



DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure:	MSP 3.2.20 HAZARDOUS MATERIALS INCIDENTS	
Effective Date:	September 4, 2001	Page 1 of 2 and 1 Attachments
Revision Date(s):	February 28, 2003, September 15, 2020	
Reference(s):	DOC Policy 3.2.1	
Signature:	/s/ Jim Salmonsens/Interim Warden	

I. PURPOSE

To minimize hazards to staff, visitors, inmates, state property and the environment from incidents involving hazardous material spills or releases by responding in the most expedient and safest manner possible.

II. DEFINITIONS

Hazardous Material – Means any element, chemical compound, or mixture of elements or compounds that may constitute a physical, health or major environmental hazard as defined by law.

Hazardous Material Emergency – Means an actual/potential hazardous material spill, or release that could threaten public health or the environment and requires an emergency response to mitigate the conditions.

HAZMAT Emergency Response – Means a coordinated response effort by employees from outside the immediate release area, or by outside responders (memorandum of understanding groups, local fire departments, etc.), to an occurrence that results in, or is likely to result in, an uncontrolled hazardous material spill, or release.

Hazardous Material Spill – Spill of any hazardous material in a quantity or location that staff has not been trained to handle. Emergency spills are generally more than a liter in volume and involve a highly toxic or reactive compound, present an immediate fire or environmental hazard, or require additional Personal Protective Equipment (PPE), (i.e., respirator) and specialized training to properly cleanup.

Safety Data Sheet (SDS) – Written or printed material concerning a hazardous chemical that is prepared in accordance with the OSHA Hazard Communication Standard (29 CFR 1910.1200). Formally known as Materials Safety Data Sheets (MSDS), an SDS contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

III. PROCEDURES

A. REPORTING

Subject: Hazardous Materials Incidents

1. When a staff member is alerted to a hazardous or a potential hazardous material spill, or release, they will imminently notify their supervisor who will promptly notify Command Post. In the event a supervisor is not readily available, staff will imminently notify Command Post.
2. Staff will provide as much information as possible to Command Post such as:
 - a. location of incident.
 - b. type of hazardous material spill or release (if known) and SDS information. SDS Information can be found in \\corh\ncen16\MSPData\Maintenanace\SDS SHEETS.
 - c. any known injuries.
 - d. name of person who reported the hazardous spill or release (if known).
3. An incident report will be completed by all staff involved in the incident in accordance *MSP 1.1.6 Incident Reporting*.

B. RESPONSE

1. The Incident Commander will initiate the *Hazardous Material Emergency Checklist (Attachment A)*. The checklist outlines actions to be followed. The actual steps performed may vary based on the severity of the HAZMAT incident.
2. Only trained HAZMAT Responders may initiate appropriate measures to plug, patch or otherwise stop the spill or release of hazardous materials, or enter the affected area(s) for rescue or cleanup operations.

IV. CLOSING

Questions concerning this procedure should be directed to the Emergency Preparedness Manager.

V. ATTACHMENTS

MSP Hazardous Material Emergency Checklist

Attachment A



HAZARDOUS MATERIALS

EMERGENCY CHECKLIST

Location / Unit:	Date:
Name / Title:	Operational Period:

ACTION		DATE	START TIME	END TIME
<input type="checkbox"/>	Verify information:			
	• Type of disaster			
	• Location / source			
	○ Internal (Cell, Multiple Cells, Functional Area)			
	○ External: Outbuildings / Wildfire			
<input type="checkbox"/>	Call CHEMTREC at 1-800-424-9300 for information on chemicals. The number is a 24/7 number.			
<input type="checkbox"/>	Determine status and scope of incident:			
	• Area(s) affected and level of impact (e.g., safety and operational issues)			
	• Estimated number of exposed people			
	• Symptoms displayed by those involved			
	• Description and direction of vapor cloud			
<input type="checkbox"/>	If spill, verify site is isolated and contained			
<input type="checkbox"/>	Stop all movement until the threat has been assessed:			
	• Post staff at all entrance points of the affected area(s) to restrict unauthorized entrance/exit			
<input type="checkbox"/>	Start Notifications			
<input type="checkbox"/>	Fire Brigade / Maintenance on call			
<input type="checkbox"/>	Local Fire Department			
<input type="checkbox"/>	Notify as a Priority 1 Event			
<input type="checkbox"/>	Powell County Department of Emergency Services Coordinator			
<input type="checkbox"/>	Department of Environmental Quality Duty Officer			
<input type="checkbox"/>	Determine need for shelter in place:			
	• Direct people indoors			
	• Evaluate perimeter post			
	• Shut down HVAC if applicable			
	• Seal doors and windows			

HAZARDOUS MATERIALS

EMERGENCY CHECKLIST, CONTINUED

ACTION, CONTINUED		DATE	START TIME	END TIME
<input type="checkbox"/>	Direct necessary movement after receiving information from Incident Commander: <ul style="list-style-type: none"> Post staff at perimeter to keep unauthorized persons from entering, and assist in ingress/egress of emergency responders 			
<input type="checkbox"/>	Identify staging areas <ul style="list-style-type: none"> Identify / coordinate with Outside Agency Liaison(s) 			
<input type="checkbox"/>	Ensure all appropriate notifications are made			
<input type="checkbox"/>	Account for all staff, offenders, and visitors			
<input type="checkbox"/>	Determine need for evacuation, internal or external			
<input type="checkbox"/>	Safety Data Sheets (SDS) are available			
<input type="checkbox"/>	Determine need for medical or mass care			
<input type="checkbox"/>	Secure incident site as a crime scene			
<input type="checkbox"/>	Evaluate inventory of:			
	• Food			
	• Clothing			
	• Potable drinking water			
	• Medical supplies			
	• Available shelter			
	• Other resources			

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EMERGENCY CHECKLIST, CONTINUED

ACTION, <i>CONTINUED</i>		DATE	START TIME	END TIME
<input type="checkbox"/> Develop operations plan for: <ul style="list-style-type: none"> • Emergency medical services 	• Decontamination			
	• Meals			
	• Staff and offender families			
	<input type="checkbox"/> Inform staff of situation status			
<input type="checkbox"/> Consider increase in staffing level after evaluating: <ul style="list-style-type: none"> • Magnitude of the event 	• Area(s) involved			
	• Number of offenders and custody level			
	<input type="checkbox"/> Determine immediate need for Peer Support			
<input type="checkbox"/> Collaborate with responsible agency (e.g. Fire, police, HAZMAT, medial) before returning to evacuated buildings				

NOTES:
