Department components and provides technical assistance in developing training materials. Conducts public meetings and seminars on Departmental programs and activities. Works closely with the Consumer Information Division.

## FUNCTIONAL STATEMENT

The Insurance Administration administers the District of Columbia Insurance Laws

### ORGANIZATION

Office of the Administrator: Provides direction, coordination and advisory functions in the administration of the District of Columbia insurance laws. Exercises statutory authority through licensing, financial audit of companies, rate regulation, complaint investigation and adjudicatory action. Proposes policy, new legislation and revisions to existing laws and regulations.

Compulsory/No-Fault Unit: Educates the public on the new insurance law. Receives insurance company rate filings and rate manuals. Establishes rules and regulations for the operation of the program. Insures compliance by insurance companies writing automobile liability insurance in the District. Handles cancellation/non-renewal appeals.

Examination Division: Conducts on-site examinations and market conduct examinations. Audits financial statements of foreign fire and casualty companies. Audits premium taxes. Conducts examination for Fire Insurance Rating Bureau and Insurance Placement Facility.

License Division: Processes applications and administers written examinations to applicants for agent and broker licenses. Issues and renews insurance agent and broker licenses.

Life and Health Division: Values statutory reserves of domestic companies. Approves policy forms and credit insurance rates. Performs on-site examination of reserves and underwriting practices of domestic companies.

Fire and Casualty Division: Reviews rate filings. Audits company loss reserves. Provides professional testimony at rate hearings. Approves policy forms.

COUNCIL OF THE DISTRICT OF COLUMBIA

NOTICE

D.C. Law 3-149

"District of Columbia Public Emergency Act of 1980"

Pursuant to Section 412 of the District of Columbia Self-Government and Governmental Reorganizational Act, P. L. 93-198, "the Act", the Council of the District of Columbia adopted Bill No. 3-198 on first and second readings, September 30, 1980 and October 14, 1980, respectively. Following the signature of the Mayor on October 29, 1980, this legislation was assigned Act No. 3-274, published in the November 7, 1980 edition of the D.C. Register, (Vol. 27 page 4886). This act was originally transmitted to Congress on November 7, 1980, and resubmitted on January 14, 1981 for a 30-day review, in accordance with Section 602 (c)(1) of the Act.

The Council of the District of Columbia hereby gives notice that the 30-day Congressional Review Board Period has expired, and therefore, cites this enactment as D.C. Law 3-149, effective March 5, 1981.

ARRINGTON DIXON  
Chairman of the Council

Dates Counted During the 30-day Congressional Review Period:

January	14,15,16,19,20,21,22,23,26,27,28,29,30
February	2,3,4,5,6,17,18,19,20,23,24,25,26,27
March	2,3,4,



AN ACT

D.C. ACT 3-274

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

OCT 29, 1980

To authorize the Mayor to take certain actions in connection with a public emergency.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the "District of Columbia Public Emergency Act of 1980".

Sec. 2. As used in this act the term:

(1) "Emergency Operations Plan" means the District of Columbia's State Plan for public emergency preparedness and prevention prepared pursuant to section 201 of the Disaster Relief Act of 1974, approved May 22, 1974 (88 Stat. 143; 42 U.S.C. sec. 5121) and section 3.

(2) "Mayor" means the Mayor of the District of Columbia or his or her designated agent.

(3) "Public emergency" means any disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the District of Columbia is threatened by reason of the actual or imminent consequences within the District of Columbia of: (a) enemy attack, sabotage or other hostile action; (b) severe and unanticipated resource shortage; (c) fire;

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(d) flood, earthquake, or other serious act of nature; (e) serious civil disorder; (f) any serious industrial, nuclear, or transportation accident; (g) explosion, conflagration, power failure; or (h) injurious environmental contamination which threatens or causes damage to life, health, or property.

(4) "Resource" means, but is not limited to, natural gas, heating fuel, automotive fuel, electricity, water, and food.

Sec.3. The Mayor may establish a program of public emergency preparedness that utilizes the services of all appropriate agencies (including the Office of Emergency Preparedness) and the program shall include, but is not limited to:

(a) development of an Emergency Operations Plan which would:

(1) set forth a comprehensive and detailed District of Columbia state program for preparation against and assistance following, emergencies and major disasters, including provisions for assistance to individuals, businesses, and affected designated subdivisions of the District of Columbia; and

(2) include provisions for: appointment and training of appropriate staffs; formulation of necessary regulations and procedures; and conduct of required exercises;

(b) post public emergency evaluations;

(c) periodic review of programs; and

(d) coordination of federal and state preparedness programs.

The Mayor shall publish in two (2) consecutive editions of the District of Columbia Register, for notice and comment, any program or plan for public emergency preparedness prepared pursuant to this act. The publication shall, at a minimum, state the subject matter of the program or plan and the specific manner in which a complete copy can be obtained or reviewed and commented upon prior to the transmittal of the plan or program to the Council of the District of Columbia.

Sec 4. (a) The Mayor shall transmit to the Council of the District of Columbia complete copies of any existing plan or program prepared pursuant to Section 201 of the Disaster Relief Act of 1974, approved May 22, 1974 (88 Stat. 143; 42 U.S.C. sec. 5121) within thirty (30) calendar days of the effective date of this act. The plan or program shall be valid only if the Council of the District of Columbia does not adopt, within (30) days (excluding Saturdays, Sundays, holidays and days on which the Council of the District of Columbia is in recess according to its rules) after the receipt of the plan or program from the Mayor, a resolution disapproving the plan or program.

(b) The Mayor shall transmit to the Council of the District of Columbia complete copies of any plan or program prepared pursuant to this section within thirty (30) calendar days of the completion of the plan or program. The plan or program shall be valid only if the Council of the District of Columbia does not adopt, within thirty (30) days (excluding Saturdays, Sundays and holidays and days on which

the Council of the District of Columbia is in recess according to its rules) after receipt of the plan or program from the Mayor, a resolution disapproving the plan or program.

Sec. 5. (a) Upon reasonable apprehension of the existence of a public emergency and the determination by the Mayor that the issuance of an order is necessary for the immediate preservation of the public peace, health, safety, or welfare, and as a prerequisite to requesting emergency or major disaster assistance in accordance with the Disaster Relief Act of 1974, approved May 22, 1974 (88 Stat. 143; 42 U.S.C. sec. 5121) the Mayor may issue an Emergency Executive Order which shall state:

(1) The existence, nature, extent, and severity of the public emergency;

(2) The measures necessary to relieve the public emergency.

(3) The specific requirements of the Order and the persons upon whom the order is binding; and

(4) The duration of the Order.

(b) Upon the issuance of an Emergency Executive Order the Mayor may:

(1) Expend such funds appropriate to the District of Columbia government sufficient to carry out public emergency service missions and responsibilities;

(2) Implement those provisions of the District of Columbia Emergency Operations Plan as issued by the Mayor,

without regard to established operating procedures relating to the performance of public works; entering into contracts; incurring obligations; employment of temporary workers; rental of equipment; purchase of supplies and materials; and expenditure of public funds: PROVIDED. That this paragraph shall apply only to employees of the District of Columbia government ;

(3) Prepare for, order, and supervise the implementation of measures designed to protect persons and property in the District of Columbia. Such measures may include the evacuation of persons in the District of Columbia to such emergency shelters within the District of Columbia as the Mayor may designate, or such shelters outside the District of Columbia as the Mayor may designate with the approval of the Governor of the State to which District of Columbia citizens are to be evacuated, and provision for the reception, sheltering, maintenance, and care of such evacuees. Evacuation of any personnel or activity of the federal government shall take place only with the consent of the President of the United States or the President's designee: PROVIDED, That upon agreement between the Federal and District of Columbia governments, any prearranged evacuation plan shall constitute such consent ;

(4) Require the shutting off, disconnection, or suspension of service from or by, gas mains, electric power lines, or other public utilities;

(5) Destroy or cause to be destroyed any property, real or personal, in the District of Columbia, found to be contaminated by any matter or substance which renders it deleterious to life or health, and by reason of such contamination is of immediate or imminent danger to persons or property; to cause the removal from the District of Columbia or from place to place within the District of Columbia of any contaminated property; and to prohibit persons from contacting or approaching such property so as to endanger their lives or health;

(6) Issue orders or regulations to control, restrict, allocate, or regulate the use, sale, production and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resources as required by the Emergency Operations Plan or by any Federal emergency plan;

(7) Direct any person or group of persons, in the District of Columbia, to reduce or otherwise alter the hours during which they conduct business or similar activity at premises established and maintained for a business and to direct any person or group, or class of persons, within the District of Columbia, to remain off the public streets in the event that any public emergency requires that the Mayor institute a curfew;

(8) Establish such public emergency services units as he or she may deem appropriate;



(9) Expand existing departmental and agency units within the District of Columbia Government concerned with public emergency services;

(10) Exercise operational direction over all District of Columbia Government departments and agencies during the period when an Emergency Executive Order may be in effect;

(11) Procure supplies and equipment, institute training programs and public information programs and take all other preparatory steps, including the partial or full mobilization of public emergency services units in advance of actual disaster, to insure the furnishing of adequately trained and equipped personnel during a public emergency. Such programs shall be integrated and coordinated with the emergency services plans and programs of the federal government and of the neighboring States and political subdivisions thereof;

(12) Request predisaster assistance of the declaration of a major disaster from the federal government, certify the need for federal disaster assistance and commit the use of a certain amount of District of Columbia government funds to alleviate the damage, loss, hardship, and suffering resulting from the disaster; or

(13) Prevent or reduce harmful consequences of disaster.

Sec. 6. In addition to disaster prevention measures included in District of Columbia government and interjurisdictional public emergency plans, to prevent or manage the harmful consequences of a disaster,

and consistent with the provisions of other laws, the Mayor shall, when appropriate, issue regulations or recommend legislation to the Council of the District of Columbia relating to flood plain management, stream encroachment and flow regulation, weather modification, fire prevention and control, air quality, public works, land use, land use planning, and construction standards.

Sec. 7. (a) Any Emergency Executive Order issued by the Mayor shall be effective for a period of no more than fifteen (15) calendar days from the day it is signed by the Mayor, but may be rescinded in whole or in part by the Mayor within that period should the Mayor determine that the public emergency no longer exists, or no longer warrants the part rescinded.

(b) An Emergency Executive Order may be extended for up to an additional fifteen (15) day period, only upon request by the Mayor for, and the adoption of, an emergency act by the Council of the District of Columbia.

(c) Should extenuating circumstances, such as death, destruction or other perilous conditions prohibit the convening of at least two-thirds (2/3) of the members of the Council of the District of Columbia for consideration of emergency legislation, the Mayor shall make a reasonable attempt to consult with those members of the Council of the District of Columbia not affected by death, destruction, or other perilous conditions, after which the Mayor may extend the Emergency Executive Order for up to fifteen (15) days.

(d) Upon the issuance of any Emergency Executive Order, as soon as practicable given the condition of the emergency, the order shall be published in the District of Columbia Register, in two (2) daily newspapers of general circulation in the District of Columbia, and shall be posted in such public places in the District of Columbia as the Mayor determines by regulation.

(e) The Mayor may adopt and implement such rules and regulations as the Mayor finds necessary to carry out the purposes of this act, pursuant to the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat. 1204; D.C. Code, sec. 1-1501 et seq.).

(f) The Mayor may join or enter into, on behalf of the District of Columbia government, regional programs, and agreements with the Federal Government, neighboring States, and political subdivisions thereof, for the coordination of disaster preparedness programs.

Sec. 8. An Emergency Executive Order issued by the Mayor may provide for a fine of not more than \$1000 for each violation. The Corporation Counsel of the District of Columbia or any Assistant Corporation Counsel may bring an action in the name of the District of Columbia against anyone who has violated the provisions of an Emergency Executive Order issued pursuant to this act.

Sec. 9. No action taken pursuant to an Emergency Executive Order issued by the Mayor pursuant to this act shall be subject to section 109 (the contested case provisions) of the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat. 1208; D.C. Code, sec. 1-1509), until after the expiration date of the Emergency Executive Order.

Sec. 10. An act to authorize black-outs in the District of Columbia, and for other purposes, approved December 26, 1941 (55 Stat. 858; D.C. Code, sec. 6-1001 et seq.) is repealed.

Sec. 11. The Energy Resources Shortages Act of 1977, effective April 20, 1978 (D.C. Law 2-74; D.C. Code, sec. 5-2301 et seq.) is repealed.

Sec. 12. This act shall take effect after a thirty (30) day period of Congressional review following approval by the Mayor (or in the event of veto by the Mayor, action by the Council of the District of Columbia to override the veto) as provided in section 602(c)(1) of the District of Columbia Self-government and Governmental Reorganization Act, approved December 24, 1973 (87 Stat. 813; D.C. Code, sec. 1-147(c)(1)).

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Chairman  
Council of the District of Columbia

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Mayor  
District of Columbia

APPROVED: October 29, 1980

Room 5009, Municipal Center, 300 Indiana Ave. N.W., Washington, D. C. 20001  
629-5151

Basic Authority: C. O. 74-267 (Organization Order 51), December 27, 1974

Purpose: to assist the Mayor to minimize and ameliorate the effects on the people, the Government, the institutions and the structures of the District of Columbia of local emergencies, natural disasters or enemy attack. The Office is directed to perform its mission by means of plans and development of systematic methods, with the assistance of other District Government agencies and officials as necessary.

Functions: The Office of Emergency Preparedness shall:

1. coordinate the development and preparation, for approval of the Mayor, of such District Government overall emergency plans as are necessary to minimize the effects of emergency situations on the citizens of the city. Affected District Government agencies shall prepare, and furnish to the Office of Emergency Preparedness, copies of specific emergency operating plans for carrying out assigned responsibilities under provisions of the overall emergency plans approved by the Mayor.
2. develop and operate such executive communications, information, and working systems as may be necessary to assist the Mayor and other agencies.
3. provide and operate an Executive Command Center, which shall be staffed 24 hours every day by members of the Office of Emergency Preparedness staff. The center staff shall be augmented by the Director as often as necessary to assist the Mayor during emergency situations.
4. plan and administer a Disaster Preparedness Program and do all things necessary to meet the requirements of the Disaster Relief Act of 1970 (84 Stat. 1744; P. L. 91-606), as amended by the Disaster Relief Act of 1974 (88 Stat. 144, P. L. 93-288) under the administration of the Director who is hereby designated as the coordinating officer for the District of Columbia for purposes of said Acts.
5. Perform such other functions relating to emergencies as the Mayor may assign.

Organizational History:

Act of Aug. 11, 1950 (64 Stat. 438, ch. 686) established the Office in the Government of the District of Columbia.

Reorganization Order 49 (L. S. 4239-B, G. F. 4-010) June 26, 1953, established the Office.

Reorganization Order 49 was amended and reissued in toto (6299-B-1, G. F. 4-010), November 10, 1953.

Order of Commissioner 68-290, April 18, 1968, revoked R. O. 49 to the extent that it was inconsistent with establishment of Director of Public Safety (granted responsibility for civil defense).

February 20, 1976

Organizational History, cont.

Order of the Commissioner 69-96, March 7, 1969, transferred the Office to the Department of Public Safety.

Order of the Commissioner 69-614, November 13, 1969, removed it to the Executive Office of the Commissioner.

C.O. 71-259, July 26, 1971, rescinded R.O. 49 and revised basic order in toto.

C.O. 74-267, December 27, 1974, replaced C.O. 71-259 in entirety.

M.O. 76-49, January 23, 1976, redesignated it as the Office of Emergency Preparedness with the same functions and authority.

