

**NATIONAL HAZARDOUS MATERIALS
EMERGENCY RESPONSE PLAN**

BARBADOS

2000

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HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN 1999

BARBADOS

1. INTRODUCTION

- 1.1 Either during transportation or at point of storage, the potential for incidents involving hazardous materials represents a real and significant threat to public welfare and environmental resources. Recognizing this, appropriate contingency planning by the primary national emergency response agencies is considered to be both prudent and necessary.
- 1.2 For any emergency response to be effective it must be easily understood and widely disseminated to the many agencies and sectoral interest groups expected to play a role in the containment and management of the incident. This emergency response plan is founded upon the foregoing considerations. It is comprised of a set of general response procedures and practices to be implemented during an incident involving hazardous materials. It has the principal objective of ensuring that the response is well coordinated and employs the efficient allocation of the diverse resources and skills which might be required for the containment and clean-up effort.
- 1.3 The plan is general in scope as it does not, and cannot, take account of the special peculiarities of all possible incident scenarios. Further, it is not intended to limit or restrict initiative, judgement or those independent actions that may be required to facilitate an effective response to the incident.

2. OBJECTIVES

2.1 *Overall Objective:*

To set forth a course of action targeted at minimizing public and environmental harm in the event of hazardous materials emergency incident.

2.2 *Specific Objectives:*

- ▶ To provide a timely and coordinated response effort by emergency agencies to incidents involving the release of hazardous materials to the environment.
- ▶ To identify emergency services and agencies with regard to their resources, roles and responsibilities during an incident.
- ▶ To provide a sectoral plan which is consistent with and complementary to the

National Disaster Management Plan.

3. AUTHORITY

3.1 In late 1993, the Cabinet approved the establishment of a Chemical Substances Technical Working Group (CSTWG) under the aegis of the Environmental Unit with a mandate to review the existing framework for the management of hazardous substances and, where appropriate, offer improved strategies in key areas. The Emergency Response Sub-Committee of the CSTWG was given oversight responsibility for the preparation of a national Hazardous Materials Emergency Response Protocol.

3.2 Members of the Sub-committee included representatives from the following offices:

- ▶ Central Emergency Relief Organization (CERO)
- ▶ Royal Barbados Police Force (RBPF)
- ▶ Barbados Fire Service (BFS)
- ▶ Ministry of Public Works and Transport (MPT)
- ▶ Ministry of Health (MoH)
- ▶ Ministry of Environment Energy and Natural Resources (MEE)

4. AGENCY FUNCTIONS \ DIVISION OF RESPONSIBILITIES

4.1 First Respondent

In all cases, the first response agency to arrive at the scene will set up an on-scene Command Post in accordance with the Emergency Site Operations procedures detailed in Appendix 1.

4.2 Royal Barbados Police Force (RBPF)

4.2.1 The Senior Police Officer at the incident scene will serve as the Incident Commander (IC) for the duration of the incident. The IC will designate the Staging Area Officer, and will coordinate the activities of the Command Post Team.

4.2.2 The Command Post Team will evaluate the actual and potential hazards posed by the incident, obtain technical advice as needed, and initiate actions to protect life, property and environmental resources.

4.2.3 Incidents occurring in the designated divisions of the Royal Barbados Police Force (RBPF) will be handled by the respective divisional Command Officers.

4.2.4 All police will assist in alerting and evacuating the public and providing security at evacuation shelters and in the evacuation area.

4.2.5 Additional responsibilities of the Police Force will be to:

- ▶ provide traffic and crowd control;
- ▶ provide security at the scene;
- ▶ assist in alerting residents in the affected area if evacuation is necessary;
- ▶ investigate the incident and any suspected associated criminal activity;
- ▶ establish a temporary morgue if necessary, pending the arrival of the coroner.

4.3 Barbados Fire Service (BFS)

4.3.1 The BFS must maintain an ongoing communications link with the **Command Post** to ensure they can respond promptly in support of any evacuation effort which might be required. The BFS shall also be responsible for

- ▶ all operations related to the control of any fire(s) which may be present at the scene, and
- ▶ security and traffic control in the area where protective clothing is necessary.

4.4 Ministry of Health

4.4.1 The **Environmental Engineering Division (EED)** of the Ministry of Health (MoH), will be responsible for

- ▶ confirming the probable public health and environmental effects of the incident,
- ▶ providing documentation and guidance on relevant emergency handling measures, as well as supporting materials and equipment appropriate for the incident.
- ▶ coordinating activities related to environmental protection through the **Hazardous Materials Response Team (HazMat)**, up to and including

- (a) clean-up, transport, storage and final disposal of any impounded material(s); and
- (b) providing notification to the Incident Commander on when the scene is safe and habitable.

4.4.2 The Chief Medical Officer will be responsible for

- ▶ notifying the Emergency Ambulance Service and the Queen Elizabeth Hospital (Accident & Emergency) of the incident, and placing them on standby; and
- ▶ contributing to the public health and general assessment of the incident.

4.5 Central Emergency Relief Organization (CERO) Secretariat

4.5.1 The CERO Secretariat will be responsible for

- ▶ coordinating all radio communications,
- ▶ activation of the Emergency Operations Center (EOC) when appropriate; and
- ▶ informing the Government Information Service (GIS) Officer of the incident.

4.6 The Government Information Service (GIS)

4.6.1 The GIS Officer will coordinate all press releases with the Incident Commander.

4.7 Ministry of Public Works, Transport and Housing (MPT)

The MPT will work with the other agencies to provide equipment and materials to contain spills or perform other necessary functions.

5 GENERAL NOTIFICATION PROCEDURES

5.1 Initial Report

5.1.1 Either the Royal Barbados Police Force (RBPf), Barbados Fire Service (BFS) or the

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Environmental Engineering Division (EED) are likely to be the principal offices with which the first incident report is lodged. In the event that an incident is first brought to the attention of one of the other emergency agencies (Health Department, CERO or the Queen Elizabeth Hospital-QEH), they should immediately notify either the RBPF or BFS.

5.1.2 *THE RBPF*

When the RBPF receives a report of a hazardous materials incident, they will:

- a) Immediately notify the BFS and the EED, and
- b) Dispatch a mobile unit to the scene of the incident.

