

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
POLICY AND PROCEDURES MANUAL

**DOSH EMERGENCY
RESPONSE FIELD MANUAL**

Issue Date: 4/16/90
Revised: 11/8/00

I. NOTIFICATION

A. The Division may be notified by the following entities of the occurrence of an emergency incident or a Significant Event:

1. California Office of Emergency Services (OES);
2. Other State governmental agencies or departments;
3. Federal governmental agencies or departments;
4. Local governmental agencies or departments;
5. Employers;
6. Print or electronic media; or
7. The general public.

B. When Division compliance personnel are notified of the occurrence of an emergency incident or a Significant Event, compliance personnel shall inform the District Manager of the notification.

NOTE: If the notification received by the District Manager indicates that the incident or event has occurred or will occur in another District, the District Manager shall immediately forward the notification to the appropriate District Manager for evaluation, action and notification of Regional management.

C. Each notification shall be documented on a Cal/OSHA Form 36, Accident Report (Appendix D) and the Accident Report Information Supplement (Appendix E) and immediately submitted to the District Manager who shall evaluate the need to respond in accordance with the procedures set forth in P&P C-36, C-37A, C-37B and C-170 & 170A.

D. A District Manager who is notified of an emergency incident or potential Significant Event within the District shall immediately notify the Regional Manager.

E. The Regional Manager shall inform the Deputy Chief for Field Operations of any action contemplated or taken in response to the notification. The Regional Manager shall also alert the Bureau of Investigations and the Public Information Officer for the Department of Industrial Relations of the occurrence of the emergency incident or potential Significant Event.

F. The District Office shall have available at all times at the District Office an up-to-date list of the Emergency Telephone Numbers for following individuals (see Appendix A):

1. Every industrial hygienist and safety engineer in the District;
2. Regional Manager and each District Manager within their Region;
3. The Regional Senior Safety Engineer and Regional Senior Industrial Hygienist;
4. Deputy Chief for Field Operations;
5. Chief;
6. Chief Counsel or Bureau of Investigations Supervisor; and
7. DIR Public Information Officer.

II. EMERGENCY RESPONSE DECISIONMAKING

A. The District Manager shall base his or her decision to respond to a on the following:

1. Whether the Division has jurisdiction over the involved site;
2. Initial notification information concerning the severity and extent of the emergency incident or Significant Event.
3. Information obtained from federal, state or local governmental agencies or from an employer;

NOTE: If the District decides to contact an employer to obtain information about the incident, the procedures specified in P&P C-1 pertaining to Advance Notice shall be followed.

4. Ability of District compliance personnel to respond to the incident and to mitigate the hazard; and
5. The need to support other responding federal, state or local governmental agencies.

B. When a response is indicated, the District Manager shall immediately:

1. Assign a safety engineer and/or an industrial hygienist to conduct a Preliminary Assessment;
2. Activate the District Investigation Team (DIT); or
3. Request that the Regional Manager activate the Regional Investigation Team (RIT).

III. EMERGENCY RESPONSE ASSIGNMENTS

A. There is no fine line between health and safety and therefore, the District Manager shall consider each individual's experience, training, knowledge and capabilities when:

1. Making an assignment to respond on a Preliminary Assessment;
2. Assembling a District Investigation Team (DIT);
3. Designating an District Investigation Team Leader (DITL).
4. Requesting activation of a Regional Investigation Team (RIT).

B. The District Manager shall ensure that only compliance personnel who have received appropriate training, as specified in Appendix B, be assigned to investigate an emergency incident or Significant Event.

C. The District Manager shall ensure that compliance personnel who are assigned to investigate an emergency incident or Significant Event that requires the use of respiratory protection equipment are medically

qualified to wear appropriate respiratory protection before being assigned.

D. The District Manager shall ensure that appropriate emergency response kits containing all the equipment and supplies listed in Appendix C (Emergency Response Equipment, Parts I and II) is available at the District and maintained by DIT members for use by personnel responding to an emergency incident or Significant Event.