Delegations of Authority:

A. [The Office of Civil Defense was instructed to staff an Office of Petroleum Allocation created within it, to serve as a point of contact for appropriate requests and petitions received by the District Government with respect to petroleum allocations. This unit was to be administered by an Administrator appointed by the Mayor-Commissioner. Further, a designee of the new unit was to Chair the Petroleum Allocation Board created to respond to appropriate requests and petitions by consumers for relief based on exceptional hardships. The two other members of the Board were to be a designee of the Office of Consumer Affairs and a citizen appointed by the Mayor] (C.O. 74-6, January 7, 1974).

B. Under the direction of the Office of Emergency Preparedness, the following agencies shall provide support to the [Special Crisis Intervention Program of assistance with energy/fuel expenses arising from the 1976-77 winter]: Office of Budget and Management, Consumer Protection Office, Department of Finance and Revenue, Department of Human Resources, D.C. Manpower, and Office of Public Affairs (M.O. 77-109, July 11, 1977).

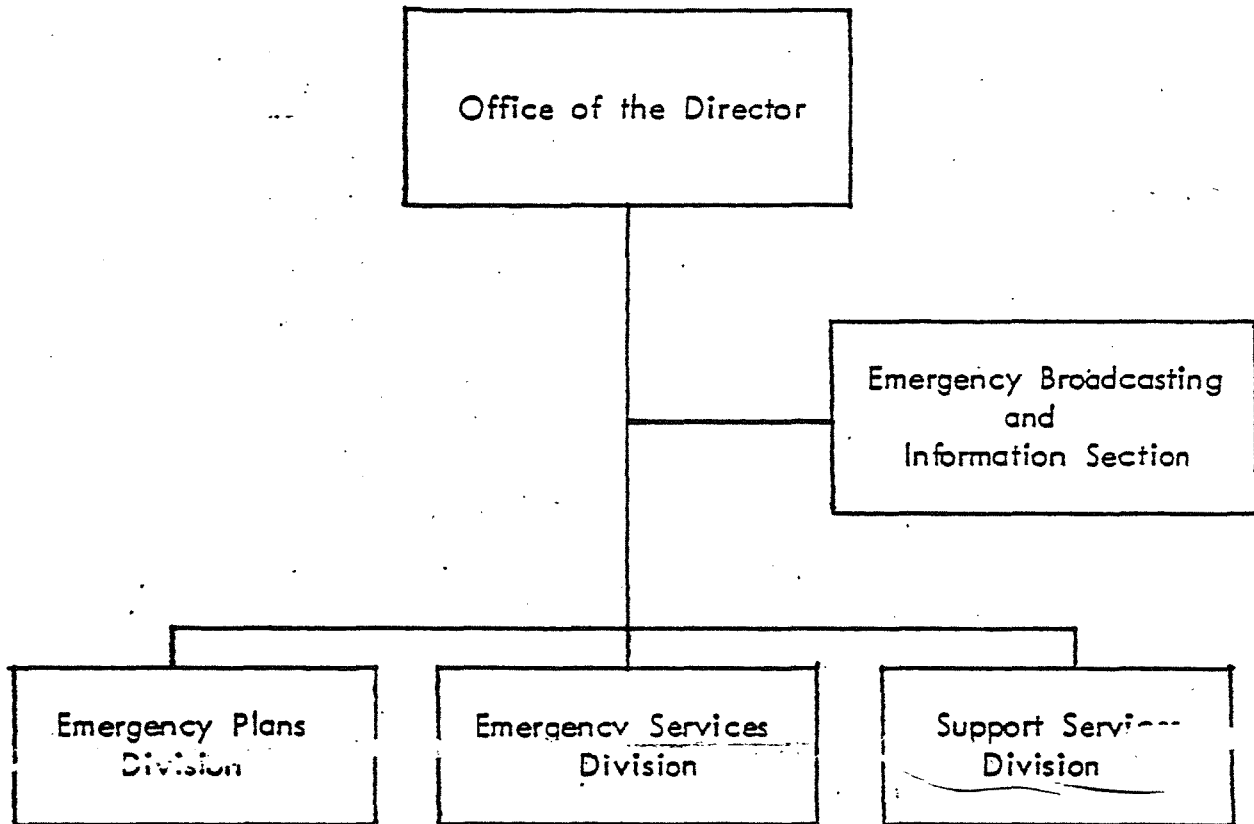
Fiscal 1978 Program Structure Code:

2 4 2 1 Civil Defense



D. C. OFFICE OF EMERGENCY PREPAREDNESS

ORGANIZATIONAL CHART



DISTRICT OF COLUMBIA

EMERGENCY HANDLING OF CHEMICAL INCIDENTS

A HANDBOOK FOR THE MEMBERS OF THE  
CHEMICAL EMERGENCY RESPONSE TEAM

DEPARTMENT OF ENVIRONMENTAL SERVICES

ENVIRONMENTAL HEALTH ADMINISTRATION

BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE

# EMERGENCY HANDLING OF CHEMICAL INCIDENTS

## A HANDBOOK FOR THE MEMBERS OF THE CHEMICAL EMERGENCY RESPONSE TEAM

The following is a description of various chemical emergency incidents with which you may be involved as a member of the Chemical Emergency Response Team.

The likelihood of a serious incident occurring is remote. However, in view of the numerous uses of hazardous chemicals in the District of Columbia it is imperative that all emergency response agencies be prepared to safely handle a chemical incident within the confines of their agency's responsibilities.

EXAMPLES OF CHEMICAL EMERGENCY INCIDENTS to which you may eventually respond are listed below:

- A. VEHICLE (e.g., truck aircraft) transporting hazardous chemicals is involved in an accident.
- B. EXPLOSION and/or FIRE occurs in a building where hazardous chemicals are stored or used.
- C. Hazardous chemicals are STOLEN or LOST.
- D. RAILROAD CAR transporting hazardous chemicals is involved in an accident (e.g., derailment).
- E. With any of the above incidents it is always possible that one or more persons will be injured and/or contaminated with the hazardous chemical involved.

WHO TO NOTIFY regarding a chemical emergency incident.

(a) Fire Department

- (1) Fire Marshall's Office - 745-2250
- (2) Communication Division - 462-1762

(b) Police Department

- (1) Communication Division - 727-4231
- (2) Bomb Squad -- 727-4580 or call the Communication Division and ask for Cruiser 670.

WHAT TO DO when you arrive at the scene of a chemical incident.

A. Incident involving a VEHICLE transporting hazardous chemicals.

1. Ascertain the chemicals involved. Although some information can be ascertained from the placard on the vehicle, and usually enough can be learned to give the police and firemen preliminary instructions, it will be necessary to use the transportation papers carried by the driver to learn what is being transported. Even this may not be sufficient as the transportation papers may not adequately define the chemicals involved. In either case based on this information give whatever instructions are necessary to the police and firemen with respect to crowd control and firefighting instructions. Then call CHEMTREC at 483-7616.
2. Give CHEMTREC all of the information on the transportation papers including the name of the transporter, the identification number of the vehicle, the description of the cargo, the owner of the cargo, where it came from, where it was going, and where the accident occurred. Give all telephone numbers of the parties involved including yours on the scene. In the event that the cargo is not fully described CHEMTREC will get that information for you including special instructions on placards.
3. CHEMTREC will notify the shipper/owner if a cleanup or transfer of cargo to a new vehicle is necessary. Be sure this is done.
4. In the event that there is a spill of a liquid chemical and the waterways or sewer system of the city are contaminated do the following:
  - a. During business hours (8:15 a.m. to 4:45 p.m., Monday - Friday) call the Bureau of Air and Water Quality Control  
Phone Number 767-7370.

After hours, weekends, and holidays call \_\_\_\_\_ or \_\_\_\_\_

USE THE WORDS: I wish to report a chemical spill in the  
surface water (or sewer system).

- b. In the event that there is no response from these numbers then call collect the following:

U.S.E.P.A. (Philadelphia) 215-597-9898 or 215-597-9899

U.S. Coast Guard (Baltimore) 301-789-1600 extension 428

Give the information you have acquired to these organizations:

5. If a liquid chemical is spilled it will be necessary to contain and absorb it. Appendix A gives a list of numbers to call to get sand or other absorbent material. In addition a "boom" is available for oil spills in water. The telephone number to procure this "boom" is also given in Appendix A.
6. Although it is the responsibility of the shipper/transporter to clean up the cargo, it may be necessary to use city facilities to assist in this. The following facilities are available.
- a. Transportation
- (1) For non-explosive chemicals call the Solid Waste Administration of the Department of Environmental Services at 629-4581.
- (2) For explosive or hazardous chemicals call the Police Bomb Squad at the number given above.
- b. Disposal
- (1) Non-hazardous
- These materials may be placed in the feed hoppers of the incinerators at Solid Waste Reduction Center #1 or thrown directly in the fire box. Call Richard Moreland at 629-2932.
- (2) Large quantities of non-hazardous chemicals
- These materials should be landfilled at the I-95 landfill. Contact James Murphy at 576-7187 for details.
- (3) Explosive or hazardous chemicals
- The Police Bomb Squad will destroy these materials or they or they will be incinerated or landfilled, either locally or in facilities listed in EPA/530/SW-146.3 (January 1977)

(4) Carcinogenic Materials

In the event carcinogenic materials are involved they may be destroyed in the pathological incinerator at D.C. General Hospital. Contact Pete Westerly at 626-5278.

7. REMEMBER - YOU ARE THERE TO ADVISE THE POLICE AND FIRE DEPARTMENTS IN ORDER TO PREVENT LOSS OF LIFE AND PROPERTY.

B. A chemical EXPLOSION and/or FIRE within a building

Basically follow the procedure listed above for vehicular accidents.

C. Hazardous Chemicals LOST or STOLEN

1. If a report is made that hazardous chemicals are lost or stolen provide information to the Police and Fire Departments on the
  - a. Chemical and physical form of the chemical.
  - b. The toxic nature of the chemical.
  - c. Any reactions, particularly explosive or toxic producing, the chemical may undergo.
  - d. How the chemical is to be handled.
2. If the chemical is found inspect it for deterioration and advise on its disposal if necessary.

D. RAILROAD CAR transporting hazardous chemicals.

The procedures listed for vehicular accidents will normally be followed for railroads. It should be noted, however, that a train derailment may result in an accident of far greater magnitude than a vehicular accident and may in certain cases be handled differently.



# APPENDIX A

## AVAILABILITY OF OIL SPILL CLEANUP EQUIPMENT, MATERIAL & MANPOWER

"BOOM" - Approximately 400 feet long  
 Hess Oil Petroleum Company - 1620 South Capitol Street  
 Boom available 24 hours a day - 7 days a week  
 Contact: Mr. Arthur Barnes  
 Phone: 488-7750

\*\*\*\*\*

"DRI-WHITE" - Absorbent (Not for use in water)  
 Shurfire Products Corporation  
 10555 Tucker St., Beltsville, Md.  
 Business hours 7:30 a.m. - 4:30 p.m.  
 Contact: Mr. Clement Schegel  
 Phone: 937-0100

1 bag	\$2.75 each
10 bags	\$2.25 each
20 bags	\$2.10 each
40 bags	\$1.91 each
200 bags	\$1.81 each

\*\*\*\*\*

"SORBENT C" - Absorbent (For use in water)  
 Steuart Petroleum Company  
 14th & "M" Sts., S.E.  
 Mr. Joe Wright, (Phone) 546-6982  
 Mr. Joe Riddle, (Phone) or  
 Mr. Harry Biller (Phone) EM2-8800  
 Stock piled at Piney Point Maryland Terminal - Delivery  
 in 48 hours, (301)-994-1200  
 200-300 bags on hand at D.C. Office  
 One (1) bag 18 lbs. Vol = 4 ft., 3 cost approximately \$5.40  
 Will absorb approximately 18 gallons of oil

\*\*\*\*\*

"SAND" - Service trucks with sand and salt jet attachment available  
 with manpower from 6:30 a.m. to 3:00 p.m., Monday - Friday,  
 are housed at DES area garages, viz:

Area 1 - Fort Totten Drive & Brookland Ave., N.E.	--- 629-5197
Area 2 - Brentwood Road & "W" St., N.E.	----- 629-5751
Area 3 - South Capitol Street, S.W.	----- 629-8591
Area 4 - South Capitol Street, S.W.	----- 629-8592
Area 5 - 900 New Jersey Ave., S.E.	----- 629-2675
Area 6 - 900 New Jersey Ave., S.E.	----- 629-5270
Area 7 - Brookland Ave., & Bates Rd., N.E.	----- 629-2260
Area 8 - 31st & "K" Sts., N.W.	----- 629-2944
Area 9 - 900 New Jersey Ave., S.E.	----- 629-5270
*Special Services, 9th & "O" Sts., N.W.	----- 629-5017

At all other times contact "Special Services".

\*\*\*\*\*

\*\*\*\*\*

"STRAW" - National Capitol Parks East - Has control of park area in Anacostia and East side of Potomac River to Fort Washington. Manpower, tools, straw and trucks available. Straw stored at Oxon Hill Children Farm. Indian Head Highway and Capitol Beltway (Route 495). Phone: 839-1177

Truck stored at Fort Dupont Park

Contact: Mr. John Guthrie ----- 426-6917  
Mr. Ira Hutchison ----- 426-6917  
Mr. Saylor ----- 426-6917  
Mr. Roy Sulcer ----- 426-6917

\*\*\*\*\*

"STRAW" - National Capitol Parks West-Rock Creek and tributaries. Approximately 10 bales of straw at stables.

Contact: Safety Officer - Mr. Polemus	523-5557
Chief of Maint. - Mr. Harold Hagen	523-5433
Area Supv. - Mr. James Fugate	426-6835
Superintendent - Mr. Luther Burnett	523-5555
Asst. Supt. - Mr. Bill Jones	523-5556

Between 7:30 a.m. and 4:00 p.m., Monday thru Friday

At other times contact:- U.S. Park Police, Rock Creek Substation  
Phone - 426-7716  
(Desk Sergeant) - 426-6680

## REFERENCE BOOKS

The following is a list of books which give information on the reactivity and toxicity of chemicals as well as directions for handling emergencies.

"Emergency Handling of Hazardous Materials in Surface Transportation",  
Bureau of Explosives, Association of American Railroads.

"Dangerous Properties of Industrial Materials", N. Irving Sax, Nostrand  
Reinhold Company.

DISTRICT OF COLUMBIA

EMERGENCY HANDLING OF HAZARDOUS CHEMICAL FIRES

A HANDBOOK FOR FIRE DEPARTMENTS

DEPARTMENT OF ENVIRONMENTAL SERVICES

ENVIRONMENTAL HEALTH ADMINISTRATION

BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE

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# EMERGENCY HANDLING OF HAZARDOUS CHEMICAL FIRES

## A HANDBOOK FOR FIRE DEPARTMENTS

### Introduction

The following handbook has been written to assist you, the fireman, in properly handling a fire involving hazardous chemicals including pyrophoric metals. Part I briefly describes the types of incidents that may occur, what to do until qualified chemists arrive at the scene and whom to notify regarding the incident. Part II provides essential information for personnel that must handle a chemical accident victim. Part III gives basic information regarding the pyrophoric metals and other hazardous chemicals, their chemical and physical properties, and fire extinguishing recommendations. Appendices A through C provide information pertinent to warning labels, report forms, handling chemical contamination, equipment to maintain and care of chemical survey instruments. A Glossary of Terms is included at the end of this handbook.

It should be noted that the procedures and fire fighting recommendations are not necessarily specific for all types of situations and may vary according to the kind of fire, its location, and the presence of other combustible materials. Considerable research is still needed in the field of metal pyrophoricity. The fire extinguishing chemicals suggested represent some of the best knowledge on this subject to date.