5.1.3 *THE BFS*

When the BFS report of a hazardous materials incident, they will:

- a) Immediately notify the RBPF, EED and CERO; and
- b) Dispatch appropriate fire, rescue and emergency units based on standard procedures regarding an incident.

5.1.4 *THE EED*

When the EED receives a report of a hazardous materials incident, they will:

- a) Immediately notify the RBPF and BFS; and
- b) Dispatch a senior officer to the scene of the incident.

6 GENERAL RESPONSE PROCEDURES

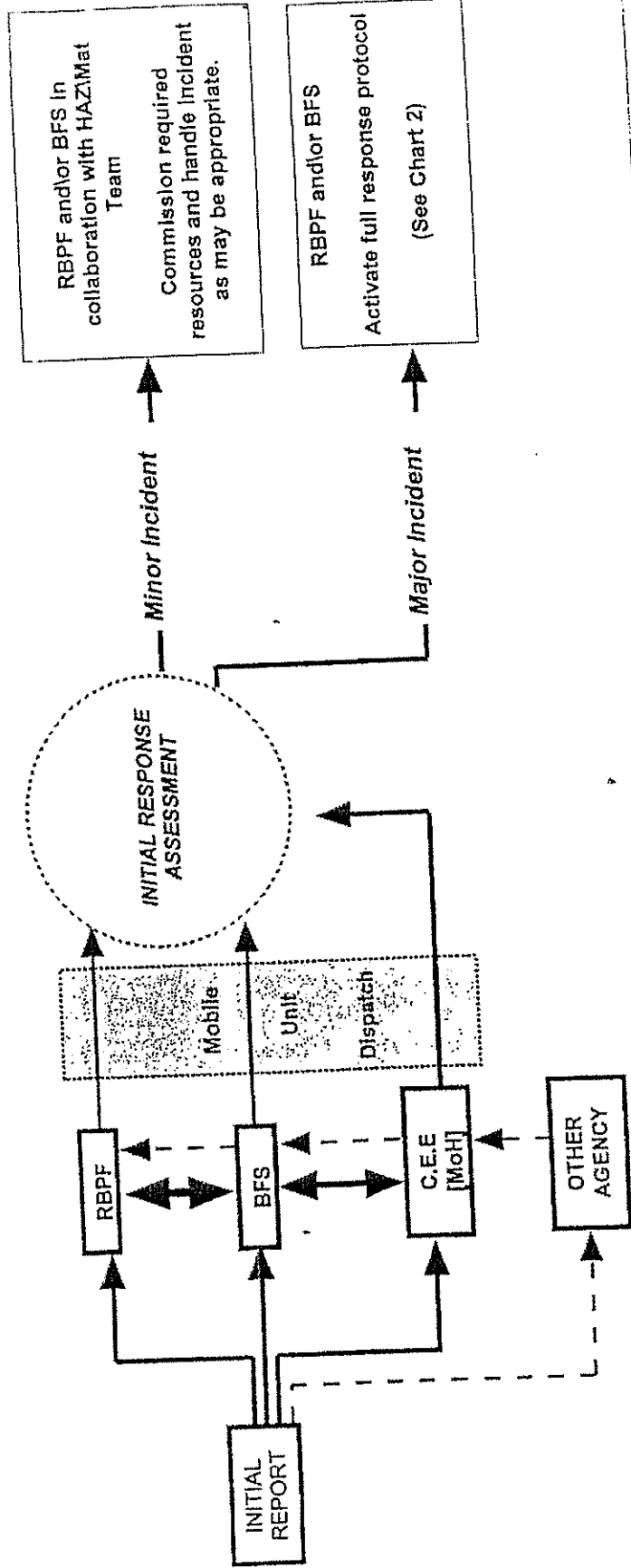
6.1. Minor Incident Response (See Chart 1)

6.1.1 *The Royal Barbados Police Force*

The RBPF personnel responding to the scene should attempt to accomplish the following during the initial minutes of the incident:

National Hazardous Materials Emergency Response Plan

CHART 1: Initial Incident Response and Assessment



- a) If first on the scene:
 - ▶ Designate a Command Post location,
 - ▶ Notify the **BFS** and **EED** of the incident location,
 - ▶ Establish the inner and outer incident perimeters\cordons in accordance with the Emergency Site Operations procedures (*Appendix 1*).
- b) Assume the role of **Incident Commander**,
- c) Conduct an assessment of the incident with the **BFS**, and the **EED**.

6.1.2 *The Barbados Fire Service*

BFS units responding to the scene will take appropriate action to stabilize the situation. They will:

- a) If first on the scene
 - ▶ Designate a **Command Post** location;
 - ▶ Establish the inner and outer incident perimeters\ cordons, and staging area in accordance with the Emergency Site Operations procedures (*Appendix 1*), and
 - ▶ Notify responding **RBPF** and **EED** units of the **Command Post** and **Staging Area** locations.
- b) Assist with the assessment of the incident in conjunction with the **RBPF** and the **EED**.

6.1.3 *The Environmental Engineering Division*

- a) If first on the scene, the **EED** will
 - ▶ Designate a **Command Post** location; and
 - ▶ Notify responding **RBPF** and **BFS** units of its location
- b) Assist with the assessment of the incident in conjunction with the **RBPF** and

the **BFS**.

6.2 Major Incident Response (See Chart 2)

6.2.1 A full emergency response might be triggered by two possible incident scenarios, namely -

- 1 through the initial reporting of a Major Incident (i.e. where injuries have occurred or there is the potential for a significant environmental impact), or
- 2 where the incident is so designated by the Command Post Team through an initial response and assessment.