E. If the notification indicates that the investigation can be conducted according to the procedures found in P&P C-36, C-37A, C-37B and C-170 & 170A, the District Manager shall assign the investigation to a safety engineer and/or industrial hygienist as appropriate and the investigation shall be conducted following the procedures set forth in the aforementioned P&Ps.

F. If the notification and additional contact with responding agencies or employer has not provided sufficient information to evaluate the magnitude or potential of the hazard, the District Manager shall send a qualified safety engineer or industrial hygienist, as appropriate, to the site to obtain additional information.

G. If the information obtained during a site visit indicates that no further response is necessary or that the investigation can be effectively investigated by the responding safety engineer or industrial hygienist, no additional emergency response action relative to P&P C-37A should be required.

IV. PRELIMINARY ASSESSMENT RESPONSE

A. Compliance personnel responding to a notification shall follow checklist specified in Appendix H (Preliminary Assessment) to determine if an emergency incident or Significant Event has or will occur.

B. Compliance personnel shall obtain and document information about the notification as soon as possible by completing the following:

1. Cal/OSHA Form 36(S) (Appendix D);
2. Accident Report Information Supplement (Appendix E); and

3. Hazard Assessment Checklist (Appendix F).

C. In obtaining information about the notification, compliance personnel shall not perform any activity that endangers their own health and safety. Compliance personnel shall not engage in any of the activities specified in Appendix G (Prohibited Activities for DOSH Personnel).

D. After conducting a preliminary assessment, compliance personnel shall notify the District Manager of the results of the Preliminary Assessment.

V. DISTRICT INVESTIGATION TEAM (DIT)

A. Each District Manager shall ensure that the District maintains a staff of qualified compliance personnel to constitute a DIT to conduct investigations of emergency incidents or Significant Events. See Appendix B.

NOTE: The DITL may when necessary, appoint other team members as Assistant Team Leaders to carry out specific delegated duties and responsibilities. See Section VI.

B. The DIT shall include a qualified Associate Safety Engineer or Associate Industrial Hygienist who shall be designated as the District Investigation Team Leader (DITL).

C. If a notification or site visit information indicates that the investigation can be effectively managed by a team composed solely of District compliance personnel, the District Manager shall activate the District Investigation Team (DIT).

D. Investigation Team members shall respond to the incident and comply with all instructions given by the appointed DITL.

E. Any questions that arise during the course of the response which cannot be addressed by the DOSH Emergency Field Manual shall be immediately brought to the attention of the DITL.

VI. DISTRICT INVESTIGATION TEAM LEADER (DITL)

A. A DITL shall be appointed by the District Manager to direct and coordinate DOSH activities during an emergency incident or Significant Event investigation.

B. In general, the duties of a DITL are to:

1. Represent and be the on-site spokesperson for DOSH with the ICS during the emergency incident or Significant Event.
2. Ensure that the ICS and all employers are assisted in preventing injuries and illness during the emergency response phase of the investigation.
3. Coordinate DOSH technical support and compliance activities at the site.
4. Ensure that all critical factors and functions associated with the investigation are accomplished.
5. Ensure the safety of all DOSH staff at the site.

C. The DITL is responsible for performing or ensuring the performance of the duties specified in Appendices I through L.

D. When appropriate, the DITL shall prepare a DOSH Site Safety Plan. See Appendix M.

E. When appropriate, the DITL may form a DOSH Internal ICS to ensure that all duties are effectively performed. See Appendix N.

F. The DITL shall remain at the site until relieved of his or her responsibilities by the District or Regional Manager.

VII. REGIONAL INVESTIGATION TEAM (RIT)

A. Each Regional Manager shall assure that the Region maintains a Regional Investigation Team (RIT) to assist the District's DIT in the investigation of an emergency incident or Significant Event.