QUICK REFERENCE - WHAT TO DO in the event of a  
Chemical Incident

- (1) Perform life saving rescues and emergency first aid.
  - (2) Keep all persons as far away from accident scene as practical.
  - (3) Avoid spreading contamination (i.e. liquid, solid or gas).
  - (4) Do not attempt to move or clean up any material involved with the incident.
  - (5) Stand upwind of fires.
  - (6) Obtain names of all persons involved with the incident.
  - (7) Detain all persons involved with the incident at the scene until the Chemical Emergency Response Team arrives.
  - (8) Eating, drinking and smoking in the area of the accident should be prohibited.
  - (9) Notify the Bureau of Occupational and Institutional Hygiene at 724-4358.
- USE THE WORDS: I need chemical emergency assistance.
- (10) Remain calm and wait for arrival of the Chemical Emergency Response Team

QUICK REFERENCE - GUIDELINES to Follow in the event of  
fire involving flammable organic liquids

- (1) If at all possible dike spreading flammable liquids to prevent their spread.
- (2) If there is no fire cover the material with sand or some absorber. Use water spray to knock down vapor.
- (3) If the liquid is on fire, use a surface active material such as foam, "Light Water" or dry chemical.
- (4) If water alone must be used use flooding quantities in a fog spray.
- (5) If the container is still venting liquid and there is fire, BEWARE OF A BLEVE.
- (6) The combustion products from these types of fires often present a greater health hazard than the heat or explosive properties.
- (7) Respiratory protection (e.g. a self-contained breathing apparatus) should always be utilized by anyone fighting a fire involving flammable organic liquids.



## PART I

EXAMPLES OF CHEMICAL FIRE INCIDENTS to which you may eventually respond are listed below:

- A. FIRE and/or EXPLOSION which occurs in an area where chemical materials are used or stored.
- B. RESCUE procedures involving a victim of a chemical material fire or explosion.

WHOM TO NOTIFY / regarding a radiation emergency incident:

During business hours (8:15 a.m. to 4:45 p.m. Monday - Friday) call the D.C. Bureau of Occupational and Institutional Hygiene

After hours, weekends and holidays call 727-6161 or 727-6145.

USE THE WORDS: I need chemical emergency assistance.

I. WHAT TO DO / if you arrive at the scene of a chemical material fire:

A. Wear proper respiratory protection equipment (e.g. a self-contained breathing apparatus).

B.. Incident involving a fire and/or explosion:\*

1. Attempt to remove any injured persons up-wind and as far away from the burning material as practical (e.g. 200 feet). Administer emergency first aid if necessary. Additional information on handling a chemical contaminated patient is provided at the end of this handbook.
2. If possible, do not attempt to touch, clean up, or walk on any contaminated material that may be present.

\*Note: The procedures listed here are by necessity general and may vary slightly depending on the chemical and/or physical nature of the material involved. Containing chemical fires will be covered in Part III of this handbook.

3. Look for any signs, labels or placards that may give you information regarding the chemical or physical nature of the material involved. Chemical material is usually labeled with one or more of the identifying signs reproduced in Appendix A of this handbook.
4. Stay upwind of any burning material and avoid breathing any fire or explosion associated airborne material.
5. Eating, drinking and smoking in the area of the incident **SHOULD BE PROHIBITED** to avoid internal body deposition of toxic material.
6. An emergency response team from the Bureau of Occupational and Institutional Hygiene will respond to the incident, after being notified, as quickly as possible and will be able to provide needed technical assistance.

C. Rescue procedures which involve entering chemical fire area:

1. Foremost consideration should be given to moving the victim out of the hazardous area. Even when lifesaving first aid is required, 5 or 10 seconds spent moving some distance away from the hazardous material may significantly contribute to reducing the exposure of victim and rescue personnel.
2. Potential personnel exposure to the toxic material must be considered. Become familiar with the chemistry of combustion products.
3. The possible need for respiratory protection, protective clothing, dosimetry and instrumentation must be considered.

## PART II

### HANDLING OF CHEMICAL ACCIDENT VICTIM

There are three (3) basic types of chemical exposures that you should know about:

1. External exposure to the skin.

Many chemicals such as acids or strong caustics will react with skin tissue causing chemical burns. Many organic chemicals are absorbed through the skin and cause poisoning. Some have little effect at all. Thus, the victim's physical appearance must be taken into account before medical aid is given.

Precautions to be observed while attending victim:

Anyone touching the patient or handling his clothing may become contaminated. Handling the patient should be avoided until a Chemical Emergency Response Team arrives. If touching or handling the patient is necessary the hands should be protected during contact. Any additional parts of the body or clothing (e.g., shoes) that come in contact with the patient should receive similar decontamination.

It should be noted that contamination (particularly of the feet and hands) can spread amazingly fast. If transporting the contaminated patient in a police car becomes necessary for life saving purposes the spreading of the contamination must be limited as much as possible.

2. Chemicals inhaled, ingested or internally deposited through a wound.

Toxic and corrosive gases and vapors may be inhaled or react with water on the skin to produce corrosive chemicals.

Precautions to be observed while attending victim:

Normally inhaled, ingested or wound deposited chemicals do not constitute a serious hazard to attending persons unless the chemical in the wound is corrosive. Contamination problems may arise when vomiting occurs. If this occurs the patient should be handled as if he were externally contaminated with a hazardous chemical liquid.

3. Hazardous chemical in a solid form that is imbedded within body tissues.

This type of contamination usually follows an explosion and may involve inert substances (e.g., glass, steel, wood, etc.) or substances that react with air or water emitting toxic fumes (e.g., sodium and phosphorous).

Precautions to be observed while attending victim:

If the wound is sputtering or emitting fumes await the arrival of qualified medical help or the Chemical Emergency Response Team.

### PART III

#### HAZARDOUS CHEMICAL SUMMARY AND FIRE EXTINGUISHING RECOMMENDATIONS

##### A. Flammable Solids

##### 1. Pyrophoric Metals

##### (a) Potassium (K)

Properties: Usually in the form of cubic, silver-metallic crystals. Reacts violently with moisture to form potassium hydroxide and hydrogen gas. Intense heat and explosive hazard exists during combustion. Spontaneously combustible in moist air or water. Strong alkaline properties of potassium metal combustion products make it very toxic both internally and externally.

Melting Point: Approximately 62 degrees Centigrade or 144 degrees Fahrenheit.

Fire Extinguishing Recommendations:

- (1) The use of sodium chloride based powders on small pieces of burning potassium has been successful. These substances tend to "stick" to burning metal and smother the fire by sealing off oxygen.
- (2) Do not, under any circumstances, apply water or any moist substance to a fire involving potassium.
- (3) The application of sand is not recommended.
- (4) Do not, use ordinary fire extinguishers (i.e., carbon dioxide, soda acid, and foam).

(b) Sodium (Na)

Properties: Light, soft, silver-white metal. Reacts exothermally with moisture. Exposure to body tissues or skin can cause severe thermal and chemical burns. Also reacts exothermally with the halogens, halogenated hydrocarbons and acids.\*

Melting Point: Approximately 98 degrees Centigrade or 208 degrees Fahrenheit. Sodium-Potassium alloys are more pyrophoric and have lower melting points than the pure constituent metals.

Fire Extinguishing Recommendations:

- (1) The use of sodium chloride based powders on small pieces of burning sodium has been successful.
- (2) Do not use water, foam, soda acid or carbon dioxide fire extinguishers.

(c) Lithium (Li)

Properties: Silvery light metal. Reacts violently with moisture, acid and oxidants. Burns. Lithium emits toxic fumes of lithium oxide and hydroxide. Reaction with water produces hydrogen gas which is highly combustible and explosive in nature. Also reacts with nitrogen. Lithium combustion products are highly toxic.

Melting Point: Approximately 179 degrees Centigrade or 354 degrees Fahrenheit.

Fire Extinguishing Recommendations:

- (1) The use of graphite based, magnesium oxide, or other dry powders recommended by processors of lithium have been successfully on small fires.
- (2) Sodium chloride based powders are generally not effective.

\*Note: Halogens are fluorine, chlorine, bromine, iodine and astatine and are normally in the diatomic form. Halogenated hydrocarbons are organic molecules that have chemically combined with one or more of the halogens.

(d) Magnesium (Mg)

Properties: A dangerous fire hazard when in the form of dust or flakes. Difficult to ignite in solid form. Moisture increases the pyrophoricity. If water is applied there will be evolution of hydrogen gas during burning which will create an explosive hazard.

Melting Point: Approximately 651 degrees Centigrade or 1204 degrees Fahrenheit.

Fire Extinguishing Guidelines:

- (1) Smothering small pieces of burning metal with sodium chloride based powder has proven successful. Care should be taken not to spread the burning metal.
- (2) If possible, allowing the magnesium metal to burn itself out has also been shown to be effective.
- (3) Magnesium oven fires may be controlled with boron trifluoride or boron trichloride gas. The gas is toxic, however, and should not be used on fires in closed areas.
- (4) Water should not be used directly on actively burning magnesium due to the explosive hazard involved. Careful application of water on "cool" fringes of the fire and on combustible material associated with the fire has been shown to be effective.

(e) Aluminum (Al)

Properties: May be in the form of filings, powder, paste or solid. Finely divided aluminum is more hazardous than large solid pieces. Vaporizing liquids may react violently with the burning metal and should not be used. Explosion hazards exists whenever aluminum powder or dust is allowed to accumulate.

Melting Point: Approximately 660 degrees Centigrade or 1220 degrees Fahrenheit.

Fire Extinguishing Guidelines:

- (1) Fires in aluminum pastes or slurries can usually be controlled with carbon dioxide followed by smothering with sand.
  - (2) Sodium chloride based powders applied to small aluminum fires have also been used successfully.
  - (3) Fires in dry aluminum filings or powder may be controlled by smothering in sand or other dry material recommended by the aluminum processor supplier.
  - (4) Precautions should be taken to avoid spreading the burning metal.
  - (5) Aluminum powder, if burning by itself and not involving other combustible material, will form a crust which excludes oxygen and will eventually extinguish itself. Sand can be used to ring and isolate the fire.
- (f) Zirconium and Hafnium (Zr & Hf)

Properties: Both metals are typically used as solid metal, crystals or a gray powder. Titanium-zirconium alloys are more pyrophoric and have a lower melting point than the pure constituent metals. Zirconium and hafnium are relatively stable under water at temperatures up to 50 degrees Centigrade. The dry powder form of these metals may combine explosively at elevated temperatures with oxygen, nitrogen, phosphorus, sulfur, halogens and other non-metals. Dry powders have a low ignition temperature and burn with an intensely hot flame which is difficult to extinguish.

If water and zirconium or hafnium are combined it should be at least 25% water by weight. Severe explosions have occurred when 5-10% by weight water was used to store these metals. The explosive hazard is primarily due to the evolution of hydrogen gas.

Melting Point: Zirconium - approximately 1830 degrees Centigrade or 3326 degrees Fahrenheit.

Hafnium - approximately 2227 degrees Centigrade or 4041 degrees Fahrenheit.

Fire Extinguishing Guidelines:

- (1) Allow fire to burn itself out if possible.
- (2) Smothering with dry sand or ground limestone may be effective.
- (3) The use of sodium chloride based powders on small fires may also be effective.
- (4) Normally water increases the burning rate and should not be used.
- (5) Carbon dioxide, soda acid and foam fire extinguishers should not be used.

(g) Titanium (Ti)

Properties: Normally found as a dark gray uncrystallized powder or as a white lustrous metal. Titanium will burn in atmospheres of carbon dioxide, nitrogen or air. Finely divided metal is the most hazardous and may spontaneously ignite. Highly explosive in the molten form when mixed with water.

Melting Point: Approximately 1800 degrees Centigrade or 3272 degrees Fahrenheit.

Fire Extinguishing Guidelines:

- (1) Allowing the fire to burn itself out, if possible, may be the best extinguishing method.
- (2) The use of sodium chloride based powders on small fires may also be effective.
- (3) Argon and helium gases may be of benefit if applied in airtight enclosures.



## 2. Non-metals

This is a rather large class including explosives (ammunition), oxidizers (potassium chlorate), hydrides (sodium hydride), sulfides (potassium sulfide), and special materials (e.g., wood pulp).

Properties: These materials can furnish oxygen for combustion (oxidizers), release hydrogen (hydrides), or other combustible gas (e.g., calcium carbide releases acetylene) which greatly increases the hazard during fire fighting.

### Fire Extinguishing Guidelines:

- (1) For explosives, evacuate the area and let burn.
- (2) For non-explosives flood with water from as far a distance as possible.

## B. Organic Liquids

### 1. Flammable liquids (Class I and II)

Properties: These are liquids with flash points below 140°F and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100°F. They include hydrocarbons (e.g., gasoline) or chlorinated hydrocarbons (e.g., ethylene dichloride), alcohols (e.g., methanol), ketones (e.g., acetone), aldehydes (benzaldehyde), esters (e.g., methyl butyrate), ethers (e.g., diethyl ether) and other types of compounds.

### Fire Extinguishing Guidelines:

- (1) Use foam or dry chemical.
- (2) If water alone must be used use flooding quantities in a fog or spray.

### 2. Combustible liquids (Class III)

Properties: These are liquids with flash points above 140 F. They include oil (e.g., petroleum), hydrocarbons, alcohols (e.g., decyl), chlorinated hydrocarbons (e.g., amyl chloride), nitrates (amyl nitrate) and other types of compounds.

Fire Extinguishing Guidelines:

- (1) Use foam or dry chemical.
- (2) If water alone must be used use flooding quantities in a fog or spray.

C. Flammable Gases

Properties: These include methane, hydrogen, ethane, propane, ethylene, acetylene and others. Some are stored as liquids at low temperatures, others under high pressure at normal temperatures, and some under both conditions.

Fire Extinguishing Guidelines:

- (1) Use water in flooding quantity fog or spray.
- (2) Cool all affected containers with flooding quantities of water.
- (3) Apply water from as far a distance as possible.

D. Non-Flammable Corrosive Gases and Liquids

Properties: These are materials that will normally be placarded "CORROSIVE". They can be gases (e.g., chlorine or hydrogen chloride) or liquids (e.g., hexane acid). They can be water soluble or insoluble.

Fire Extinguishing Guidelines:

- (1) Use water in flooding quantities as fog or spray.
- (2) Cool all affected containers with flooding quantities of water.
- (3) Apply water from as far a distance as possible.

## APPENDIX A

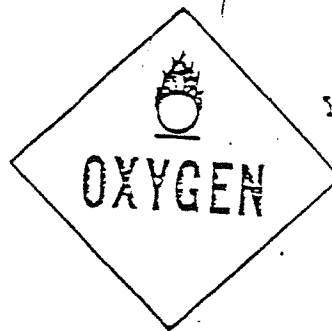
### CHEMICAL CAUTION SIGNS AND LABELS

The Department of Transportation requires placarding and labeling of trucks, railroad cars, etc. to identify at least the nature of the chemical being transported by the carrier. The labels may say "FLAMMABLE", "FLAMMABLE LIQUID", "NON-FLAMMABLE GAS", "CORROSIVE", etc. without identifying the material. Others say "OXYGEN", "CHLORINE", etc. and thus provide a more definitive identification. The placards are also colorcoded to indicate, at a glance, the nature of the material. For example, oxidizers are yellow, flammables are red, non-flammables are green, corrosives are black and white, etc. On the next few pages are examples of placards in common use.

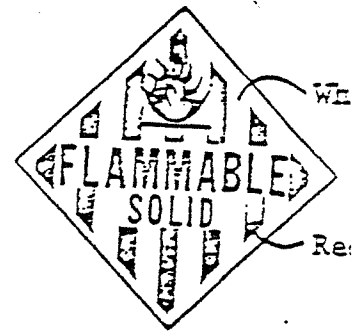
It should always be remembered that the papers carried by the driver may not completely identify the material. Once the papers are found a call to CHEMTREC 800-483-7616, relaying to them the information on the papers, should result in an identification of the material.



