



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Annual Hazardous Materials Recertification		
<b>Policy Number:</b>	632	<b>Volume:</b>	Special Operations
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	April 2011
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<b>Revision Summary:</b>	Created – April 2011 Formatted – May 2012		

### PURPOSE

The purpose of this policy is to establish the minimum standards for annual hazardous materials recertification for all personnel in order to meet local, state and federal requirements.

### POLICY

All Rogers Fire Department personnel shall receive annual hazardous materials training. The Arkansas Department of Emergency Management (ADEM) recognizes awareness, operations, and technician levels of training and certification. To ensure personnel are adequately trained, the Annual Training Plan (ATP) shall encompass all of the skills required to operate at each of these hazardous materials levels, as well as meet the knowledge and skill required within National Fire Protection Association (NFPA) 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

All RFD personnel will be trained to the hazardous materials operations level, with the preferred level of certification being the technician level. Personnel who are members of the Rogers Fire Department Special Operations Team (SOT) shall be required to receive additional training and certification to the technician level in accordance with the Standard Operating Procedure 605 Special Operations Team Membership.

The Arkansas Department of Emergency Management (ADEM) requires that all personnel receive annual hazardous materials refresher training. This training will be completed through the administration of the ATP. The annual training for the SOT shall exceed the minimal levels of training administered on an annual basis through the ATP. These team members shall not only complete the minimum refresher training required of all department personnel but shall also receive training in accordance with the SOT-Annual Training Plan (SOT-ATP).

ADEM requires that hazardous materials technicians receive twenty-four (24) hours of refresher training annually while hazardous materials operations personnel receive eight (8) hours of refresher training. The Rogers Fire

Department will ensure that all personnel receive the minimum of twenty-four (24) hours of refresher training at the technician level.

Training will be recorded based on the calendar year with the reporting period beginning and ending January 1 each year. The ATP allows for twenty (20) hours of scheduled training throughout the course of the year. Additional training will be completed through post-incident analysis, impromptu training events, and the completion of the remainder of the ATP.

All personnel will receive a minimum of twenty-four (24) hours refresher training annually in subjects that will reflect the actions and skills required of a Hazardous Materials Technician.

Training topics will be established in the ATP to ensure that personnel meet or exceed the requirements established by ADEM and NFPA. Subjects may include but are not limited to the following list.

- Container Identification And Characteristics
- Hazardous Materials Terminology
- Hazardous Materials Monitoring Equipment
- Hazardous Material Personal Protective Equipment
- Incident Control Techniques
- Hazardous Materials Defensive Operations
- Decontamination
- Hazardous Materials Reference Materials And Research
- Safe Operating Procedures / Practices
- Terrorism
- Hazardous Materials Incident Command
- Hazardous Materials IQ

In addition, personnel may also utilize the following for purposes of annual refresher training as approved and documented by the DFC-SOT.

- Any hazardous materials training conducted for the year
- Any Terrorism Course attended
- Actual hazardous materials incidents responded to
- Exercises that include hazardous materials

## **Documentation**

ADEM requires that personnel recertify every five years. However, RFD will document and maintain re-certification records on an annual basis through the completion of a Form 102 – Hazardous Materials Recertification. These forms will be completed by the DFC-SOT and ensure that all personnel receive annual hazardous materials refresher training sufficient in content and duration to maintain their competencies, or shall demonstrate competency in those areas annually.