B. The Regional Investigation Team (RIT) shall be composed of the Regional Senior Safety Engineer, Regional Senior Industrial Hygienist and the Region's DIT members.

C. The RIT shall be provided the equipment and supplies listed in Appendix C, Part III.

D. When the RIT in an affected Regional area is activated, the Regional Manager for that area will contact the other Regional Managers, the Deputy Chief and the Chief and advise that the RIT within that region has been activated and, if necessary, request assistance.

E. When an RIT in Northern California (Regions I and II) or in Southern California (Regions III and IV) responds to an incident in their respective areas of the state, their sister RIT in Northern or Southern California will immediately be placed on standby with arrangements to support the responding RIT.

F. RIT members shall respond to the incident and comply with all instructions given by the appointed Regional Investigation Team Leader (RITL) and conduct all activities in accordance with the procedures set forth in this Manual and with P&P C-36, C-37A, C-37B and C-170 & 170A until relieved of their responsibilities by the Regional Manager.

VIII. REGIONAL INVESTIGATION TEAM LEADER (RITL)

A. A Regional Investigation Team Leader (RITL) shall be assigned by the Regional Manager upon the activation of the RIT.

B. The RITL is responsible for performing or assuring the performance of the same duties as described for a DITL in Section VI of this Manual.

IX. SITE SAFETY OFFICER (SSO)

A. When appointed by the DITL or RITL as the Site Safety Officer (SSO), the individual appointed as SSO shall ensure the protection of all DOSH employees responding and participating in the investigation of an emergency incident or Significant Event.

WARNING NOTE: The DOSH SSO shall not act as the Site Safety Officer for the emergency incident or Significant Event and shall not act in a direct consultative or advisory capacity to any employer who is present at the site or who is involved in the emergency incident or Significant Event.

B. The DOSH Site Safety Officer (SSO) is responsible for performing, or assuring the performance, of the duties specified in Appendix J.

X. ASSISTANT TEAM LEADER -- TECHNICAL SERVICES (ATL-TS)

A. The duties of Assistant Team Leader for Technical Services (ATL-TS) includes providing information to prevent hazard exposure during emergency incidents or Significant Events. Hazard information provided by the ATL-TS shall be made through the DITL/RITL to the ICS or to other employers on-site.

B. The Assistant Team Leader for Technical Services (ATL/TS) is responsible for performing or assuring the performance of the duties specified for an ATL-TS in the checklist in Appendix K.

C. Advice given by the ATL-TS shall be made through the DITL or RITL to the ICS or to other employers.

XI. ASSISTANT TEAM LEADER -- COMPLIANCE ACTION (ATL-CA)

A. The responsibilities and duties of an Assistant Team Leader for Compliance Action (ATL-CA) are to conduct a compliance investigation at the site to determine the cause of the incident and to maintain the site activities under compliance surveillance during emergency and remedial work operations.

B. The Assistant Team Leader for Compliance Action (ATL-CA) is responsible for performing or assuring the performance of the duties specified for an ATL-CA in the checklist in Appendix L.

C. In general, the ATL-CA is responsible for conducting the compliance investigation at the site to determine the cause of the emergency incident or Significant Event and to maintain the site activities under compliance surveillance during emergency and remedial work operations.

D. The ATL-CA shall refer all employer requests for consultation and advice to the DITL/RITL for appropriate action.

XII. BUREAU OF INVESTIGATIONS (BOI)

DOSH Bureau of Investigations investigator(s) responding to the emergency incident or Significant Event shall coordinate their activities with the DITL or RITL as appropriate.

XIII. MEDICAL UNIT

The Medical Unit shall be informed as soon as possible if their assistance is needed by the DITL or RITL. The Medical Unit shall be advised as to the type and extent of assistance required as well as the time frame by which it is required.