The appropriate notification and response measures will be undertaken by the following agencies

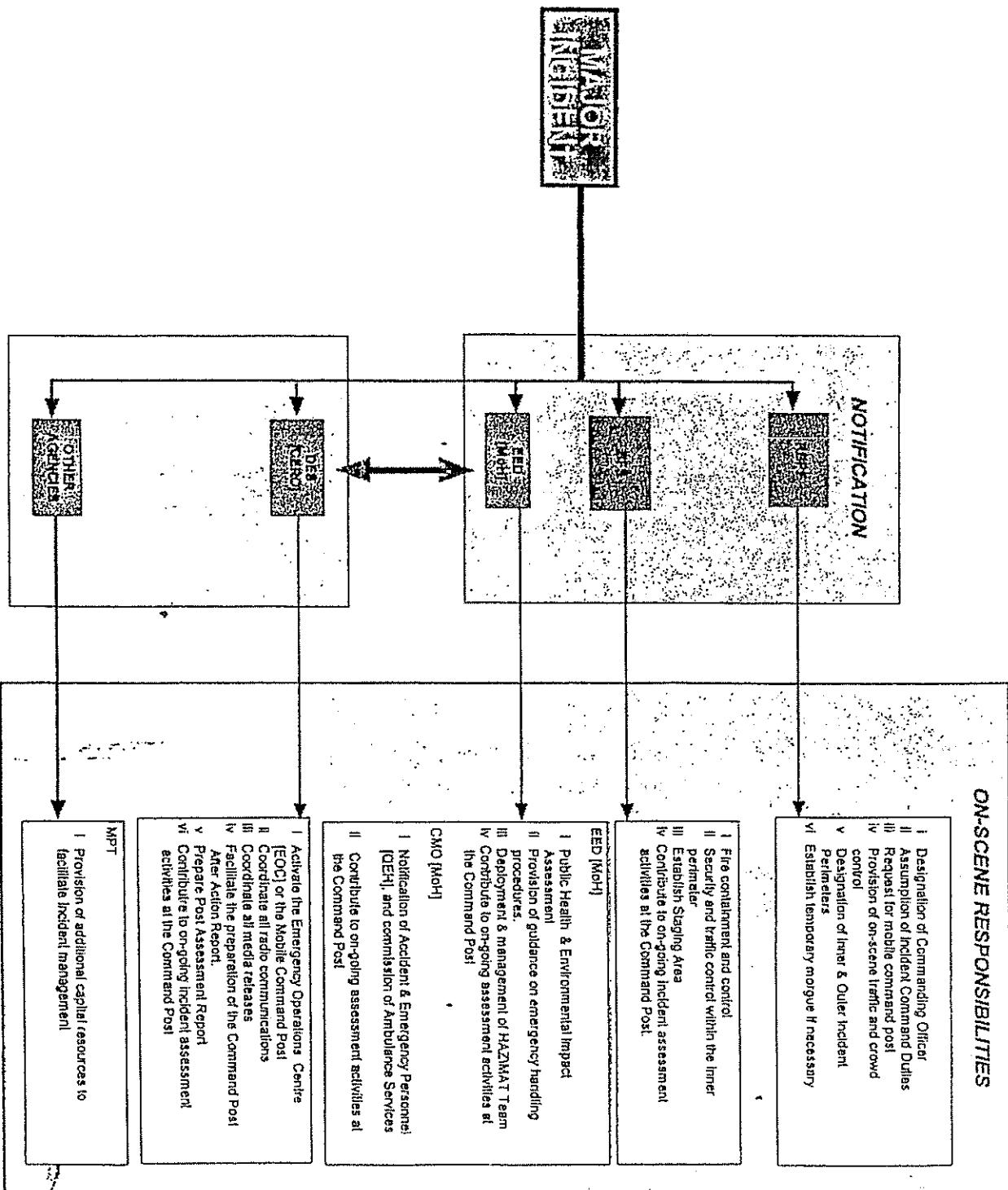
6.2.2 The Royal Barbados Police Force will:

- ◆ Immediately notify the **BFS**, **EED** and **CERO**
- ◆ Dispatch a Senior Officer to the scene
- ◆ Activate its Standard Operating Procedure for Hazardous Materials Emergency Response (*Appendix 2*)
- ◆ Activate the Police\Emergency Response Mobile Command Post.
- ◆ Notify other agencies in accordance with the **CERO** General Alert/Mobilization and Site Command Procedures (*appendix 3*)

6.2.3 The Fire Service will:

- ◆ Immediately notify the **RBPF**, **EED** and **CERO**
- ◆ Dispatch a Senior Officer to the scene
- ◆ Activate its Standard Operating Procedure for Hazardous Materials Emergency Response (*Appendix 2*)

NATIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN
 CHART 2: Major Incident - General Notification and Response



ON-SCENE RESPONSIBILITIES

- I Designation of Commanding Officer
- II Assumption of Incident Command Duties
- III Request for mobile command post
- IV Provision of on-scene traffic and crowd control
- V Designation of Inner & Outer Incident Perimeters
- VI Establish temporary moorage if necessary

- I Fire containment and control
- II Security and traffic control within the inner perimeter
- III Establish Staging Area
- IV Contribute to on-going incident assessment activities at the Command Post

- I Public Health & Environmental Impact Assessment
- II Provision of guidance on emergency handling procedures
- III Deployment & management of HAZMAT Team
- IV Contribute to on-going assessment activities at the Command Post

- I Notification of Accident & Emergency Personnel (CERT), and commission of Ambulance Services
- II Contribute to on-going assessment activities at the Command Post

- I Provision of additional capital resources to facilitate incident management

- ◆ Notify other agencies in accordance with the CERO General Alert/Mobilization and Site Command Procedures (appendix 3)

6.2.4 The Environmental Engineering Division (EED)\Ministry of Health will:

- ◆ Immediately notify the RBPF, BFS, CERO and MPT.
- ◆ Dispatch a Senior Officer to the scene
- ◆ Activate its Standard Operating Procedure for Hazardous Materials Emergency Response (*Appendix 2*)
- ◆ Notify other agencies in accordance with the CERO General Alert/Mobilization and Site Command Procedures (appendix 3)

6.2.5 The CERO Secretariat will:

- ◆ Notify the Minister with responsibility for Disaster Management.
- ◆ Notify agencies of the need for support at the Command Post.
- ◆ Dispatch a Senior Officer to the scene
- ◆ Notify the Government Information Service (GIS).
- ◆ Activate its Standard Operating Procedure for Hazardous Materials Emergency Response (*Appendix 2*)

Site Management

7.1 *The Command Post Team*

The Incident Commander, Senior Fire Officer and Chief Environmental Engineer will function as the initial Command Post Team. They will assess the extent of the incident, decide on actions, request additional resources and will communicate assessment decisions to the RBPF, BFS Control Rooms where appropriate, and to the CERO Secretariat

If the Command Post Team determines the incident to be minor and that no further on-site

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Emergency Site Operations

assistance is required, it will notify all agencies to reverse the call-out procedures.

7.2 *The Staging Area*

The designated staging area will be coordinated by the Staging Area Officer who is in direct communications with the Command Post. After the initial response, all additional responding emergency units and personnel will report directly to the staging area, unless re-directed by the Command Post. The Staging Area Officer will dispatch units and personnel to the locations as directed by the Command Post.

7.3 *Incident Stabilization*

As the incident is stabilized and termination approaches, the inner and outer perimeters\cordons and resource requirements will be relaxed, the Command Post will be closed, and Command and Control returned to normal procedures.

8 *Reporting*

Within 72 hours, the Command Post Team will prepare an 'After Action Report' for the Minister with the responsibility for Emergency Management. This report will be submitted to Cabinet within two weeks of the incident. A Post Assessment of the incident will be conducted within by the CERO Secretariat within 30-days.

GENERAL EMERGENCY SITE OPERATIONS

1 **COMMAND POST**

On all incidents involving a hazardous material, the first arriving emergency unit will establish a Command Post and indicate its location to all responding units. As additional Command personnel arrive at the scene, they should report to the Staging Area unless directed otherwise by the Incident Commander.

The site selection, designation and supplying of the Command Post is vital to the successful handling of the incident. The following items should be considered when establishing a Command Post:

A) Site Selection

- 1) Relationship to the incident's location;
- 2) Wind direction;
- 3) Telephone availability;
- 4) Sanitary facilities;
- 5) Accessibility.

B) Designation of Command Post

The Command Post will be identified in the following manner:

- 1) By flag with 'C.P.' on it, mounted on a vehicle, or;
- 2) A traffic cone labeled 'C.P.' on top of a vehicle.

2 STAGING AREA

A Staging Area (S.A.) is utilized in a major incident for a number of reasons. Located separate from the Command Post, the S.A. is an open area where personnel and resources can be assembled for use in the incident. In addition it :

- (i) Eases congestion at the scene;
- (ii) Allows for the assembly of resources that can be quickly accessed by

Command Post personnel.

- (iii) Provides a safe area for locating resource personnel;
- (iv) Coordinates use of resources for maximum effectiveness.

A person is designated Staging Officer and is in direct communication with the Command Post. As the Command Post requests resources, the Staging Officer dispatches units as needed.

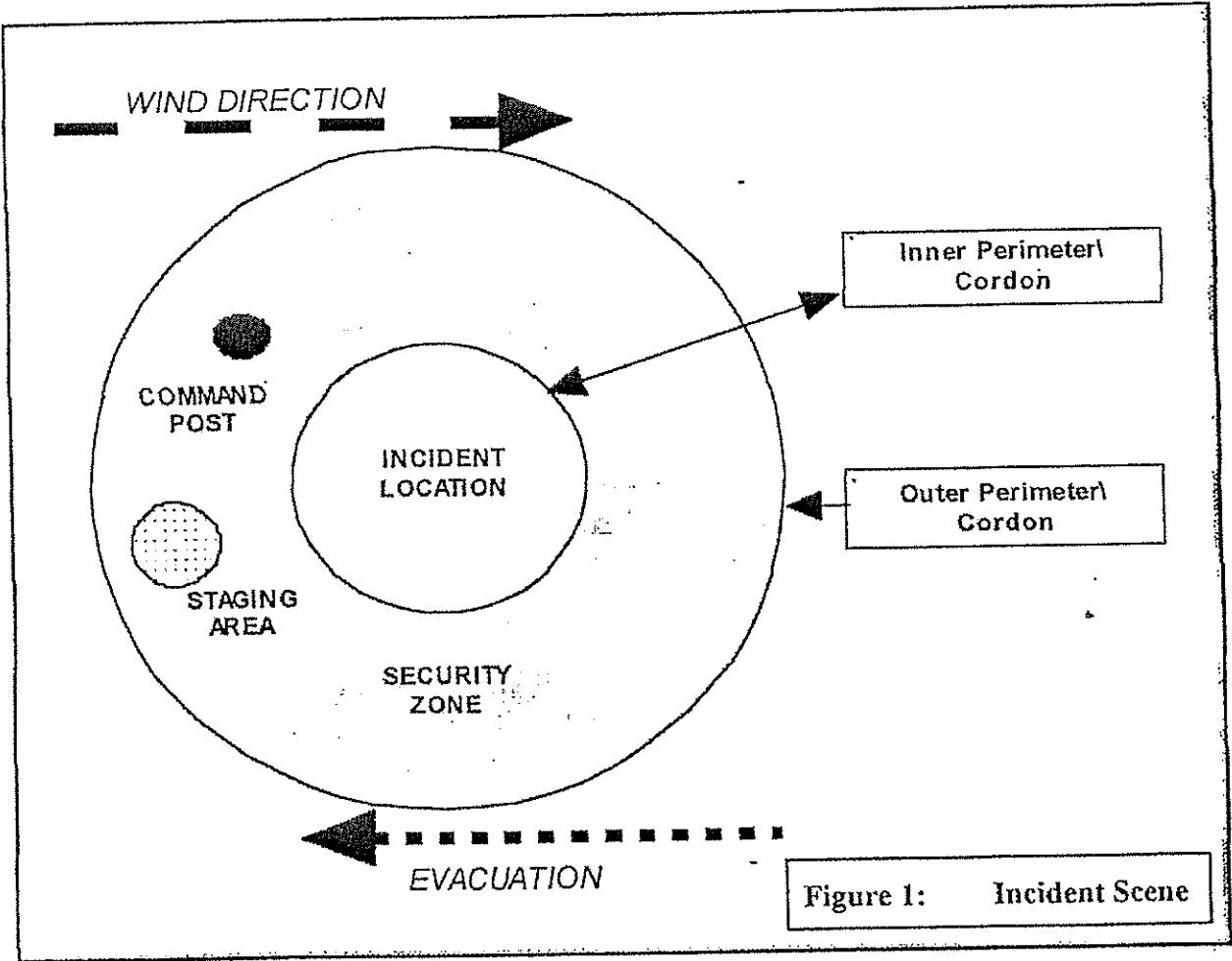
3: DIRECTING ON-SCENE ACTIVITIES

- A: The Incident Commander will direct all activities at the scene.
- B: Self-contained breathing apparatus should be used wherever smoke or hazardous vapors may be present. Special clothing may also be necessary.
- C: An inner perimeter\cordon should be established around the incident scene, from within which all non-essential personnel are excluded (see Figure 1).
- D: A Command Post with communications should be established just outside this perimeter. The Incident Commander directs response activities from this Command Post.
- E: A larger outer perimeter\cordon may be needed for security and crowd control.
- F: For major incidents requiring extensive equipment, a Staging Area may be needed between the inner and outer perimeters where required resources may be pre-positioned and on stand-by.