Yellow



Yellow



Wh

Red



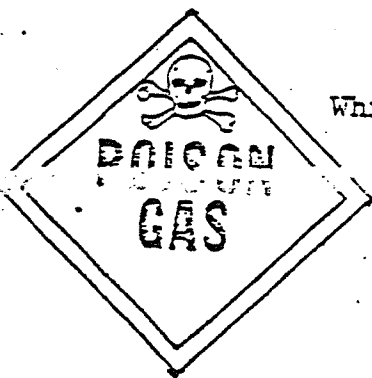
Red



White



Red



White



Black



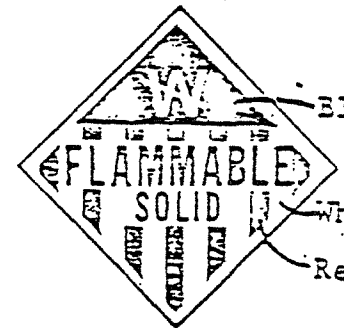
Red



Orange



Green



Blu

Whi

Red

APPENDIX B

CHEMICAL INCIDENT REPORT FORM

BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE

CHEMICAL INCIDENT FORM

Hour \_\_\_\_\_ AM  
PM Date \_\_\_\_\_

Name of person calling \_\_\_\_\_

Representing \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Location of Incident: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Exact Location of Area Involved: \_\_\_\_\_

Chemical Involved:

A. Chemical Name: \_\_\_\_\_

B. Chemical Form (e.g., liquid, solid, or gas): \_\_\_\_\_

Description of Incident:

A. What Happened (briefly): \_\_\_\_\_

B. Time and Date of Incident: \_\_\_\_\_

APPENDIX C

ESSENTIAL INFORMATION TO PROVIDE WHEN  
REPORTING A CHEMICAL INCIDENT

---

ESSENTIAL INFORMATION TO PROVIDE WHEN  
REPORTING A CHEMICAL INCIDENT

1. Your name.
2. Representing.
3. Address where incident occurred.
4. Exact location of area involved (e.g., storeroom, basement, etc.).
5. Chemical involved:
  - a. Chemical name
  - b. Chemical form (e.g., liquid, solid or gas)
6. Description of Incident:
  - a. Tell briefly what happened.
  - b. When did the incident occur (date and time).
  - c. Persons injured (if any).
  - d. Status of injured persons
  - e. Identify emergency response crew(s) that have arrived (e.g., fire department, police, ambulance).

BASIC STEPS TO FOLLOW IN HANDLING A CHEMICAL INCIDENT:

1. Keep all persons as far away from accident scene as is practical.
2. Perform life saving rescues and emergency first aid.
3. Avoid spreading contamination (i.e., liquid, solid or gas).
4. Do not attempt to move or clean up any material involved with the incident.
5. Stand upwind of fires.
6. Obtain names of all persons involved with incident.
7. Detain all persons involved with the incident at the scene until the Chemical Emergency Response Team arrives.
8. Eating, drinking or smoking in the area of the accident should be prohibited.
9. Remain calm and wait for arrival of the Chemical Emergency Response Team.



## APPENDIX D

### PROCEDURES TO FOLLOW IN AVOIDING THE SPREAD OF CHEMICAL CONTAMINATION

- (1) Know the chemical and physical form of the material you are dealing with.
- (2) Rope or otherwise barricade the contamination area to avoid spreading toxic material.
- (3) If you are contaminated, shed outer clothing, including boots, prior to leaving the contamination area. Avoid spreading contamination outside the barrier or rope.
- (4) Be aware of possible airborne contamination.
- (5) Avoid touching or stepping in contaminated areas if possible.
- (6) Do not attempt to clean up toxic material contamination.
- (7) Use soil or sand to "dam" liquids that are spilled and where run off is undesirable.
- (8) Keep all ~~clothing~~ clothing that you suspect to be contaminated inside the contamination barrier.

- 19 -

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DISTRICT OF COLUMBIA  
EMERGENCY HANDLING OF CHEMICAL INCIDENTS  
A HANDBOOK FOR POLICE OFFICERS

DEPARTMENT OF ENVIRONMENTAL SERVICES  
ENVIRONMENTAL HEALTH ADMINISTRATION  
BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE  
RADIOLOGICAL HEALTH DIVISION

QUICK REFERENCE - WHAT TO DO in the event of a  
Hazardous Chemical Incident

- (1) Keep all persons as far away from accident scene as is practical.
- (2) Perform life saving rescues and emergency first aid.
- (3) Avoid spreading contamination (i.e., liquid, solid or gas).
- (4) Do Not attempt to move or clean up any material involved with the incident.
- (5) Detain all persons involved with the incident at the scene until the Chemical Emergency Response Team arrives.
- (6) Stand upwind of fires.
- (7) Obtain names of persons involved with incident.
- (8) Eating, drinking and smoking in the area of the accident should be prohibited.
- (9) Remain calm and wait for arrival of the Chemical Emergency Response Team.

## EMERGENCY HANDLING OF CHEMICAL INCIDENTS

### A HANDBOOK FOR POLICE OFFICERS

The following is a description of various chemical emergency incidents with which you may be involved as a police officer.

The likelihood of a serious incident occurring is remote. However, in view of the numerous uses of hazardous chemicals in the District of Columbia it is imperative that all emergency response agencies be prepared to safely handle a chemical incident within the confines of their agency's responsibilities.

EXAMPLES OF CHEMICAL EMERGENCY INCIDENTS to which you may eventually respond are listed below:

- A. VEHICLE (e.g., truck, aircraft) transporting hazardous chemicals is involved in an accident.
- B. EXPLOSION and/or FIRE occurs in a building where hazardous chemicals are used or stored.
- C. Hazardous chemicals are STOLEN or LOST.
- D. RAILROAD CAR transporting hazardous chemicals is involved in an accident (e.g., derailment).
- E. With any of the above incidents it is always possible that one or more persons will be injured and/or contaminated with the hazardous chemical involved.

WHO TO NOTIFY regarding a chemical emergency incident.

- a) During business hours 8:15 a.m. to 4:45 p.m., Monday - Friday) call the Bureau of Occupational and Institutional Hygiene, Phone No. 724-4358.
- b) After hours, weekends, and holidays call 727-6161 or 727-6145.

USE THE WORDS: I need chemical emergency assistance.

WHAT TO DO if you arrive at the scene of a chemical incident.

A. Incident involving a VEHICLE transporting hazardous chemicals.

1. If there is a fog, mist, smoke, or strong odor do not enter the area unless a respirator is worn.
2. Attempt to remove any injured persons as far away from the hazardous chemical as practical (e.g., 200 feet). Administer any emergency first aid if necessary. More information on handling a victim exposed to chemicals will be provided at the end of this booklet.
3. Do not attempt to touch or clean up any hazardous chemical that may be present.
4. A placard reading "DANGEROUS", "EXPLOSIVE", "OXIDIZER", etc. affixed to the outside of the truck. All information on the label(s) should be recorded if possible. (See Appendix A for a description of labels).
5. If there is evidence of a fire around the vehicle's engine, cab, or tires attempt to extinguish it (the fire department may accomplish this if present).

If the vehicle's cargo is burning do not attempt to extinguish the fire. Instead clear the area to a distance of at least 200 feet UPWIND from the flames.

6. If no fire is evident, attempt to rope or cordon off a area with a 200 foot radius (or as large as is practical) around the vehicle. Attempt to keep all persons outside of this area.<sup>1</sup>
7. The decision whether or not to detour or block traffic should be made after considering the following:
  - a. Is there a possibility of traffic moving through contaminated areas and spreading the hazardous chemical?
  - b. Will the vehicle operators pass through areas of airborne (e.g., smoke or gas) contamination?
  - c. Is there a possibility of explosion?

If any of the answers to the above is yes, the police officer should detour or block traffic at a safe distance.

<sup>1</sup>The establishment of a 200 foot radius may not always be necessary or possible. The degree of necessity will not normally be estimated by the police officer. However, the greatest distance practical and possible should be maintained.

8. Eating, drinking and smoking in the area of the accident SHOULD BE PROHIBITED.
  9. Obtain the names and addresses of all persons involved with the incident. Anyone suspected of being contaminated should be detained in a special area (e.g., roped off) until they can be monitored by the Chemical Emergency Response Team. (This may not pertain to critically injured victims who must be transported to a hospital - see #11 below).
  10. WAIT for the arrival of a Chemical Emergency Response Team from the Bureau of Occupational and Institutional Hygiene. Refer all questions (e.g., from newsmen) about the incident to the Emergency Team Coordinator from the Bureau.
  11. If any injured persons must be transported to a hospital before the arrival of the Emergency Response Team be certain that you inform the ambulance or rescue squad that the patient has been involved in an accident with hazardous chemicals and may be contaminated. Obtain the name of the ambulance, driver, and hospital where the patient will be taken..
  12. When the Chemical Emergency Response Team arrives provide them with all the information you have obtained regarding the incident.
- B. A chemical EXPLOSION and/or FIRE within a building.
1. Basically follow the procedures listed above for vehicular accidents.
  2. NOTE: Entering a burning building where hazardous chemicals are present can be very hazardous unless the proper precautions are taken (e.g., breathing apparatus, clothing, etc.). Such an entry should only be attempted by a police officer when there is an immediate danger to the life of a victim within the structure.
- C. Hazardous Chemicals LOST or STOLEN.
1. Stolen or lost hazardous chemicals present a unique and highly variable problem. Any such theft or loss should be immediately reported to the Bureau of Occupational and Institutional Hygiene. Normal investigative procedures can be carried out. If and when the material is recovered the Bureau should be notified before anyone approaches the material.

D. RAILROAD CAR transporting hazardous chemicals.

1. The procedures listed for vehicular accidents will normally be followed for railroads. It should be noted, however, that a train derailment may result in an accident of far greater magnitude than a vehicular accident and may in certain cases be handled differently.

E. HANDLING OF CHEMICAL ACCIDENT VICTIM:

There are three (3) basic types of chemical exposure that you should know about:

1. External exposure to the skin.

Many chemicals such as acids or strong caustics will react with skin tissue causing chemical burns. Many organic chemicals are absorbed through the skin and cause poisoning. Some have little effect at all. Thus, the victim's physical appearance must be taken into account before medical aid is given.

Precautions to be observed while attending victim:

Anyone touching the patient or handling his clothing may become contaminated. Handling the patient should be avoided until a Chemical Emergency Response Team arrives. If touching or handling the patient is necessary the hands should be protected during contact. Any additional parts of the body or clothing (e.g., shoes) that come in contact with the patient should receive similar decontamination.

It should be noted that contamination (particularly of the feet and hands) can spread amazingly fast. If transporting the contaminated patient in a police car becomes necessary for life saving purposes the spreading of the contamination must be limited as much as possible.

2. Chemicals inhaled, ingested or internally deposited through a wound.

Toxic and corrosive gases and vapors may be inhaled or react with water on the skin to produce corrosive chemicals.



Precautions to be observed while attending victim:

Normally inhaled, ingested or wound deposited chemicals do not constitute a serious hazard to attending persons unless the chemical in the wound is corrosive. Contamination problems may arise when vomiting occurs. If this occurs the patient should be handled as if he were externally contaminated with a hazardous chemical liquid.

3. Hazardous chemical in a solid form that is imbedded within body tissues.

This type of contamination usually follows an explosion and may involve inert substances (e.g., glass, steel, wood, etc.) or substances that react with air or water emitting toxic fumes (e.g., sodium and phosphorous).

Precautions to be observed while attending victim:

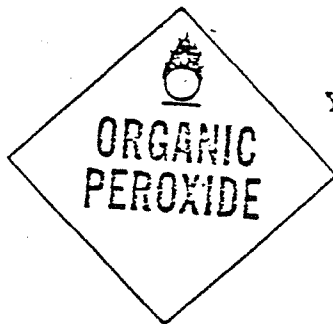
If the wound is sputtering or emitting fumes await the arrival of qualified medical help or the Chemical Emergency Response Team.

## APPENDIX A

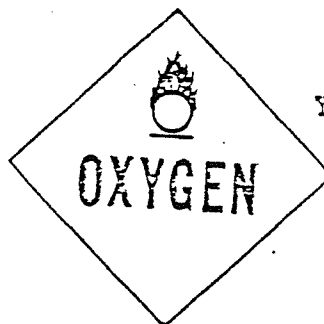
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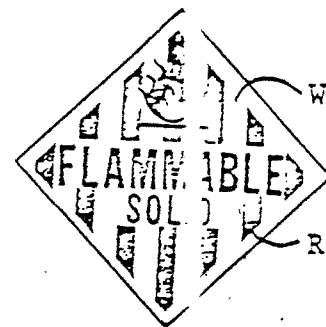
It should always be remembered that the papers carried by the driver may not completely identify the material. Once the papers are found a call to CHEMTREC 800-483-7616, relaying to them the information on the papers, should result in an identification of the material.



Yellow



Yellow



White

Red



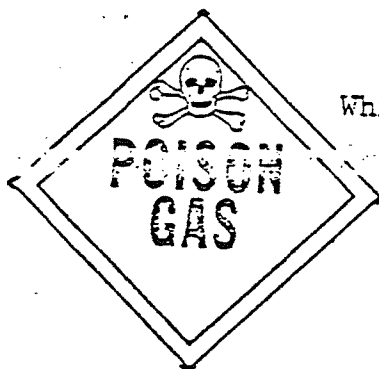
Red



White



Red



White



Black



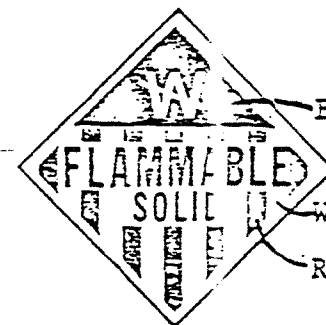
Yellow



Orange



Green



Blue

White

Red

APPENDIX B

CHEMICAL INCIDENT REPORT FORM

BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE  
CHEMICAL INCIDENT REPORT FORM

Hour \_\_\_\_\_ AM  
PM

Date \_\_\_\_\_

Name of person calling \_\_\_\_\_

Representing \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Location of Incident:

City:

County:

Exact Location of Area Involved:

Hazardous Chemical Involved:

A. Chemical Name:

B. Chemical Form (e.g., liquid, solid, or gas):

Description of Incident:

A. What Happened (briefly):

B. Time and Date of Incident:

APPENDIX C

ESSENTIAL INFORMATION TO PROVIDE  
WHEN REPORTING A CHEMICAL INCIDENT

ESSENTIAL INFORMATION TO PROVIDE  
WHEN REPORTING A CHEMICAL INCIDENT

1. Your name.
2. Representing.
3. Address where incident occurred.
4. Exact location of area involved (e.g., storeroom, basement, etc.)
5. Hazardous chemical involved:
  - a. Chemical name
  - b. Chemical form (e.g., liquid, solid or gas)
6. Description of Incident:
  - a. Tell briefly what happened.
  - b. When did the incident occur (date and time).
  - c. Persons injured (if any).
  - d. Status of injured persons.
  - e. Identify emergency response crew(s) that have arrived (e.g., fire dept., police, ambulance).

BASIC STEPS TO FOLLOW IN HANDLING A CHEMICAL INCIDENT:

1. Keep all persons as far away from accident scene as is practical.
2. Perform life saving rescues and emergency first aid.
3. Avoid spreading contamination (i.e., liquid, solid or gas).
4. Do not attempt to move or clean up any material involved with the incident.
5. Stand upwind of fires.
6. Obtain names of all person involved with incident.
7. Detain all persons involved with the incident at the scene until the Chemical Emergency Response Team arrives.
8. Eating, drinking or smoking in the area of the accident should be prohibited.
9. Remain calm and wait for arrival of the Chemical Emergency Response Team.

DISTRICT OF COLUMBIA

CHEMICAL INCIDENT RESPONSE PLAN

A GUIDE FOR HOSPITAL PERSONNEL

DEPARTMENT OF ENVIRONMENTAL SERVICES

ENVIRONMENTAL HEALTH ADMINISTRATION

BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE



## INTRODUCTION

It is the purpose of this handbook to provide hospital personnel with a few basic guidelines relating to the proper care and management of a chemical accident victim. The hospital, with the exception of those under contract with industrial firms for treatment of chemical accidents patients, is not expected to provide an expensive and large scale program for such care. Rather the intent of this handbook and its accompanying program is to stimulate thought and preliminary preparation centered around the question "what would we do if a chemical accident victim were brought to this hospital?"

# HANDLING THE CHEMICAL ACCIDENT VICTIM

## A GUIDE FOR HOSPITAL PERSONNEL

The following is a description of various chemical emergency incidents with which you may be involved as a hospital staff member.

The likelihood of a serious incident occurring is remote. However, in view of the numerous users of hazardous chemicals in the District of Columbia it is imperative that all emergency response agencies be prepared to safely handle a chemical incident within the confines of their capabilities.

### NOTIFICATION PROCEDURES FOR CHEMICAL EMERGENCY INCIDENTS:

It is assumed that in most cases proper notification of the Bureau of Occupational and Institutional Hygiene will have been made prior to the patient's arrival at the hospital. In the event that proper notification has not been made, the hospital administrator or other staff members should immediately do the following:

#### WHOM TO NOTIFY regarding a chemical emergency incident:

- a) During business hours (8:15 a.m. to 4:45 p.m., Monday - Friday) call the Bureau of Occupational and Institutional Hygiene, Phone No. 724-4358.
- b) After hours, weekends and holidays call 727-6161 or 727-6145.

USE THE WORDS: I need chemical emergency assistance.

Proper notification is imperative if qualified chemists are to arrive at the hospital in the shortest time possible.

#### Emergency Notification Procedures within the Hospital:

The normal hospital procedure for emergency notification should be utilized in the event of a chemical incident.

## TYPES OF CHEMICAL EXPOSURES

There are three (3) basic types of chemical exposures that you should know about:

### 1. External exposure to the skin.

Many chemicals such as acids or strong caustics will react with skin tissue causing chemical burns. Many organic chemicals are absorbed through the skin and cause poisoning. Some have little effect at all. Thus, the victim's physical appearance and the nature of the chemical must be taken into account before medical aid is given.

#### Precautions to be observed while attending victim:

Anyone touching the patient or handling his clothing may become contaminated. The hands should be protected during contact. Any additional parts of the body or clothing that come in contact with the patient should receive decontamination.

It should be noted that contamination (particularly of the feet and hands) can spread amazingly fast. In transporting the contaminated patient in the hospital spreading of the contamination must be limited as much as possible. Clothing, linens, etc., should be ~~not be~~ decontaminated.

### 2. Chemicals inhaled, ingested or internally deposited through a wound.

#### Precautions to be observed while attending victim:

Normally inhaled, ingested or wound deposited chemicals do not constitute a serious hazard to attending persons unless the chemical in the wound is corrosive. Contamination problems may arise when vomiting occurs. If this occurs the patient should be handled as if he were externally contaminated with a hazardous chemical liquid.

### 3. Hazardous chemical in a solid form that is imbedded within body tissues.

This type of contamination usually follows an explosion and may involve inert substances (e.g., glass, steel, wood, etc.) or substances that react with air or water emitting toxic fumes (e.g., sodium and phosphorous).

Precautions to be observed while attending victim:

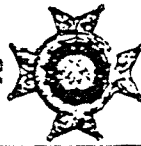
If the wound is sputtering or emitting fumes it is important to determine the type of material present in the wound. Some chemicals, for example, are water reactive (e.g., metallic sodium). Those present at the scene of the incident should be able to supply information as to the type of chemicals involved in the incident.

ADDITIONAL HELP

If there are any questions concerning the properties of the chemicals involved consult a member of the Chemical Emergency Response Team or consult "Dangerous Properties of Industrial Materials" edited by N. Irving Sax, Van Nostrand-Reinhold Co.



# GENERAL ORDER



SERIES

NUMBER

EFFECTIVE DATE

309

2

December 1, 1971

SUBJECT:

Bomb Threats and Explosive Devices

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the policy and procedures for handling bomb threats, bombs, suspicious packages, incendiary devices, hazardous materials, and other explosive items. This order consists of the following parts:

- PART I Responsibilities and Procedures for Members of the Department
- PART II Responsibilities and Procedures for Special Assignment Personnel
- PART III Responsibilities and Procedures for Supervisory and Command Personnel

## PART I

### A. Report of Bomb Threat.

1. Members of the department receiving a report of a bomb threat, either directly or indirectly, or who have located or have knowledge of any bomb, suspicious package, incendiary device, hazardous material (e.g., chemicals), or other explosive items shall, after taking immediate safeguards for the protection of life and property, convey or cause to be conveyed all information to an official on duty at the Communications Division.

2. The first officers on the scene shall be responsible for preparing PD Form 251 unless otherwise directed by competent authority. In addition, these officers shall notify the Investigative Services Division and the Mayor's Command Post of the results of the investigation. The Burglary and Pawn Section shall also be notified as it is their responsibility to conduct an investigation.

### B. Evacuations.

1. In the event a bomb threat occurs on privately owned property, the decision to evacuate shall be the responsibility of the owner or the person in charge of the privately owned property. If evacuation is requested by the owner or person in charge, members shall comply with the request and render whatever assistance is needed to execute this action.

2. Public buildings shall be evacuated at the request of the person in charge of the building or when it is deemed mandatory for the safety of the occupants by the police official in charge at the scene.

3. In all cases where an explosive device that could jeopardize the safety of the occupants is located evacuation measures shall be executed.

C. Conducting Searches.

1. It is impossible to set firm rules or guidelines on searching procedures as each situation may greatly differ from previous encounters. Explosive devices may appear in a recognizable form or may be sophisticated devices so disguised as not to be easily discernable. Extreme care should be utilized in the search procedure.

2. It shall be the responsibility of officers upon arrival at the scene of one of the above incidents to do the following:

- a. Conduct a complete and thorough search of the area involved insofar as time and the situation allow.
- b. Solicit the cooperation of those people who are familiar with the area involved (e.g., maintenance men, building engineers, etc.) to search their work area insofar as time and the situation allow.
- c. In more difficult search operations, utilize the services of the Canine Explosive Search Teams.

D. Found Explosive Devices.

In the event a bomb, explosive, or any item of a suspicious nature is located as a result of the search, the locating officer shall immediately:

1. Secure the area.
2. Notify or cause to be notified an official on the scene as to the exact location of the device and any other pertinent information.
3. Allow no one to touch, move, or otherwise disturb the device.

4. Position himself in a manner that affords him the best possible protection while keeping the scene isolated, if time and the situation allow, until the arrival of the Explosive Ordnance Unit or a police line is established.

5. When actual or suspected devices have been located, member of the force shall not use or allow the use of any radio transmitters within a one-block radius of the item's location. This restriction shall not apply to situations involving bomb searches where hand-held portable radios may be used.

## PART II

### A. Initial Response Team.

1. In order to provide for personnel specifically trained to investigate and process incidents involving explosions within the District of Columbia, the following personnel, whether on or off duty, shall be notified to respond when such an incident occurs, and they will comprise the department's Initial Response Team:

a. Two (2) members of the Explosive Ordnance Unit.

b. Two (2) members of the Mobile Crime Laboratory Section.

c. Two (2) members of the Canine Search Section.

d. One (1) member of the Burglary and Pawn Section.

2. If, upon the arrival of the Initial Response Team, additional trained personnel are required, the senior member of each unit which needs assistance will contact the ranking official on the scene. If approved, the official shall inform the official in charge of the Communications Division as to the additional personnel required. It shall be the latter's responsibility to notify the official in charge of the affected unit, who shall then become responsible for selecting and notifying those members for response to the scene of the incident.

### B. Explosive Ordnance Unit.

1. The Explosive Ordnance Unit, Special Operations Division, is comprised of members of the force who have specialized training and equipment necessary to identify, disarm, transport, and safely dispose of explosives. This element normally shall not respond to bomb threats but shall be responsible for the following:

- a. Responding to all calls for found explosives, suspicious packages, incendiary devices, hazardous materials, or other related items.
- b. Assisting in the investigation of bombings and explosions.
- c. Maintaining files and statistics on incidents described in part I, paragraph A, of this order.
- d. Making decisions as to how the device shall be disarmed, handled, transported, and its final disposition.
- e. Notifying or causing to be notified the proper military personnel in the event the device found is an item of military ordnance.

2. Utilization of Bomb Carrier Truck:

- a. The Explosive Ordnance Unit, Special Operations Division, has in operation a bomb carrier truck, designated as Cruiser 677 ~~which is housed at the~~ Harbor Patrol facility. Normally, the bomb truck will not respond to the scene of a suspected explosive device until a member of the Explosive Ordnance Unit has determined a need for a vehicle or its equipment. The decision to utilize the bomb truck shall be made only by a member of the Explosive Ordnance Unit.
- b. When the Explosive Ordnance Unit responds to the scene of a suspected explosive device and it is anticipated that the services of the bomb truck may be required, a member of the Explosive Ordnance Unit shall request Communications to notify the Harbor Patrol Unit of the situation. A member of the Harbor Patrol Unit shall then immediately prepare the vehicle for operation and standby to await further instructions. Two SOD motorcycle officers shall also be dispatched to standby at the truck's location for escort service. (If SOD motorcycle officers are not available for this purpose, the vehicle will be driven to its destination cautiously without benefit of an escort.)



- c. When it is determined by a member of the Explosive Ordnance Unit that the services of the bomb truck are needed at the scene, he shall notify Communications to dispatch the bomb truck. The member of the Harbor Patrol Unit shall then drive the bomb truck, escorted by the two motorcycle officers, to the specified location. Upon arrival, the motorcycle officers shall standby for the purpose of escorting the bomb truck to its final destination. Only members of the Explosive Ordnance Unit shall operate the bomb truck once explosive material has been placed into the vehicle.
- d. An additional feature of the bomb truck is that it is equipped with certain specialized items, such as a generator, high intensity lighting, and a heavy duty winch, which may be utilized at the scene of a serious crime or disaster. When it becomes necessary to utilize the bomb truck for these special assignments, the official in charge of the Communications Division shall be contacted. The Communications Division shall then notify the Explosive Ordnance Unit, who shall transport the vehicle to the specified location.

C. Burglary and Pawn Section.

The investigation of all bombings and explosions and found incendiary devices is the responsibility of the Burglary and Pawn Section. Personnel from this section shall respond to all such incidents and take charge of the actual investigation.

D. Mobile Crime Laboratory Section.

The responsibility of this unit shall be as prescribed by General Order No. 304.8 (Collection of Physical Evidence and Utilization of the Mobile Crime Laboratory and Crime Scene Search Officers) in the event of an explosion.

E. Canine Explosive Search Teams.

1. Members of the department are reminded that utilization of the canine explosive teams results in the area being searched more quickly, thus saving manpower. The canine is capable of detecting the presence of explosives in areas not immediately accessible, such as locked desks, cabinets and closets. These canine teams shall not be used in routine searches of a small-premise.

2. Canine teams shall be available for call from 0700 to 2300 hours, 7 days a week, and off-duty canine teams shall be available during the 2300 to 0700 hours tour of duty. Requests for the use of the Canine Explosive Search Teams shall be made through the Communications Division.

F. Investigative Services Division.

The Investigative Services Division shall assist in the investigation of bombings and related incidents. In addition, when information concerning possible bombings or the stockpiling of explosives is received, the Investigative Services Division shall transmit such information to the Explosive Ordnance Unit, the Burglary and Pawn Section, and the commander of the district involved.

PART III

A. Official in Charge, Communications Division.

1. Upon receipt of information regarding one of the incidents listed in part I, paragraph A, of this order, the Communications Division official receiving the information shall be responsible for the following:

- a. Notifying or causing to be notified the official in ~~charge of the district involved.~~
- b. Causing sufficient personnel and a supervisory official from the district involved to be dispatched to the scene. Members of the Civil Disturbance Unit assigned to the district involved should be used whenever possible to assist in the searching phase.
- c. Notifying the Canine Explosive Search Team when their services are needed or requested.
- d. If any of the items described in part I, paragraph A, of this order are located, notifying the following:
  - (1) Office of the Chief of Police.
  - (2) Commander, Patrol Division.
  - (3) Night supervisor, if other than the day tour of duty.
  - (4) Members of the Explosive Ordnance Unit.
  - (5) Burglary and Pawn Section.

(6) Fire Department.

- e. If an explosion occurs, notifying the Initial Response Team.

2. When an official on duty at the Communications Division receives a request for the services of the Explosive Ordnance Unit from the Secret Service, Executive Protective Service, United States Park Police, Military E.O.D., or other local police or military agency, he shall immediately cause the Explosive Ordnance Unit to be notified.

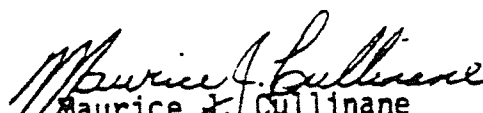
B. Commanding Officers.

District commanders shall respond to all bombings, explosions, and other related incidents that occur in their respective districts. They shall take command of the scene upon their arrival and direct all activities.

C. Supervisory Officials.

The official in charge at the scene shall be responsible for the following:

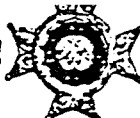
1. Coordinating the search for the explosive.
2. Keeping the Communications Division apprised of all developments.
3. In the event a suspected device is located, causing immediate evacuation if necessary; securing the area of the suspected device; permitting no person to handle, move, or attempt to disarm the device until the arrival of the Explosive Ordnance Unit; and establishing a police line if necessary.
4. Submitting a complete report (original and five copies) including statements from all witnesses, which shall be forwarded to the Chief of Police, through channels, with the morning papers.
5. Conferring with the Canine Explosive Search Team handlers responding to the scene to determine if the canine team can be utilized.

  
Maurice J. Cullinane  
Chief of Police

MJC:DMS:pam



# GENERAL ORDER



SERIES

NUMBER

EFFECTIVE DATE

308

11

December 1, 1971

SUBJECT:

Responsibilities at the Scene of a Fire  
and the Security of Fire Department  
Personnel and Equipment

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the policy and procedures to be followed by members of the force responding to the scene of a fire and providing protection for fire fighters and their equipment. This order consists of the following parts:

- PART I            Responsibilities and Procedures for  
                         Members of the Department
- PART II            Responsibilities and Procedures for  
                         Special Assignment Personnel
- PART III           Responsibilities and Procedures for  
                         Supervisory and Command Personnel

## PART I

### A. Fire Alarm.

1. Policemen shall respond promptly to the scene of all fires. They shall protect fire fighters and Fire Department equipment, ~~prevent interference by pedestrians and~~ traffic, prevent persons from crowding near entrances to burning buildings, and facilitate in every way the activities of the Fire Department.

2. All persons except fire fighters shall be kept out of the building until the occupant has resumed possession. Persons bearing fire actuary passes or employees of the gas or electric company may be permitted to enter such premises in connection with their official duties, but members of the press shall be excluded from the premises although they may operate within fire lines, if identified by properly displayed current press passes.