XIV. LEGAL UNIT, PURCHASE ORDERS AND TECHNICAL SERVICES

A. Legal Unit

When appropriate, the DITL or RITL may contact the Legal Unit for information and guidance.

B. Purchase Orders

When appropriate, the DITL or RITL may contact the Manager of DOSH Administrative Services to obtain emergency purchase orders, contracts, equipment or supplies.

C. Technical Services

When appropriate, the DITL or RITL may contact the Deputy Chief for Health and Technical Services to obtain technical assistance.

XV. PUBLIC INFORMATION OFFICE

A. To coordinate DOSH response to the print and electronic news media, the District Manager, and/or Regional Manager, shall advise the DIR Public Information Officer (PIO) of the occurrence of an emergency incident or Significant Event and all known and confirmed fact as soon as possible.

B. The DIR Public Information Officer shall coordinate press releases with the Incident Command Public Information Officer.

C. If news reporters contact individual DIT or RIT members, members shall refrain from answering questions and shall politely refer the reporters to the DIR Public Information Officer.

NOTE: The names of DIT and/or RIT members shall not be given to the news media.

D. The DITL and/or RITL may participate in scheduled public information briefings and media interviews at the direction of the Deputy Chief for Field Operations.

XVI. INVESTIGATION PROCEDURES -- INITIAL SITE CONTACT

A. Once it has been determined that an emergency incident or Significant Event has occurred, or has the potential to occur, the DIT shall be the first team to respond. If appropriate, the DIT shall be followed and reinforced by the RIT.

EXCEPTION: The RIT may be activated first at the discretion of the Deputy Chief for Field Operations and/or the Regional Manager.

B. When an ICS has been established at the incident site, the DITL or RITL shall contact the Incident Commander, or his or her designee, to establish communication, cooperation and coordination with other agencies.

C. The DITL or RITL shall present the official credentials for the team members and any other certification/qualification credentials requested by the Incident Commander.

D. The DITL or RITL will explain to the Incident Commander the purpose of the response and the resources and capabilities that are available through DOSH.

E. The DITL or RITL shall make every effort to cooperate in obtaining and exchanging information with the Incident Commander.

XVII. SITE SAFETY -- ALL PARTICIPANTS

A. The most important responsibility of the DITL or /RITL is to coordinate DOSH activities with other law enforcement agencies which

may have overlapping responsibilities, to identify the nature and extent of the hazard, and establish jurisdiction and control of the site.

B. Any question raised concerning the modification of employee training time or content necessary for any work involving hazardous materials must be referred to the Deputy Chief for Field Operations for approval.

C. If it appears that there is a lack of site control at an Incident Command System controlled site that may cause a harmful exposure or hazard to any employee or public, the DITL or RITL shall immediately contact and advise the Incident Commander and request that the area be secured.

D. Situations determined to be immediately dangerous to life or health (IDLH), such as improper use of personal protective equipment, unsafe equipment, unsafe work practices, or other imminent hazards shall be brought to the immediate attention of the Incident Commander.

E. If the Incident Command does not respond to a request to secure an area or unsafe operation that constitutes an imminent hazard, the DITL or RITL shall delineate the boundary of the hazard and immediately advise the District Manager or Regional Manager.

NOTE: An Order Prohibiting Use shall not be issued until the DITL or RITL is certain that the Incident Commander has not taken immediate and appropriate action to prevent exposure to an imminent hazard after being told to do so. If an OPU is to be issued, the DITL or RITL shall notify the Incident Commander prior to issuance.

F. If an employer responsible for the accident or hazardous material incident site has, or retains, access control to the site and refuses entry to Division personnel, the DITL or RITL shall consult with the District or Regional Manager to determine if an Inspection Warrant should be obtained. See P&P C-25A.

G. The DITL or RITL shall be prepared to place a site under twenty-four (24) hour observation to provide surveillance of the activities, secure physical evidence, conduct monitoring and provide support.