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Standard Operating Procedures

- (I) *CERO Secretariat*
- (II) *Ministry of Health*
- (III) *Royal Barbados Police Force*
- (IV) *Barbados Fire Service*



CENTRAL EMERGENCY RELIEF ORGANIZATION [CERO]

STANDARD OPERATING PROCEDURES FOR HAZARDOUS MATERIALS EMERGENCY RESPONSE

1. PURPOSE

- a) To provide for the early notification of, and a coordinated effort by, national response agencies in an attempt to prevent or minimizing the level of exposure by the Barbadian public to hazardous materials during emergency incidents; and
- b) To draw upon appropriate resources for containment and management of the emergency

3. RESPONSIBILITIES & PROCEDURES

- A) Upon notification of a Hazardous Materials incident, the Royal Barbados Police Force (RBPF) or the Barbados Fire Service (BFS) dispatcher will notify the CERO Secretariat regarding the incident by contacting the following personnel in the order listed:

	Person/ Agency	Contact No.
1	Mr. Clive Lorde - Director of Emergency Services	427-8513 ; 436-6624 ; 436-9945 (W) 435-5192 (H) 230-2693 (Cellular)
2	Mr Vernon Worrell	427-8513 ; 436-6624 ; 436-9945 (W) 439-7008 (H)
3	Lena Broome (Programme Officer)	Work nos. as at (1). 428-7341(H) 230-9572 (Cellular)
4	Mr. Lionel Nurse (Chairman, CERO)	431-7700 (W) ; 423-95754 (H)

Note that once the RBPF/BFS dispatch has contacted one of the

above, further notification is not required. It will be the responsibility of the person contacted to make further contact with the other members of the CERO Secretariat.

- B) Upon receiving notification from the RBPF/BFS dispatch, that person will immediately endeavor to contact the other persons listed.
- C) Once a determination has been made by the Command Post Team that the situation is of a MINOR nature, notification will be made by RBPF/BFS. No further action should be required involving a MINOR situation.
- D) Should it be determined that the situation is that of a major incident, CERO will immediately commence the following actions:
 - 1) Notify the Permanent Secretary , Ministry of Home Affairs and the Minister of Home Affairs.
 - 2) Notify the Emergency Management Team should it become necessary to activate the Emergency Operation Centre (EOC).
 - 3) Notify the Government Information Service and, should the situation warrant it, request that an officer report to the scene.
 - 4) Upon completing the above notification, an Emergency Management representative will proceed to the On-Scene Command Post and assist in whatever manner necessary.
- E) The secretariat will contact the Meteorological Office for wind direction.
- F) The CDERA Regional Office will be notified and provided with all pertinent information.
- G) The following data should be requested\ noted upon incident notification:
 - (i) Incident/accident location and time.
 - (ii) Content of shipment, including: Hazard involved (identified by UN Classification Number); carrier and shipper names involved; placards and labels.
 - (iii) Contacts made to Chief Medical Officer and other health and environment officials.

- (iv) Action taken at the scene.
 - (v) Injuries or conditions that would require response personnel to remain at the scene.
- 11) The aforementioned data will be recorded on the Incident Report Form.
- I) Missing data will be requested from the notifying person or appropriate agency.
- J) The incident scene should be surveyed and a sketch made to show:-
- (i) The relative position of vehicles, victims, sources.
 - (ii) Wind direction and estimated wind speed, time sketch was made.

CENTRAL EMERGENCY RELIEF ORGANIZATION

Hazardous Materials Incident Report Form

A: DESCRIPTION OF INCIDENT	
1: Nature of Incident:	
2: Location:	
3: Time & Date	
4: Hazardous Materials Involved	
5: Person/s & Property Affected	

B: RESPONSE OF AGENCY PERSONNEL ACCORDING TO RESPONSIBILITIES	
1: Team	
2: Officer	
3: Time Alerted	
4: Time of Arrival at the Scene	

C: DESCRIPTION OF ACTIONS AT THE SCENE (INCLUDING RECOMMENDATIONS, PERSONS IN CHARGE, ALL AGENCIES CONTACTED, ALL OTHER PERSONNEL ACTIVITIES)	
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D: POST-ACCIDENT ANALYSIS		
1: Cause of Accident		
2: Times of Involvement	A. Alerted	

	B. On-the-scene	
3	Personnel involved	
4	Actions Taken	
5	Evaluation of the incident	
6	Initial damage estimate	
7	Nature of terrain and population density	
8	Person calling Responsible Fire Dept. Telephone at the scene	
9	Information I.D of materials available	a: Physical State - Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> b: Odor Present? Yes <input type="checkbox"/> No <input type="checkbox"/> c: Eye, Nose, Throat Irritation Yes <input type="checkbox"/> No <input type="checkbox"/> d: Color
10	Record of activation of HAZ/MAT Plan	a: HAZ/MAT Personnel alerted: b: Arrival time of first unit:

MINISTRY OF HEALTH (MOH)

STANDARD OPERATING PROCEDURES FOR HAZARDOUS MATERIALS EMERGENCY RESPONSE STANDARD OPERATING

1: Purpose

This Standard Operating Procedure is intended to be used as an action guide for initial response to incidents involving hazardous material by specific individuals within the Ministry of Health. These procedures have been written to interface with the standard operating procedures of the other primary response agencies. Collectively, these compose the Barbados Hazardous Materials Response Plan.

2: Scope of Responsibility

The Ministry of Health is responsible for:

- 1) confirmation of the probable public health effects of a hazardous materials incident; and
- 2) coordination of activities relating to the protection of the environment, remedial action, and re-entry; and

3: PROCEDURES:

Initial Response:

- A) Internal Personnel Notification - Person receiving report of the incident should record all pertinent information on Barbados Hazardous Materials Incident Log and notify the following department personnel as appropriate:

	Person/ Agency	Contact No.
1	Dr. Beverly Miller Chief Medical Officer	426-3470(W)
2	Mr. Jeffrey Headley - Chief Environmental Engineer Environmental Engineering Division	436-4826(W) 426-1871 (H)
3	Chief - Public Health Inspectorate	427-5130(W)

All personnel are required to keep a detailed log of their activities as they relate to the incident.