### B. Members Assigned to Foot or Scooter Patrol.

Officers assigned to foot patrol or scooter patrol, not equipped with footmen radios shall, when they hear fire apparatus, immediately communicate with their station and ascertain the location of the fire. If the fire is on their beat, they shall respond promptly; and if not on their beat, they shall comply with instructions given at the time of their inquiry.

### C. Reporting Requirements.

1. PD Form 253 shall be prepared in all instances when a fire is determined to be of "suspicious" origin, and in the event of

injuries, deaths, or found property, resulting from a fire. PD Form 251 shall be prepared when the fire is determined to be the result of a criminal act.

2. In cases where the reporting officer's preliminary investigation indicates that a fire is of suspicious origin, he shall notify an official of the Burglary and Pawn Section, Criminal Investigations Division, who will assume responsibility for the investigation.

3. With the exception of those instances set forth in part I, paragraph C1 above, members of the force shall not be required to prepare an official report on the facts and circumstances surrounding a fire. All pertinent information from the department's standpoint shall be recorded on PD Form 258 by the communications dispatcher.

4. When responding to an actual fire, the responding unit shall assume the responsibilities as set forth in other sections of this order. After the scene has been secured, traffic cleared and conditions returned to normal, the unit shall return to service with the disposition "Report Handled by the Fire Department."

5. In the event the alarm is false, the Fire Board will notify a police dispatcher who shall relay this information to the responding unit. A disposition of "No Police Action" shall be recorded on PD Form 258 by the dispatcher handling the assignment. The responding unit shall continue on to the scene, however, returning to service only after all Fire Department apparatus have departed.

## PART II

### A. Motorcycle Officers.

Members of the force assigned to motorcycle patrol shall, when responding to the scene of fires, report to the senior official in charge. In the absence of an official they shall facilitate the movement of traffic, prevent persons from endangering their lives, and secure any property.

### B. Station Personnel.

Personnel assigned to station duty (such as desk sergeants, extra clerks, or P.S.S. men) shall be responsible for notifying officers assigned to foot patrol as to the location of fires.

### C. Special Details.

When officers are detailed to patrol with the National Guard Fire Department Security Detail or assigned to the fire alarm headquarters, they shall provide such assistance as is needed.

D. Burglary and Pawn Section, Criminal Investigations Division.

The Burglary and Pawn Section shall be responsible for investigating all fires reported to be of "suspicious" origin.

PART III

A. Supervisory Officials.

An official shall respond to all fire alarms. When responding to fire alarms in areas known for their hostilities or disorders (such as the stoning of fire fighters), the official shall, when necessary, request and assign additional units to patrol that area.

B. Major Disorders.

1. When disturbances or other disorders (including campus disturbances) occur requiring the redeployment of on-duty personnel or the activation of the Civil Disturbance Unit, the Director of the Communications Division shall be responsible for notifying the chief operator of the Fire Department (by direct line) of the location and scope of the disturbance. In the event the area is barricaded to isolate the disorder and fire equipment is needed to respond, the Fire Department official will report to the senior police official in charge. A decision will be made by the senior officials on the scene (both police and fire) as to whether fire fighters will go into the isolated area.

2. The District of Columbia National Guard has organized a Fire Department Security Detail (FSDS) to provide support to police districts during major civil disturbances. When the FSDS is activated and assigned to police districts, those district commanders affected shall designate a police officer to ride with the detail. Until such time as the FSDS is activated, district commanders shall provide as much protection for fire fighters as is needed.

C. Security Details.

1. Third District.

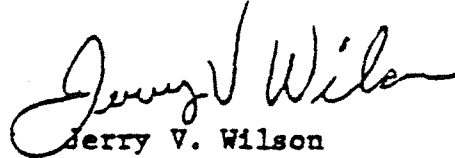
During major disturbances, the Third District Commander shall detail officers as a security force to Engine Company No. 4, located at 931 R Street, N.W. (Auxiliary Alarm Headquarters).

2. Fifth District.

The Fifth District Commander shall detail officers as a security force to the Fire Department Fire Alarm Headquarters, located at 300 McMillan Drive, N.W.

3. Special Operations Division.

The Commander, Special Operations Division, shall detail two officers with proper equipment as a security force for each of the two fire department gasoline trucks at the Apparatus Division, located at 1103 Half Street, S.W.



Jerry V. Wilson  
Chief of Police

JVW:RJB:pam



## GENERAL ORDER



SERIES

NUMBER

EFFECTIVE DATE

309

1

December 1, 1977

SUBJECT:

Barricade and Other Unusual Incidents

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the policy and procedures to be followed by members of the department at the scene of major crimes, barricaded criminals, mentally deranged persons, or unusual incidents where numerous police officers and units from more than one organizational element of the department will be utilized in the police function. This order consists of the following parts:

PART I Responsibilities and Procedures for  
Members of the Department

PART II Responsibilities and Procedures for  
Supervisory and Command Personnel

## PART I

A. Definitions.

1. An unusual incident is any unscheduled event involving potential or actual personal injury or property damage, arising from a natural or man-caused incident requiring police action, and which has affected or will affect a substantial number of persons. Also, any event in which a large crowd has gathered, or is gathering, with indications that it will be unruly or uncooperative.

2. Major crimes are those that are of such public interest as to attract a substantial grouping of spectators or of such magnitude as to require the services of more than two Patrol Division units and one Criminal Investigation Division unit during the preliminary investigation phase. This term shall include scenes where criminals escaping from major crimes are being sought by joint efforts of several units.

3. The senior district official at such scenes is designated as the initial field commander.

4. Barricade Teams are tactical teams of Special Operations Division (SOD) personnel which handle situations involving barricaded criminals or other persons, or, in the absence of SOD members, Civil Disturbance Unit (CDU) personnel on the scene who have been formed into such teams.

5. The term "senior SOD official," when used in this order, shall be substituted with "senior CDU official" in those instances when SOD personnel are not on the scene or not available.

General Order No. 309.1  
Revised November 27, 1977



6. The Barricade Equipment Carrier is an armored vehicle maintained by the SOD which has been equipped to outfit the Barricade Teams and which is available for immediate response to the scene of an incident. The vehicle has been designated as Cruiser 674 and it may be summoned to the scene of any incident by contacting the official then in command of the SOD.

B. Barricaded Persons.

1. The police frequently must apprehend persons who seek to escape capture following some bizarre behavior or after the commission of a crime. These situations have a high potential for death or serious injury and must not, under any circumstances, be reacted to in a routine manner.

2. A person who has barricaded himself against arrest presents an extraordinary danger to officers who must apprehend him, to innocent persons, and to himself. Officers confronted with the problem of arresting such a person must cease to function as individuals and quickly unite as members of a well-organized and highly coordinated team.

3. All personnel, both uniformed and plainclothes, reporting to the scene of an incident addressed by this order shall report to the field commander prior to engaging in any activity other than routine police activity.

4. The first officer(s) on the scene of a police incident who determines that a barricade situation is developing shall be responsible for taking the following action:

- a. Contain the subject who has sought to escape by covering all possible escape routes, using the assistance of other officers.
- b. Request that a district official respond to the scene and inform the Communications Division of the situation and that the services of the Barricade Teams may be needed.
- c. Take a position that affords protection. Fire only at a visible target which is at the moment presenting an immediate danger to human life. (Gunfire by a barricaded subject in the direction of officers who are adequately concealed does not justify the return of gunfire.)
- d. Effect the removal of innocent persons from the danger area with due respect for the safety of all persons concerned. NOTE: This activity will be discontinued once the Barricade Teams have been deployed. Any further removal of innocent persons will be undertaken only at the direction of the senior SOD official.

- e. Brief the district official upon his arrival, including the status of the situation and the deployment of officers in the area.

5. After the arrival and deployment of the Barricade Teams, other members of the department shall resort to gunfire only at the direct order of the senior SOD official. Non-SOD officers who remain at their posts after the Barricade Teams have been committed shall be explicitly instructed in this regard. The purpose for this action is to restrict firing to selected marksmen who are properly equipped and are knowledgeable of the operations plan and the deployment of the Barricade Teams.

6. It is the policy of the department to utilize members of the Barricade Teams, employing the least stringent means consistent with the circumstances, to effect the capture of every criminal or mentally deranged person who resists being taken into custody by seeking refuge in a building or other protected area, after using or threatening to use deadly force against himself or others, and has ignored orders to surrender.

C. Notification of Activities by Picketers, Strikers, and Demonstrators.

Whenever any member of the force learns of any actual impending strike, demonstration, or picketing in the District of Columbia by any group or faction, he shall immediately notify the official then in command of his organizational element.

PART II

A. Initial Field Commander.

1. At any major crime or unusual incident, the senior district official at the scene shall assume and exercise the responsibilities of field commander until relieved from such responsibility by a superior officer. The mere presence or arrival of a ranking official at the scene shall not indicate his assumption of command. Such ranking senior official shall remain in an evaluating capacity unless he specifically assumes command.

2. An official of higher rank may assume field command at any time; however, the official then acting as the field commander must be specifically informed that he has been relieved of command. This shall not be interpreted as preventing or excusing senior officials from assuming command in any situation. On the contrary, ranking officials from any element of the department are required to assume command of the forces on the scene whenever the circumstances indicate a need for such action on their part. The purpose is simply to clearly establish one field commander and fix that responsibility. (NOTE: Non-CDU officials, e.g., not currently active in the CDU, should not normally assume command of the barricade site after control of that area has been assumed by the senior SOD official. Such action would be warranted only if flagrant violations of departmental policy or safe operating procedures were occurring.)

3.. The field commander shall be responsible for the following:

- a. Establishing a radio vehicle as a field command post from which the operation can be directed in relative safety.
- b. Advising the Communications Division of the location of the field command post and ordering all officers reporting to the scene to respond to that location and to report to the official in charge.
- c. Providing the Communications Division with situation reports as significant events occur.
- d. Establishing command and control of all officers on and reporting to the scene.
- e. As appropriate, ensuring that traffic is diverted, spectators are kept at a safe distance, and residents are evacuated from the danger area.
- f. Requiring reporting officers to park their vehicles in such a manner as not to obstruct access to the area by other emergency vehicles.
- g. Authoritative supervision over uniformed forces.
- h. Functional supervision over plainclothes forces.
- i. Returning to service those units not actively engaged or required as a reserve force.

4. In addition to the duties outlined in the previous paragraph, the field commander shall be responsible for the following whenever a barricade situation develops:

- a. Evaluating the situation and requesting the Barricade Teams as soon as it is determined that a barricade situation exists.
- b. Advising officers presently deployed that he is the field commander and that further action shall only be taken on his order.

- c. Establishing police lines beyond which only police personnel will be permitted to operate. (As time and opportunity permit, provisions may be made for the press, consistent with their safety.)
- d. Deploying uniformed officers in the vicinity of the site occupied by the subject. Utilizing plainclothes officers on the perimeter of the incident and establishing a visible identification (e.g., badges pinned to outer garment or coveralls.)
- e. Relinquishing responsibility for the containment and apprehension of the subject to the senior SOD official immediately upon his arrival on the scene. Briefing the senior SOD official and directing his attention to any nearby building having a floor plan similar to the building occupied by the barricaded subject.
- f. Coordinating the activities of personnel under his command with those of the Barricade Teams, as requested or required by the senior SOD official
- g. Totally restrict the entry of all civilians and police personnel, with the exception of Barricade Teams, to the immediate area of the barricade situation. This restriction shall be maintained unless the senior SOD official requests specific personnel or relinquishes control of the scene.
- h. All actions of the senior SOD official and the senior Traffic Division official shall be relayed to and coordinated by the Field Commander.

5. Nothing in this order shall be construed to prohibit the use of weapons or equipment contained in the CDU boxes at the various districts in emergency situations. It shall be noted, however, that there is usually time to organize and embark on a planned course of action with trained officers; therefore, the use of these weapons or equipment shall be limited to those incidents of such critical and extreme emergency that immediate action must be taken.

B. Senior SOD Official.

The Senior SOD official on the scene shall:

General Order No. 309.1  
Revised November 27, 1977

1. Immediately designate a staging area for the purpose of equipping, organizing, and instructing the members of the units responding. This location should be other than the field command post, yet in the immediate vicinity so as to ensure unity of action.

2. Establish and direct the operations plan for the removal of the barricaded subject.

3. Direct the withdrawal of all non-SOD personnel from their holding positions around the site occupied by the subject in every case where the following conditions prevail:

- a. The position has been relieved by an SOD officer or continued coverage from that position is deemed unnecessary.
- b. The assistance of the non-SOD officer is not required.
- c. The officer can withdraw to the field command post for further assignment in relative safety.

4. Coordinate the preliminary report and cause it to be forwarded through channels to the Chief of Police not later than the following business day. ~~A full report shall be forwarded as soon as practicable, but not later than 5 business days after the incident.~~

C. Traffic Division.

The senior Traffic Division official, upon arrival, shall:

1. Report to the field command post for a briefing by the field commander. Secure a portable radio on the SOD frequency to ensure a coordinated action.

2. Determine the area affected and assume responsibility for perimeter traffic control.

3. Assemble Traffic Division personnel at a designated staging area and proceed with assignment of personnel to specific locations. If there is an insufficient number of Traffic Division personnel available, request assistance from the field commander or request a detail through the Communications Division.

4. Ensure that traffic detours are efficiently and expeditiously established and that district officers are promptly relieved from traffic control and, when appropriate, that barricades are positioned and the critical area roped off.

D. Communications Division.

The official in charge of the Communications Division shall:

1. Upon request from the senior district official for services of the Barricade Teams, notify the official in charge of the SOD. At those times SOD is not on duty, notify and assemble such number of CDU members from the Patrol Division as may be needed.

2. Immediately notify the Field Operations Officer; Commander, SOD; and Commander, Patrol Division, if these officials are on duty. At all other times, the night supervisor, and the senior official of the Traffic Division shall be notified.

3. Notify the official then in charge of the SOD that the barricade Equipment Carrier is needed and arrange for an officer to drive the vehicle to the scene of the disturbance.

4. Contact the Fire Department and request an ambulance and fire equipment to be dispatched to a safe location immediately adjacent to the scene in the event their services are needed.

5. Determine if there is a telephone listing at the location of the barricade and relay this information to the senior SOD official by telephone. The police radio shall not be used for this purpose.

a. Only the negotiator should speak to the subject(s). With more than one person talking/negotiating, the situation will only become more confused. In addition, the negotiator is on the scene and, therefore, better able to adapt his conversation to changing conditions.

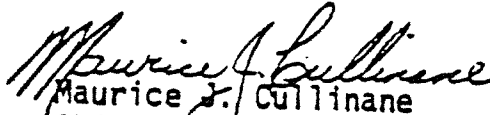
b. The telephone number should be relayed by telephone in order to avoid unnecessary publication of same.

6. Upon being informed of activity involving picketers, strikers, or demonstrators, notify the Office of the Chief of Police; the Commander, Patrol Division, and/or the night supervisor; and the official in command of the district in which the activity is occurring, provided that he is unaware of the activity.

E. Supervisors.

1. A copy of this order shall be placed in a protective folder and made a part of the required equipment in every supervisor's vehicle. In addition, a check list is provided at attachment A and shall be utilized by all affected personnel to ensure that all the proper steps are taken at the scene of incidents addressed in this order.

2. In the event a strike, demonstration, or picketing should be in progress, the official in command of the organizational element in which the activity is occurring shall notify an official of the Communications Division and take appropriate police action.