NOTE: Arrangements shall be established for the first DIT or RIT to be relieved by replacements. If compliance personnel from

other Districts or Regions are required, the appropriate Regional Manager shall arrange for additional compliance resources.

XVIII. SITE SAFETY -- DIVISION PERSONNEL

A. No Division personnel shall be assigned on-site work until the District or Regional Manager has obtained sufficient information regarding the site hazards, prepared a written site safety/accident prevention plan and briefed all Division personnel on the contents of the site safety plan. See Appendix G.

B. No Division personnel shall enter hazardous areas unless all of the following conditions are met:

1. Division personnel are qualified to enter the area;
2. Division personnel are adequately protected;
3. An appropriately-equipped number of other Division personnel are present to perform rescue;
4. Communication is established between personnel entering hazardous areas and potential rescue personnel; and
5. Adequate decontamination facilities are available on-site.

C. No Division personnel shall use a Self-Contained Breathing Apparatus (SCBA) for any purpose unless the following conditions are met:

1. Two (2) other qualified Division personnel are prepared to enter the area; and
2. One (1) other qualified Division person is acting as a standby.

NOTE: All SCBA use shall be approved by the District or Regional Manager and the Deputy Chief for Field Operations.

D. No Division personnel shall engage in any emergency rescue activities, but shall make every effort to ensure that emergency rescue workers are adequately protected. See P&P C-37B.

XIX. EVIDENCE GATHERING

A. It is imperative to establish site control and preserve physical evidence by establishing coordination with other agencies. In making efforts to preserve physical evidence, Division personnel shall make every effort not to interfere with or impede rescue operations.

B. Every effort should be made so as not to disturb the site so that possible causative factors can be established.

C. All evidence obtained shall be documented, gathered, physically identified, described, marked, photographed, packaged, transported, transferred and stored in a manner to maintain chain of custody of the evidence.

D. Division personnel shall make every effort to document activities and fully investigate the incident by obtaining samples, measurements, photographs, interviewing employees and employers and making observations needed to characterize the incident site where it is appropriate, but only when it safe to do so.

NOTE: No Division personnel shall jeopardize his or her life or health, or the life or health of any other person, in trying to obtain samples or make measurements or observations.

E. If it appears that there is a lack of site control at an Incident Command System controlled site which may cause alteration, destruction or removal of evidence required for the Division's investigation, the DITL or RITL shall immediately contact and advise the Incident Commander and request that the area be secured.

NOTE: If the evidence or area cannot or will not be secured by the Incident Commander, the DITL or RITL shall consult with the Legal Unit and consider issuing an Order to Preserve. See P&P C-25A. However, if the Order to Preserve will interfere with on-going emergency rescue operations, the DITL or RITL shall consult with the District and Regional Managers before issuing an Order to Preserve.

F. If emergency laboratory services are needed, the laboratory shall be immediately notified as to the type and extent of the services that may be required such as the following:

1. Type and number of samples that have been or will be collected.
2. Type of collection media and type of analysis needed.
3. How soon the results are needed.
4. Names of contact persons and telephone numbers at the incident site.

APPENDICES (Under Construction):

Appendix A: Emergency Telephone and Address Directory

Appendix B: Required Training for Emergency Response Personnel

Appendix C: Emergency Response Equipment

Appendix D: Cal/OSHA Form 36(S) Accident Report

Appendix E: Accident Report Incident Information Supplement

Appendix F: Hazard Assessment Checklist

Appendix G: Prohibited Activities for DOSH Personnel

Appendix H: Preliminary Assessment Response

Appendix I: Investigation Team Leader Duties

Appendix J: DOSH Site Safety Officer Duties

Appendix K: Assistant Team Leader for Technical Services Duties

Appendix L: Assistant Team Leader for Compliance Action Duties

Appendix M: DOSH Site Safety, Health and Control Plan

Appendix O: DOSH Internal Incident Command System

Appendix P: Glossary of Terms