- B) If RBPF and BFS have not been notified, this should be done immediately so as to activate the Hazardous Materials Response Plan.

RBPF CONTROL - 430-7100 or 430-7112 or 211

BFS CONTROL - 426-3504 or 426-3509 or 311

- C) **Internal Resource Review -**

Following a determination of personnel assigned to monitor and/or report to scene, a review of pertinent information should be collected from files and other reference sources to assist in determining the potential threat to public health or damage to the environment.

On-line reference sources of Materials Safety Data Sheets (MSDS) and other Hazardous Substances information include:

Web Page Description		URL Address
1	Agency for Toxic Substances and Disease Registry HazDat Database	http://www.atsdr.cdc.gov/
2	The North American Emergency Response Guidebook	http://hazmat.dot.gov/guidebook.htm
3	National Institute for Occupational Safety and Health (NIOSH)	http://www.cdc.gov/niosh/dlh/intrid14.html
4	Where to Find Material Safety Data Sheets on the Internet	http://www.ilpi.com/msds/index.html
5	Canadian Centre for Occupational Health and Safety (CCOHS)	http://www.ccohs.com/

4: INCIDENT MANAGEMENT

- **Reporting to the scene** - upon arrival at scene, Senior Health Department personnel should report to the Incident Commander at the Command Post. All other Health Department personnel should report to the Staging Officer at the Staging Area.
- **Remedial Action** - while at the scene, Health Department personnel will attempt to:

- a) confirm possible health effects; and
- b) coordinate appropriate remedial action to protect the environment.

- The above efforts should be closely coordinated through the Command Post Team. Once the incident has been stabilized, Health Department personnel will arrange for clean-up through their Hazardous Materials Team (HazMat Team). For large or overwhelming incidents, request for additional resources and assistance from other agencies will be made.
- *Incident Termination* - upon termination of the incident by the Incident Commander, Health Ministry personnel will determine the need for additional inspections, sample collections etc., and make appropriate assignments.
- *Reports* - within one day (24 h) of the termination of the incident; Health Department personnel will submit a Hazardous Material Incident Report to the Chief Medical Officer. This information will include copies of all Health personnel Incident logs and details of the clean-up activities, site inspections etc. This information will be assembled into the Chief Medical Officer's After Action Report for forwarding to the Ministry with responsibility for Home Affairs, within three days (72 h) of the incident. Additional information will be forwarded to the Chief Medical Officer for his/her use in a Post Assessment of the incident within 30 days.

THE ROYAL BARBADOS POLICE FORCE (RBPF)

STANDARD OPERATING PROCEDURES FOR HAZARDOUS MATERIALS EMERGENCY RESPONSE

1: Introduction

The Royal Barbados Police Force (RBPF) could very well be the first department notified of an incident concerning emergency situations involving hazardous materials. It is imperative that the following response procedures be put into operation as soon as notification is received.

2: Procedures

- A) The RBPF is notified of an emergency; the dispatcher will:
- a) Immediately notify the Barbados Fire Service Control if unaware of the report.
 - b) Dispatch a mobile unit to the scene of the incident.
 - c) Notify the Director of Emergency Services, CERO.
 - d) Notify the Chief Environmental Engineer, EED.
 - e) Keep an accurate Hazardous Materials Incident Log.
- B) The first unit at the scene will do the following:
- a) Designate a command post location and notify responding fire units of location.
 - b) Conduct an assessment of the incident in conjunction with the on-scene fire officer.
 - c) The management team on the scene will evaluate the incident, decide on an action to be taken, request additional resources if needed, and relay findings to the dispatcher. As much information as possible

must be gathered (i.e.: type of incident, safety of citizens in the area, ...etc).

- d) Establish an inner perimeter\cordon - the area immediately surrounding the danger area. No one should enter area except emergency personnel.

MINOR INCIDENT:

Minor incident - a small spill of a hazardous material or waste in a confined area, that may not cause fire and is not a threat to the environment. If the Command Post Team determines the incident is minor, with no injuries or negative environmental impact and no further assistance is needed, dispatch will be notified of the finding.

The Police Officers at the scene will assist other responding agencies in areas such as directing traffic, and providing security, until the incident has been contained. If additional personnel are needed, dispatch will be notified. An After-Action Report will be submitted.

MAJOR INCIDENT:

Major incident - any spill or release of a hazardous material or waste that could affect the safety of any individual or structure with regard to fire, explosion or health. If it is determined that a major incident exists, the RBPF dispatcher will be notified and the dispatcher will:

- a) Dispatch a senior officer to the scene (ie., an Inspector or Sergeant)
- b) Notify the Chief of Police.
- c) Notify the Director of Emergency Services, CERO, by phone or radio.
- d) Dispatch additional units.
- e) Provide security at the scene.
- f) Investigate the incident and any suspected criminal activity.

The Inspector on the scene will assist in establishing a Staging Area. The Inspector will also assist in establishing an outer perimeter (the area outside the inner perimeter where access is limited to authorised personnel - news media, Red Cross, etc., and to which the general public will not be allowed).

Upon arrival at the scene of a major incident:

- a) The Chief of Police or Inspector will report to the Command Post as part of the Command Post Team. He will be briefed by the first responding officer(s), and be brought up to date as to the progress concerning the incident.
- b) A Ranking Officer will report to the Staging Area and will be in charge of additional police personnel that report to the incident. He will be in communication with the Command Post and will make arrangements when requests are made from the Command Post and/or the Staging Command Officer. An incident log will be maintained on personnel present, equipment and assignments of personnel. He will keep the senior police officers apprised of men at the scene, their assignments, and if additional men or equipment are needed.
- c) As the incident is stabilized, a relaxation of the perimeters/cordons will occur and personnel at the Staging released. As the event termination approaches, the Command Post will be closed, and command and control returned to normal procedures.

An "After Action Report" will be submitted to the Chief of Police within 24 hours following the incident, by the first responding officer(s) and the officer in charge of the Staging Area with the following information:

- a) Times of involvement
- b) Personnel involved
- c) Hours spent
- d) Actions taken
- e) Evaluation of the Incident.