  
Maurice J. Cullinane  
Chief of Police

Attachment  
MJC:DMS:tsj

## CHECK LIST FOR BARRICADE AND OTHER UNUSUAL INCIDENTS

### FIRST OFFICER(S) ON SCENE

- ☐ 1. Contain subject(s).
- ☐ 2. Summon district official.
- ☐ 3. Alert Barricade Teams via dispatcher.
- ☐ 4. Take protected position. (Fire only at a visible target which is presenting an immediate danger to human life.)
- ☐ 5. Evacuate danger area, if practicable.
- ☐ 6. Brief district official upon his arrival.

### INITIAL FIELD COMMANDER (At scene of major crime or unusual incident)

- ☐ 1. Assume command and establish control of situation.
- ☐ 2. Establish field command post (radio vehicle).
- ☐ 3. Advise dispatcher of command post location and direct all officers reporting to scene to respond to that location.
- ☐ 4. Provide situation reports to dispatcher.
- ☐ 5. Divert pedestrian and vehicular traffic from danger.
- ☐ 6. Maintain control over all officers on scene and return unneeded units to service.

### INITIAL FIELD COMMANDER (At scene of barricaded criminal)

- ☐ 1. Perform duties of field commander as listed above.
- ☐ 2. Request Barricade Teams as soon as need arises.
- ☐ 3. Advise officers deployed at scene that you are the field commander and that further action is to be taken only upon your orders.
- ☐ 4. Establish police lines around scene.
- ☐ 5. Deploy reporting officers as needed; ensure that plainclothes officers have visible identification. (Plainclothes officers normally should be utilized on the perimeter in order to ensure their safety.)
- ☐ 6. Upon arrival of SOD official, relinquish responsibility for containment and apprehension of suspect. Brief SOD official on situation.
- ☐ 7. Maintain control of initial forces after they have been replaced by SOD officers, coordinating their efforts with those of the Barricade Teams.
- ☐ 8. Totally restrict entry of all personnel into area of barricade, except upon direction of the senior SOD official.
- ☐ 9. ~~Coordinate the actions of the senior SOD official with those of the senior Traffic Division official.~~

### SENIOR SOD OFFICIAL

- ☐ 1. Designate staging area for Barricade Teams, informing Communications Division of same.
- ☐ 2. Plan operation for removal of suspect(s).
- ☐ 3. Replace non SOD personnel around the scene with SOD or other CDU personnel as the situation permits.
- ☐ 4. Direct the operations plan of the Barricade Teams until the incident is resolved.
- ☐ 5. At conclusion of incident, relinquish control of scene to appropriate official as soon as practical.

### SENIOR TRAFFIC DIVISION OFFICIAL

- ☐ 1. Confer with field commander at field command post.
- ☐ 2. Obtain portable radio on SOD frequency.
- ☐ 3. Assume responsibility for perimeter traffic control.
- ☐ 4. Coordinate efforts with field commander.





## GENERAL ORDER



SERIES

802

NUMBER

4

EFFECTIVE DATE

March 12, 1982

SUBJECT:

Responding to Oil and Hazardous Material Spills

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish operational procedures and affix responsibilities for responding to, reporting and containing hazards presented by an oil or hazardous material spill in the District of Columbia. This order is primarily concerned with incidents involving transport vehicles and systems, e.g., trucks, rail cars, pipelines, etc., and facilities at which oil or hazardous materials are processed or stored, e.g., oil storage tanks, medical laboratories, research laboratories and facilities, etc. This order consists the following parts:

PART I Responsibilities and Procedures for  
Members of the Department

- A. General.
- B. Initial Status Report.
- C. Response Measures - Hazardous Materials.
- D. Response Measures - Oil Spills or Discharges.
- E. Handling Chemical Accident Victims.

PART II Responsibilities and Procedures for  
~~Special Assignment Personnel~~

- A. Explosive Ordnance Disposal Section.
- B. Harbor Branch.
- C. Helicopter Branch.

PART III Responsibilities and Procedures for  
Supervisory and Command Personnel

- A. Communications Division.
- B. District Commanders.
- C. Chief of Police.
- D. Commander, Special Operations Division.
- E. Director, Planning and Development Division.
- F. Commander, Criminal Investigations Division.

PART I

A. General.

1. As a supplemental guide to this order, a copy of the Federal Department of Transportation Publication P5800.2 "Hazardous Materials," shall be maintained in all scout cars, district official's cruisers and Special Operations Division cruisers. This publication is designed to assist public safety personnel in identifying the names of hazardous materials, the particular hazards presented by these materials and recommended emergency action for the type of material involved.

2. The primary mission of this department, and to which the provisions of this order are directed, is to secure a contaminated area from unauthorized intrusion and to assist in any other way when such assistance may be provided without the protection of required clothing and equipment. Tasks requiring the wearing of protective clothing and use of special breathing equipment will be performed by personnel of the Fire Department and Department of Environmental Services.

B. Initial Status Report.

1. Upon arriving at a location at which oil or a chemical substance has been spilled or discharged, or a chemical substance has been released into the environment as the result of a fire or explosion, members of the force shall attempt to obtain the following information relative to the incident:

- a. If a spill or discharge, the nature of the substance, e.g., oil or chemical, the source from which generated and the amount of material spilled.
- b. If a chemical substance is involved, the name of the chemical and its form, e.g., liquid, solid or gas.
- c. Whether an explosion or fire has occurred, or whether there is a threat of such.

2. The above information shall be transmitted to the Communications Division as soon as possible for notification to the proper emergency response personnel.

C. Response Measures - Hazardous Materials.

Should the incident involve a hazardous material, members of the force shall adhere to the following guidelines after notifying the Communications Division and until the arrival of the Chemical Emergency Response Team from the Department of Environmental Services (DES).

1. If there is evidence of fog, mist, smoke or a strong odor at the scene, members shall enter the area only when entry is necessary to save lives.

2. Attempt to remove injured persons to a distance recommended in the Table of Isolation and Evaluation Distances contained in DOT Publication 5800.2. Precautions in handling victims exposed to a hazardous material are covered in section I-E.

3. Do not attempt to touch or remove any chemical or container that may be present and visible.

4. If there is a fire, attempt to clear persons away from the area to a distance at least equal to that recommended under 2. above.

5. Obtain the names and addresses of all persons involved with the incident. Anyone suspected of being contaminated shall be detained in a special area until they can be monitored by emergency response personnel.

6. If any injured persons must be transported to a hospital before the arrival of emergency response personnel, inform the ambulance crew that the patient may have been exposed to hazardous material. Obtain the ambulance number and the hospital to which the patient is to be taken.

7. When the emergency response team arrives provide them with all information obtained regarding the incident.

8. Refer all questions about the incident to the DES Chemical Emergency Response Team Coordinator.

D. Response Measures - Oil Spills or Discharges.

After having notified the Communications Division, and until the arrival of DES emergency response personnel, members of the force shall take the following action at the scene of an oil spill or discharge:

1. If the spill is the result of a vehicle accident, remove any injured persons away from the spill area.

2. If oil is being discharged from a storage tank, oil pipeline or loading vehicle, attempt to notify a representative of the facility responsible for the control of the oil to terminate the flow.

3. Prohibit pedestrian and vehicular traffic from entering the area.

NOTE: Under no circumstances shall smoking or the use of flares be permitted in the vicinity of an oil or hazardous chemical spill.

E. Handling Chemical Accident Victims.

When responding to an incident involving a chemical substance, members of the force shall be alert to three basic types of exposure that may exist:

1. External exposure to the skin.

Many chemicals such as acids or strong caustics will react with the skin tissue causing chemical burns. Many organic chemicals are absorbed through the skin and cause poisoning. Some have little affect at all. Anyone touching the patient or handling his clothing may become contaminated. Therefore, should it be necessary to move or handle a victim as a life saving measure prior to the arrival of the emergency response team, members shall make every effort to keep their hands covered during contact.

2. Chemicals inhaled, ingested or internally deposited through a wound.

Toxic and corrosive gases and vapors may be inhaled or react with water on the skin to produce corrosive chemicals. Normally inhaled, ingested or wound deposited chemicals do not constitute a serious hazard to attending persons unless the chemical in the wound is corrosive. Contamination problems may arise when vomiting occurs. If this occurs the victim should be handled as if he were externally contaminated with a hazardous chemical liquid.

3. Hazardous chemicals in a solid form that is imbedded within body tissues.

This type of contamination usually follows an explosion and may involve inert substances, e.g., glass, steel, wood, etc., or substances that react within air or water emitting toxic fumes, e.g., sodium and phosphorus. For wounds of this type; members shall not move the victim except as a life saving measure, but shall await the arrival of qualified medical help.

NOTE: Members of the force responding to a call for service and discovering the incident involves the release of a hazardous chemical shall exercise extreme caution and discretion prior to entering an exposed area. Should conditions be such that members would be exposed to the extent that their personal safety would be in jeopardy upon entering the area without protective clothing or equipment, members shall not enter the area, but shall await the arrival of the DES Chemical Emergency Response Team.

PART II

A. Explosive Ordnance Disposal Section (MPD).

1. The Explosive Ordnance Disposal Section (EODS) shall respond to all incidents involving hazardous material emergencies. The EODS shall be prepared to perform the following tasks:

- a. Remove and dispose of all containers containing hazardous materials.
- b. Coordinate the neutralization of hazardous materials spilled upon public space.

2. The official in charge of the EODS shall coordinate all activities of the section with the appropriate DES Emergency Team Coordinator.

B. Harbor Branch.

1. The Harbor Branch shall respond to all incidents involving an oil or hazardous material spill into the navigable waterways within the District of Columbia. The Harbor Branch shall be prepared to perform the following tasks:

- a. Assist the U. S. Coast Guard, Army Corps of Engineers or the contracting service in the safe movement of emergency response vessels and containment and cleanup equipment.
- b. Detour all water traffic away from the affected area until recovery is completed.
- c. Should a spill occur in the vicinity of a boat marina, direct and assist in the relocation of all vessels docked at the marina to prevent fires or to permit the placement of containment booms.

2. The official in charge of the Harbor Branch shall coordinate all activities of the branch with the Coordinator, Department of Environmental Services, Bureau of Air and Water Quality.

C. Helicopter Branch.

1. The Helicopter Branch shall conduct aerial surveillance of land and water spills and keep the on scene commander advised of observed conditions. Photographic services shall be provided upon request.

2. In support of the Harbor Branch, the Helicopter Branch shall conduct periodic overflights of navigable waterways within and leading into the District of Columbia and assist in detouring ~~water~~ traffic away from a spill area.

PART III

A. Director, Communications Division.

Upon receipt and confirmation of information that an oil or hazardous material spill has occurred, the Communications Division shall immediately make the following notifications:

1. The commanding officer or watch commander, as appropriate, of the district in which the incident is located.
2. The D. C. Fire Department.
3. The Chief of Police or Night Supervisor, as appropriate.
4. Mayor's Command Center. The Command Center then will make all notifications to the proper emergency response personnel, i.e., Department of Environmental Services, U. S. Coast Guard, Army Corps of Engineers and the U. S. Environmental Protection Agency. The D. C. Department of Environmental Services is the lead agency for coordinating all operations associated with the containment and cleanup of spills.

B. District Commanders.

1. The District Commander or any official then available as appropriate, shall respond to the scene of a spill and determine the resources necessary to secure the area, and assist in countering the threat presented by the spill. Considerations to be evaluated in arriving at a decision as to the proper level of response are:

- a. The magnitude of the spill, i.e., whether confined to a small or large area; if a chemical spill, whether the threat of contamination and exposure is limited or widespread; the population level threatened; and the number of injured persons, either present or to be rescued.
- b. Whether the district has resources available to effectively manage conditions at the scene of the incident.

NOTE: The senior district official at the scene shall not delay in cordoning off the affected area to non-emergency pedestrian and vehicular traffic with district personnel pending a final determination of the level of assistance that will be required.

2. Upon making his personal ~~assessment of the conditions at the~~ scene, and after consulting with the DES Emergency Team Coordinator, the District Commander or other senior district official shall notify the Chief of Police or the official then in charge of the department of the conditions at the scene and whether additional resources will be required beyond those available in the district.

3. District Commanders shall ensure that all personnel directed to report to the scene of a hazardous material spill respond to a predetermined location safely removed from the contaminated area. This location shall be made known to the Communications Division as soon as the decision is made to dispatch additional personnel to the scene.

4. The District Commander or the senior district official on the scene shall establish a radio vehicle as the field command post from which operations shall be directed until such time as it may become necessary to utilize the SOD Mobile Command Vehicle for this purpose.

C. Chief of Police.

Based upon the information received from the district official at the scene of the emergency, the Chief of Police, or the official then in charge of the department, will determine from among the following options the level of resources required to effectively fulfill the department's responsibilities:

1. Limit the response to assigned on-duty district personnel.

2. Augment or replace assigned district personnel with on-duty CDU personnel.

3. Detail on-duty personnel from other districts to augment assigned district and CDU personnel.

D. Commander, Special Operations Division.

1. Upon the activation of CDU personnel, the Commander, Special Operations Division, shall assume operational command at the emergency site and direct and coordinate all functional operations relative to the department's activities at the scene.

2. The Commander, Special Operations Division, shall activate a field command post from which all operational activity shall be coordinated.

E. Director, Planning and Development Division.

As directed, the Director, Planning and Development Division, shall activate an Emergency Operations Center for the purpose of:

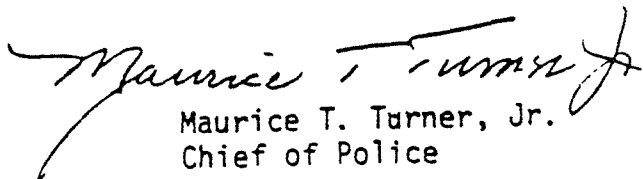
1. Monitoring events and operations associated with the emergency  
serving as the department's liaison with the Mayor's Command Center.

3. Arranging for the procurement of any required materials or equipment.

4. Arranging for the provision of food, as necessary.

F. Commander, Criminal Investigations Division.

Upon the occurrence of a major incident in which numerous injuries and/or deaths may be involved, the Commander, Criminal Investigations Division, or the official then in charge of the division, shall be directed to assign CID personnel to hospitals and the D. C. Medical Examiner's Office for the purpose of preparing necessary injury and death reports, to include such reports involving police officers. Should additional assistance be required to perform this task, the Commander or official in charge of CID shall request through the official in charge of the department that on-duty district plainclothes personnel be detailed to assist.

  
Maurice T. Turner, Jr.  
Chief of Police

MTT:RJB:beg



to: DFC

HEADQUARTERS OF THE FIRE DEPARTMENT  
DISTRICT OF COLUMBIA

May 3, 1983

SPECIAL ORDER NO. 24  
Series 1983

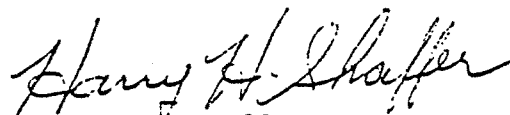
At 0800 hours on Sunday, July 17, 1983, Rescue Squad No. 1 and Rescue Squad No. 3 will be placed in service as full service rescue squads. Rescue Squad No. 2 and Rescue Squad No. 4 will be placed in full service in September.

In September, upon completion of the necessary training and the officers and members are proficient in the use of the tools and equipment used in dealing with hazardous materials, Rescue Squad No. 3 will be designated the Hazardous Material Response Unit and will respond to all incidents involving hazardous materials.

Officers and members desiring assignment to one of the Rescue Squad companies shall submit a Special Report to the Assistant Fire Chief, Operations no later than May 21, 1983. This report shall include the applicant's past experience and related skills and training, length of service and previous assignments, and the reason for requesting this assignment. Only members having three (3) years service in the Department as of May 21, 1983 will be considered.

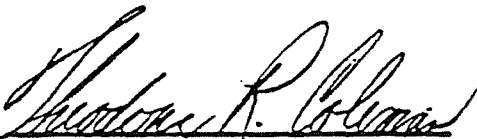
The Deputy Fire Chiefs and Battalion Fire Chiefs of the 1st, 3rd, 4th, and 5th Battalions will recommend selections for assignment of Captains and Lieutenants to the Assistant Fire Chief, Operations for approval by the Assistant Fire Chief, Operations and the Fire Chief.

The Battalion Fire Chiefs of the 1st, 3rd, 4th, and 5th Battalions and the officer selected for each squad will recommend selections for the remaining personnel to the Deputy Fire Chiefs for approval by the Deputy Fire Chiefs and the Assistant Fire Chief, Operations.



Harry H. Shaffer  
Assistant Fire Chief, Operations

Approved



Fire Chief



SPILLED FLAMMABLE LIQUIDS ON STREETS

These guidelines are issued for the information of Department units dispatched to the scene of a vehicle accident or other emergency where varying quantities of flammable liquids may have spilled or there is a possibility of a spill on streets.

The following information should be given to Communication Division in order that they can take steps to notify the concerned parties.

1. Identification and approximate amount of spilled flammable liquid.
2. Steps being taken to flush with water, blanket with foam or vapor suppressant, or otherwise control the spill.
3. If gasoline is involved, the location of the sewer into which it is being flushed.
4. Name of carrier involved.
5. Equipment or assistance needed.

-- GASOLINE:

If the spilled flammable liquid is gasoline, no attempt should be made to dike or contain the liquid. Large quantities of water should be used to flush the gasoline into the sewers. If available, a vapor suppressant such as Light Water should be used to minimize the possibility of ignition.

If the gasoline spill is in an area where it is contained by natural boundaries, then it must be covered by a foam blanket or vapor suppressant until such time as it can be recovered by the gasoline company concerned.

The likelihood of gasoline becoming ignited at any moment is very great and extreme caution should be taken to protect the entire area, including the possible evacuation of buildings, stopping all traffic, and moving spectators away from the scene. Apparatus should be stationed a safe distance away as the apparatus itself may be the cause of ignition of the vapors.

OIL:

If the spilled flammable liquid is oil, attempts should be made to dike or contain the liquid by using sand, dirt, or similar materials, rather than flushing into sewers. It is recognized that this is a time consuming process and may not always be possible due to lack of materials at hand.

Sand trucks and other aids are available on a 24 hour basis and should be summoned, but their response time to the scene will take anywhere from 30 minutes to an hour. Therefore, it will be up to the ingenuity of the companies on the scene to obtain whatever materials that are available in the immediate area, that can possibly be used to contain the liquid.

Water may be used if necessary to divert the flow of oil from entrance to areas that are particularly susceptible to contamination. For example: Oil is flowing towards a driveway, and unless diverted, it will enter a city water reservoir.

#### OTHER FLAMMABLE LIQUIDS:

The following is to be construed as a general statement and it must be recognized that a determination will have to be made into the characteristics of the particular liquid involved to insure the action taken to handle the spill is the correct one.

Class I Liquids, as defined by the D.C. Fire Department - Fire Prevention Code, should be handled as outlined under "Gasoline."

Class II Liquids, as defined by the D.C. Fire Department - Fire Prevention Code, should be handled as outlined under "Oil."

#### AVAILABILITY OF EQUIPMENT AND MATERIALS TO AID IN THE CONTROL OF FLAMMABLE LIQUID SPILLS:

[Any equipment or material which could assist fire companies in controlling a spill incident may be obtained by contacting Communications Division. This would include sand, straw, absorbent material, and recovery equipment from commercial firms. The name of the carrier should be included so that the appropriate firm can dispatch equipment to the scene.]

## HAZARDOUS MATERIAL OPERATING PROCEDURE

### PURPOSE

While this procedure is written with a railroad derailment or a tank truck incident in mind, the same basic principles may also be applied to incidents of smaller proportion as well. Firefighters should understand that a hazardous material incident is an incident where any material that escapes its intended containment and presents the potential for serious injury or harm to whatever it contacts.

The handling of a hazardous material incident will by its nature entail a drastic departure from normal fire fighting practices and methods. Whereas, this department normally subscribes to a very aggressive fire attack, the opposite must be the case when handling a hazardous material incident. In such cases, a defensive attitude must prevail and only those persons absolutely necessary for control of the incident should be involved.

### PROCEDURE

This procedure contains guidelines to be followed when approaching any hazardous materials incident. There are eight separate classifications of hazardous materials:

- Explosive
- Gases
- Flammable and Combustible Liquids
- Flammable Solids
- Oxidizers and Organic Peroxides
- Poisons
- Radioactive Materials
- Corrosives

The various types of incidents one can expect to respond to range in size from something as large as a rail car or tank truck to something as small as a 500 milliliter bottle of poison.

The following procedures to be followed when approaching a known or suspected hazardous material spill or leak:

- (1) approach the scene from upwind and uphill, if at all possible. Wind direction should be obtained from Communications Division. Positive identification shall be made by the 1st due engine company. All units other than the one designated to make the identification shall report to the staging area so designated by the Battalion Fire Chief.

- (2) if the responding units are unaware of a hazardous materials incident, the first unit to arrive shall notify Communications Division of the conditions found, along with the exact location, for relay to the responding Battalion Fire Chief. The Battalion Fire Chief shall designate a staging area approximately 3000 feet upwind. If a company is unable to reach a staging area, notify the Battalion Fire Chief immediately of this situation.
- (3) personnel should wear full protective clothing including positive pressure breathing apparatus.
- (4) except for immediate life saving rescue, no major fire suppression or control operation should be initiated until the material involved and the hazards associated therewith are identified.
- (5) all men and apparatus not directly involved in the initial handling of the incident must be kept at the staging area until identification of the material is made and the incident commander has issued orders as to how these units are to be utilized.
- (6) incident commanders shall see that only the minimum number of personnel are utilized when operating at a hazardous material incident.
- (7) always assume an unknown material to be flammable, toxic, or explosive until proven otherwise.
- (8) all articles of clothing and any equipment, including apparatus, that comes into contact with contaminated material or run off from a contaminated area shall be ~~considered to be contaminated~~.

IDENTIFICATION OF THE MATERIAL MAY BE OBTAINED FROM:

- (1) Department of Transportation Emergency Response Guidebook, 1980 Edition  
This is the yellow book carried on all apparatus.
- (2) CHEMTREC - telephone number 483-7616.
- (3) Waybills and Consists (train) or Bill of Lading (truck).
- (4) Name of commodity on rail cars or labels on shipping containers. When dealing with rail cars it would be advisable to check name on rail car with Consist to be sure the contents are as marked. Look for placards.
- (5) Contents of rail cars may be identified from the car identification number, located on both sides and ends, by requesting that Communication Division contact the proper carrier or the yard master in the case of an incident in rail yards.

HAZARDS OF THE MATERIAL MAY BE IDENTIFIED BY INFORMATION OBTAINED FROM:

- (1) Department of Transportation - Emergency Response Guide, 1980 Edition.

(2) CHEMTREC - telephone number 483-7616.

(3) Carrier.

(4) Manufacturer.

When utilizing the services of CHEMTREC, the incident commander shall attempt to use a telephone that is located close to the scene. If this is not feasible request Communications Division to relay all available information.

(1) Name of caller.

(2) Call back number.

(3) Location of incident.

(4) Name of shipper or manufacturer.

(5) Container type.

(6) Rail car identification number.

(7) Name of carrier.

(8) Consignee.

(9) Weather conditions.

(10) Name of chemical, including correct spelling.

(11) Population density.

The incident commander, after the commodity and associated hazards have been identified, must evaluate the probable results if the Fire Department does not intervene and the incident is allowed to run its natural course. If it is decided that intervention can change the natural course of events, without imposing an undue risk to personnel, the specific actions taken to control an incident will be based on a thorough knowledge of the physical and chemical properties of the material including but not limited to:

Vapor density

Water solubility

Specific gravity

Boiling point

Toxicity level

Corrosiveness

Radioactivity

Flash point

Ignition temperature

Oxidation potential

Instability

Reactivity w/air or water

Flammable range

Once the decision is made to intervene, some available options will be to:

(1) Stop leak or spill. This could be accomplished by closing valves, plugging holes, tightening valve packings, etc.

- (2) Extinguish the fire, using proper agent.
- (3) Prevent container rupture by cooling tank if exposed to fire or otherwise relieving the pressure.
- (4) Neutralize or dilute; usually done with water and water spray, however, at times this may be accomplished through the use of neutralizing agents.
- (5) Contain and cover; by diking a flammable liquid and covering with light water.
- (6) Protect exposures and allow to burn. This can be accomplished by either removing uninvolved material or by removing burning material to a safe location and allow to burn.
- (7) Evaluate - protect the human exposure, including Fire Department personnel.

After the incident commander has evaluated all available information by use of the Emergency Response Guidebook, CHEMTREC, etc., and determines that the condition dictates that the area should be evacuated, he shall notify Communications Division and they shall forward this decision to the Mayor's Command Center for implementation.

During the incident the situation must be continually evaluated as to the extent of the hazard involved, whether the situation has stabilized, improved, or is deteriorating. Constant communication is vital.

ACKNOWLEDGMENT OF COOPERATIVE AGREEMENT  
BETWEEN THE  
DISTRICT OF COLUMBIA  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
AND THE  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
PURSUANT TO PUBLIC LAW 89-170

ACKNOWLEDGMENT OF COOPERATIVE AGREEMENT  
BETWEEN THE  
DISTRICT OF COLUMBIA  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
AND THE  
FEDERAL HIGHWAY ADMINISTRATOR

WHEREAS, the Administrator of the Federal Highway Administration, United States Department of Transportation, pursuant to Public Law 89-670 (49 USC 1651-1659) and Public Law 89-170 (49 USC 11502(a)), is authorized to make cooperative agreements with the various States to enforce the motor carrier safety and hazardous materials laws and regulations of various States and the United States concerning highway transportation; and,

WHEREAS, For the purpose of implementing the provisions of Public Law 89-170, the Federal Highway Administrator issued regulations codified in 49 CFR, Part 388, which specifies the terms of the agreement to be effected between the Federal Highway Administrator and the various States; and,

WHEREAS, On May 26, 1983, the District of Columbia Department of Environmental Services notified the Federal Highway Administrator of its acceptance of the terms of the cooperative agreement;

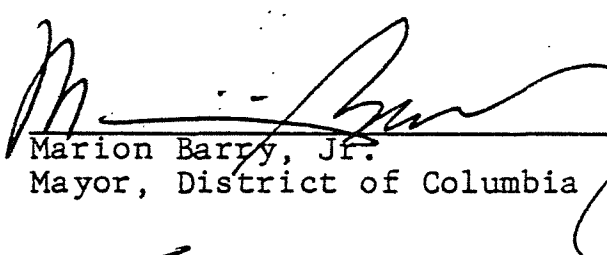
NOW, THEREFORE, The parties signatory hereto on behalf of their respective Agencies do hereby acknowledge the acceptance by the District of Columbia Department of Environmental Services of the invitation of the Federal Highway Administrator to participate in a cooperative agreement to enforce the motor carrier safety and hazardous materials laws and regulations of

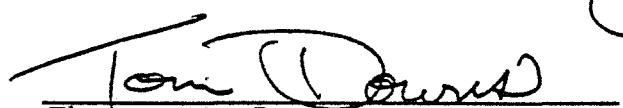


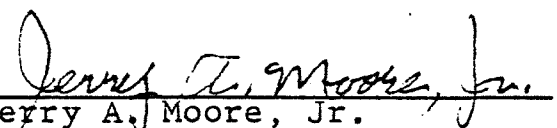
the District of Columbia and the United States concerning highway transportation.

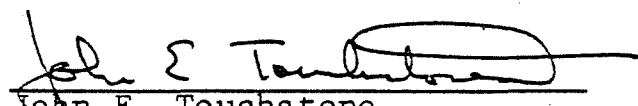
Dated at Washington, D.C., in duplicate, this 23rd day of September, 1983.

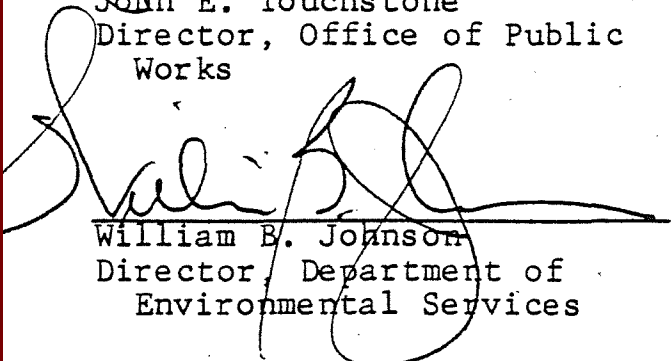
FOR THE DISTRICT OF COLUMBIA  
DEPARTMENT OF ENVIRONMENTAL  
SERVICES

  
Marion Barry, Jr.  
Mayor, District of Columbia

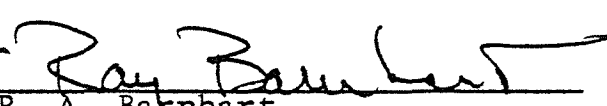
  
Thomas M. Downs  
City Administrator/Deputy  
Mayor for Operations

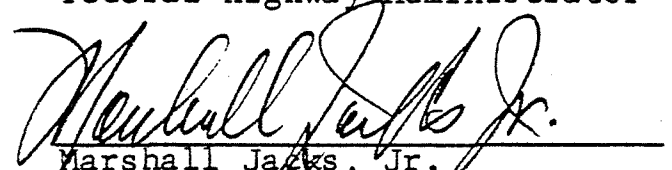
  
Jerry A. Moore, Jr.  
Chairman, Committee on  
Transportation and  
Environmental Affairs

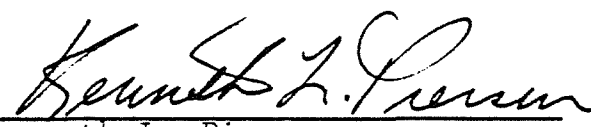
  
John E. Touchstone  
Director, Office of Public  
Works

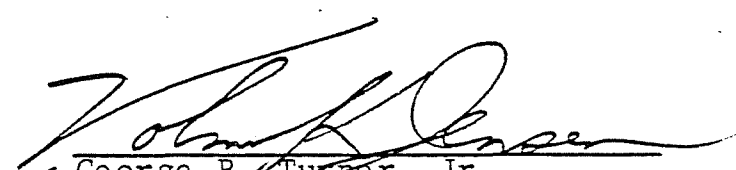
  
William B. Johnson  
Director, Department of  
Environmental Services

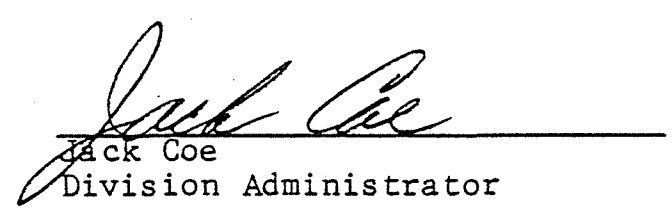
FOR THE FEDERAL HIGHWAY  
ADMINISTRATION

  
R. A. Barnhart  
Federal Highway Administrator

  
Marshall Jacks, Jr.  
Associate Administrator for  
Safety, Traffic Engineering,  
and Motor Carriers

  
Kenneth L. Pierson  
Director, Bureau of Motor  
Carrier Safety

  
George R. Turner, Jr.  
Regional Federal Highway  
Administrator

  
Jack Coe  
Division Administrator