



OFFICE OF STATE FIRE MARSHAL
EMERGENCY RESPONSE UNIT
Hazardous Materials Response Teams
STANDARD OPERATING GUIDELINES

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Author: Outreach Committee
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OSFM Approved:

Mark Wallace
Mark Wallace, State Fire Marshal

Date 7/17/13

Mariana Ruiz-Temple Date 7/16/13
Mariana Ruiz-Temple, Emergency Response Mgr

SUBJECT: Hazardous Materials Response Teams Outreach

OBJECTIVE: Outline procedures and materials to be used when presenting outreach on behalf of the Oregon Office of State Fire Marshal's Hazardous Materials Response Teams

I. SCOPE

This guideline provides procedures for Hazardous Materials (HazMat) Response Teams when providing outreach assistance to their surrounding departments or other entities as approved by the Office of State Fire Marshal (OSFM).

II. GENERAL

Priority will be given to fire, police, and dispatch. Others who may benefit from outreach include the Oregon Department of Transportation (ODOT) and Public Works departments. Other entities may be approved on a case-by-case basis by OSFM.

III. DEFINITION

Outreach is defined as the process of teaching program awareness in regards to HazMat Team capabilities including when and how to contact a state HazMat Team.

IV. PURPOSE

The purpose of outreach is to deliver training pertinent to HazMat. It should provide awareness and initial training regarding the capabilities of the HazMat Team and how a team integrates with an established command structure. All outreach training will include, at minimum, the OSFM PowerPoint presentation and the OSFM video.

V. EMPHASIS

The emphasis of outreach is that HazMat is a tool; the teams are a statewide resource. The emphasis will sometimes be site-specific.

VI. OPERATIONAL GUIDELINES

- Every outreach should have a complete roster. The OSFM outreach roster will be included on the flash drive provided to each team.
- OSFM encourages each team to make contact with each department in their response area. Department information is available on the OSFM website. You might make contact by sending each department a copy of the video or the brochure.
- The number of instructors allowed for each outreach will be based upon the detail provided in your Outreach Request. Include as much detail as possible. The Outreach Request is included as Appendix A.
- The minimum class size for all outreach is 10 students. If you need to deviate from this, explain why when submitting your Outreach Request.
- Awareness and Ops training will be approved on a case-by-case basis as budgets allow.
- Teams may alter the Jeopardy presentation to suit the needs of the students.

APPENDIX A
OFFICE OF STATE FIRE MARSHAL
 Regional Hazardous Materials Teams
 3565 Trelstad Ave SE, Salem, OR 97317

PROPOSED OUTREACH TRAINING EXPENSES

Note: Please submit proposed expenses 10 working days prior to scheduled outreach training. When training is completed, please invoice actual costs, using your Department letterhead.

Team Name _____ Team # _____ Date Submitted _____
 Submitted By _____ Phone _____
 Team Address _____ City _____ State _____ Zip _____
 Location of Training _____
 Date(s) of Training _____
 Purpose of Training _____
 Dept(s) being trained _____
 Est # in attendance _____

PROJECTED COSTS

of Personnel _____ @ Hourly Rate _____ x Hours _____ Total \$ _____
 Additional Information _____

Miscellaneous Costs (Please Itemize)

<u>Description</u>	<u>Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Personnel \$ _____
 Misc. Costs \$ _____
TOTAL \$ _____

SIGNATURES

Team Coordinator/Administrator _____ Date _____
 Approved By _____ Date _____
 Office of State Fire Marshal