THE BARBADOS FIRE SERVICE (BFS)

STANDARD OPERATING PROCEDURES FOR HAZARDOUS MATERIALS EMERGENCY RESPONSE

A. FOR ALL HAZARDOUS MATERIALS TRANSPORTATION ACCIDENTS

Purpose:

This Standard Operating Procedure is to be used for initial and extending responses to incidents involving transportation of hazardous materials in Barbados. The procedures interface with procedures of other responding emergency agencies to form a comprehensive national Hazardous Materials or HAZ/MAT Response Plan.

Scope of Responsibility:

- 1) Upon notification of an incident:
 - a) Despatch fire and rescue units to the scene
 - b) Refer to the HAZ/MAT book to assist units on the scene.
 - c) Notify the Royal Barbados Police Force and other authorities.
 - d) Notify the Ministry of Health.
 - e) Notify the Ministry of Public Works and Transport.
 - f) Complete Incident Report Form.
- 2) If the on-scene Command Post Team make a determination of a major incident:
 - a) Notify the Chief of Police, the Chief Fire Officer and the Director of Emergency Services, CERO.
 - d) Complete checklist sheet as incident escalates or terminates.

B OTHER HAZARDOUS MATERIALS INCIDENTS

In general, the scope of responsibility outlined at 1 and 2 in section A will apply to all other hazardous materials incidents.

In the event of a call to any chemical/industrial hazard, whether mobile or at a fixed location, the response shall be two water tenders. The Deputy officer in charge and officer in charge of the division responding shall advise the Deputy Chief Fire Officer and the Chief Fire Officer of the action taken when they are not the division officers. The Royal Barbados Police Force shall be informed.

Hazardous Chemicals

- a) On arrival, institute Stage 1 of Breathing Apparatus, and phase 2 of Standby Procedures.
- b) Dyke the chemical if possible.
- c) Work upwind and uphill.
- d) Evacuate the area, if necessary, to a safe distance.
- e) Institute Fire Prevention Procedures
- f) Lay out Fire Protection Equipment.
- g) Establish rescue path for safe operation.
- h) Establish an assembly point.
- i) Call out the Medical Service if necessary.
- j) Establish a General control point upwind, uphill if possible.

Industrial Hazards

- a) On arrival, institute Stage 1 of Breathing Apparatus to investigate; and place Stage 2 of Standby Procedures.
- b) Establish type of hazard and treat accordingly (refer to HAZ/MAT book and information from Ccinfodisc).
- c) Arrest any leaks, if possible, using safety precautions.
- d) Ventilate upwards if gas is heavier than air, and downwards if gas is lighter than air.
- e) If gas can be ingested, do not work longer than 10 minutes at a time.
- f) Establish a rescue path and evacuate.
- g) Work uphill and upwind.
- h) Institute Fire Prevention Procedures.
- i) Layout Fire Protection equipment.
- j) Establish an assembly point.
- k) Call out the Medical Service if necessary.
- l) Establish a general control point upwind and uphill, if possible.

POLICE/FIRE CHECKLIST
FOR
HAZARDOUS MATERIALS TRANSPORTATION INCIDENTS

ACTIVITY		TIME
1]	Received call on incident Fire Units O/S	
2]	Notified Chief of Police (hot line)	
3]	Notified Health Department (one person)	
	▶ Chief Medical Officer [Tel. 426-5080 (B); 400-0000 (H)]	
	▶ Chief Environmental Engineer, MoH	
	▶ Technical Officer, Environmental Engineering Division (EED), MoH	
4]	Notified Environment Department (one person)	
	▶ Senior Environmental Officer (SEO)/ or Technical Officer, MEE	
	▶ Technical Officer, MEE	
5]	Highway Department (one person) ▶ Mr. Cedric Archer - Chief Technical Officer, MPT [737-3396 (W); 739-0247 (H)]	

MAJOR INCIDENT

6]	Chief Fire Officer	
	Deputy Chief Fire Officer	
7]	If a MAJOR incident, refer all news media to the Government Information Service Officer (see alert list)	

CENTRAL EMERGENCY RELIEF
ORGANIZATION
[BARBADOS]

GENERAL ALERT / MOBILIZATION AND
SITE COMMAND PROCEDURES



CENTRAL EMERGENCY RELIEF ORGANIZATION

GENERAL ALERT\MOBILIZATION AND SITE COMMAND PROCEDURES

INTRODUCTION:

The following basic Standard Operating Procedures (SOP) have been designed to provide all agencies with a guideline for alerting and mobilizing National Response Resources to a major incident.

These procedures should be used as a guideline in collaboration with the SOP which have been adopted by the respective agencies and for specific incidents.

HAZARDS\MAJOR INCIDENTS

Motor Vehicle Accident\other accidents (12 or more casualties); Aircraft Incident\ Accident Major Structural Fires (Government\Private Buildings); Hazardous Material Spills, Fires; Explosions; Oil Spills (Land\Marine), Major Marine incidents\accidents (Fires\Explosions).

STAGES OF ACTIVATION

- (a) **ALERT**
Primary Response Agencies and individuals are notified about location and type of incident that is threatening , suspected to have or has occurred.
- (b) **MOBILIZATION**
Primary Response Agencies and individuals are notified about and requested to respond with appropriate resources to the scene of the particular incident, and to send a representative(s) to the Emergency Operations Center (EOC).
- (c) **RESPONSE**
All agencies and individuals are actively involved in counter emergency\disaster operations
- (d) **STAND-DOWN**
All agencies and individuals are returned to an inactive state , having completed their tasks at the incident site(s), or the EOC.

ALERT\MOBILIZATION PROCEDURE

- 3.1 Five (5) agencies - (1) to (5) in Appendix A - operate a 24 hour service and will be available for immediate contact and to initiate the ALERT\MOBILIZATION process.
- 3.2 There are a number of key Response Agencies and individuals which MUST be immediately ALERTED\mobilized for each incident.
- 3.3 Upon receipt of notification that an incident has occurred, or is likely to occur, the agency\individual receiving the call will, as appropriate for the incident:
 - a] Notify the agencies \individuals listed two positions before and two positions after, its\his position in the LIST OF PRIMARY RESPONSE AGENCIES\INDIVIDUALS at Appendix "A" or Appendix "B" (Cellular List).
 - b] Dispatch an officer or unit to the scene.
 - c] Obtain a Situation Report (SITREP) fo immediate communication to other agencies\individuals.
- 3.4 The Director of Emergency Services will be responsible for ensuring that all appropriate agencies nave been notified of the incident and will act as liaison between the agencies.

