



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures

6.06 Washtenaw County Hazardous Materials Response Team



WASHTENAW COUNTY HAZARDOUS MATERIALS RESPONSE TEAM

Effective: April 3, 2026
Scheduled Review: April 3, 2029
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a procedure that will ensure the timely response of Washtenaw County Hazardous Materials Response Team (WCHMRT) assets located within the City of Ann Arbor along with AAFD personnel who are members of the WCHMRT.

II. CITY OF ANN ARBOR RESPONSE

The battalion chief or Incident Commander may request the response of the WCHMRT apparatus out of Station 6 for an incident within the City of Ann Arbor without the activation of the WCHMRT.

When this apparatus responds without a full WCHMRT response, the radio designator of "Hazmat 1-6" shall be used. This will prevent the activation of a full WCHMRT response. The radio identifier "Hazmat 13-1" will be used to respond to other city or county responses when there is a full WCHMRT response.

III. WCHMRT ACTIVATION WITH ON-DUTY TEAM MEMBERS

If there is a WCHMRT activation and there are on-duty team members, the battalion chief will work to gather on-duty team members at Station 6. No more than two (2) companies will be taken out of service to allow for a WCHMRT response. If the number of on-duty team members exceeds seats on 13-1, additional members will take another AAFD vehicle. One of the out of service companies may be used for transportation if other vehicles are unavailable.

If more than one (1) on-duty company is taken out of service, AC Hughes will be notified to determine the need for a callback.

If two (2) companies are taken out of service and there still remaining on-duty WCHMRT members a callback shall be sent out. If no callback personnel respond, additional companies will not be taken out of service.

Example: There are seven (7) on-duty WCHMRT members, only six (6) will respond until callback personnel arrive. No more than two (2) companies will be taken out of service to allow for a WCHMRT response. Once callback personnel arrive to fill the needed vacancy to ensure no more than two (2) companies will be taken out of service, the seventh WCHMRT member will respond to the incident location.

All on-duty WCHMRT will receive "participation credit" even if they do not make the incident location.



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IV. WCHMRT ACTIVATION WITHOUT ON-DUTY TEAM MEMBERS

Upon notification of a WCHMRT response, and there are no on-duty WCHMRT members, Engine 1-6 will go out of service to ensure a prompt response. The Engine 1-6 driver / operator or another qualified driver assigned to Engine 1-6 will respond with HazMat 13-1. Engine 1-6 shall follow HazMat 13-1 to the scene, leave HazMat 13-1 on the scene, and return to Station 6 with their full crew.

If a WCHMRT activation without on-duty members occurs during a City business day, 40-hour staff may be used to respond 13-1 to avoid taking Engine 1-6 out of service.

As WCHMRT apparatus respond to an incident, the unit will call in service on the radio.

V. WCHMRT ACTIVATION WITH OFF-DUTY MEMBERS

Off-duty WCHMRT members shall respond directly to the scene. When members respond to the scene (non-emergent) with their personal vehicle they shall be reimbursed for their mileage, rate determined by Administrative Policies and Procedures #505.

VI. SUSPICIOUS MAIL & PACKAGES

The on-duty battalion chief phone number is listed for the initial contact for a “substance or chemical” in the City of Ann Arbor’s Suspicious Mail & Packages SOP. Upon the battalion chief receiving this call, notification needs to occur with AC Hughes and FC Kennedy . It is understood that evaluation of such an incident will be beyond the monitoring capabilities of on-duty crews. The WCHMRT will likely need to be dispatched.

VII. NERIS REPORT

For all WCHMRT responses outside the City of Ann Arbor, the highest ranking, responding WCHMRT member is responsible for the completion of the NERIS report. For all WCHMRT incidents within the City of Ann Arbor, the first due company officer will complete the NERIS report, but the highest ranking WCHMRT member will be responsible for an addition to the narrative documenting WCHMRT actions.