4. COMMUNICATIONS

- 4.1 Individual VHF\UHF Networks will be used to deploy agency resources as appropriate.
- 4.2 The CERO VHF Network MUST be used by the Control Room of the agency receiving the first confirmation report of the incident to inform all primary response agencies and individuals. Where no response is received by radio the telephone MUST be used.
- 4.3 The Royal Barbados Police Force (RBPF) or Barbados Defense Force (BDF) Control Rooms will act as Net Coordinator in an incident where extensive use is made of the CERO VHF System.
- 4.4 In an extended wide-spread event the Amateur Radio Society of Barbados (ARS) And the Barbados Citizens Band Radio Association may be requested to mobilize personnel to the scene of the incident and to the EOC.

5. COMMAND AND CONTROL

- 5.1 An Officer of the RBPF will be the designated On-Site Commander

- 5.2 Dependent on the nature of the incident the EOC at the CERO Secretariat or Police Headquarters (Control Room) shall be activated.
 - 5.3 Any Officer of the first agency which arrive on the scene MUST assume the role of On-Site Commander; establish an On-Site Command Post until relieved by a more senior officer or by an officer of the RBPF. He\She must provide a SITREP at the time of relieving command.
 - 5.4 The first agency receiving the SITREP must broadcast the SITREP to the all primary agencies using the CERO VHF System and the telephone, if necessary.
 - 5.5 In all incidents except where specifically indicated , the most senior officer of the RBPF will have responsibility for the duties of the On-Site Commander.
 - 5.6 All agencies responding to the scene of an incident must first report to the Command Post and will be required where possible to have an officer in the command post who will act as liaison between the Command Post and his agency's resources.
 - 5.7 The On-Site Commander, Agency Liaisons or Government Information Service (GIS) representative will coordinate all release of information to the news media.
- 6 The first agency arriving at the scene will determine the initial location of the Command Post and must communicate this to his Control Room for further communication to all responding agencies.

APPENDIX "A"

**CENTRAL EMERGENCY RELIEF ORGANIZATION
LIST OF PRIMARY RESPONSE AGENCIES \ INDIVIDUALS**

AGENCIES		PHONE Nos.	
1	Royal Barbados Police Force (RBPF)	430-7100 or 430-7112	
2	Emergency Ambulance Service	426-1113 or 426-1115	
3	Barbados Fire Service	426-3504/426-3509/113	
4	Barbados Defense Force\ Coast Guard	436-6185/ 436-5423	
5	CERO Secretariat	427-8513/ 436-6624/ 436-9945	
6	(a) Accident and Emergency Dept. (Queen Elizabeth Hospital) (b) Queen Elizabeth Hospital (Operator)	436-6450 (8:30 a.m. to 4:30 p.m. Mon. - Fri.)	
7	Ministry of Public Works	429-3225\ 429-2191	
8	Barbados Port Authority	436-6883	
9	Grantley Adams Airport (Control Tower)	428-7101	
INDIVIDUALS		PHONE Nos.	
<i>Name</i>	<i>Post</i>	<i>Work</i>	<i>Home</i>
10 Clive Lorde	Director of Emergency Services (ag.) CERO	427-8513 436-6624 436-9945	435-5192
11 Mr V Worrell	Deputy Director of Emergency Services (ag.) CERO	as above	439-7008
12 Ms. Lena Broome	Programme (CERO)	427-8513	418-0513
13 Mr Lionel Nurse	Chairman , CERO	228-8960\50	423-9575
14 Mrs. Margaret Hope	Chief Information Officer	427-6220	437-0222
15 Mr. Pat Callender	Airport Manager	428-8339	
16 Mr Anthony Archer	Technical Director Aviation (ag.)	428-0930	424-3788
17 Mr. Richard Alleyne	Harbour Master	436-6883	428-6858
18 Mr. Cedric Archer	Chief Technical Officer, MPT	429-3225	429-0409
19 Dr. Beverly Miller	Chief Medical Officer	426-3470	436-2497
20 Jeffrey Headley	Chief Environmental Engineer	436-4826	426-1871

APPENDIX "B"

CENTRAL EMERGENCY RELIEF ORGANIZATION
CELLULAR PHONE LISTING - 1998

Name of Officer	Agency	Post	Cellular No.	Work No.	Home No
<i>Mr. Lionel Nurse</i>	CERO	Chairman			
<i>Mr Clive Lorde</i>	CERO	Director of Emergency Services (ag.)	230-2693	427-8513 436-6624 436-9945	435-5192
<i>Mr V. Worrall</i>	CERO	Deputy Director of Emergency Services		(as above)	
<i>Ms. Lena Broome</i>	CERO	Programme Officer	230-9572	(as above)	418-0513
<i>Mr. Yelmo Cadogan</i>	Barbados Fire Service	Chief Fire Officer	230-2255	113 or 426-1236	427-7385
<i>Dr. E. Ferdinand</i>	Ministry of Health	Senior Medical Officer		426-3470	436-2493
<i>Dr. Hareesh Thani</i>	Queen Elizabeth Hospital	Head of Accident & Emergency	230-9582	436-6450	
<i>Dr. R. P. Naidu</i>	Queen Elizabeth Hospital	Head of Accident & Emergency	230-2447	436-6450	
<i>Mr. Cedric Archer</i>	Ministry of Public Works	Chief Technical Officer	230-2435	429-3225	429-0409
<i>Mr. Charles Corbin</i>	Welfare Department	Chief Welfare Officer	230-2431	426-5417	424-4909
<i>Mr. Steve Skeete</i>	Soil Conservation	Officer in Charge	230-2439	422-9030	422-1823
<i>MP-130</i>	CERO	Mobile 1	130-2695		
<i>Ms. Wendy-Griffith Watson</i>	Ministry of Education	Chief Education Officer	230-2443	426-0629	424-4871
<i>Mr. Jeremy Collymore</i>	CDERA	Regional Coordinator	230-5072	436-9651	438-0356