INCIDENT COMMAND SYSTEM

Hazardous Materials
Operational System Description
ICS 161

APRIL 2017

This document contains information relative to the Multi-Agency Coordination System (MACS) and the Incident Command System (ICS), developed by FIRESCOPE and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Framework and adopted by the FIRESCOPE Board of Directors.

Additional information and documentation can be obtained from the following source:

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INTRODUCTION

The Hazardous Materials organizational module is designed to provide an organizational structure that will provide necessary supervision and control for the essential functions required at virtually all Hazardous Materials incidents. This is based on the premise that controlling the tactical operations of companies and movement of personnel and equipment will provide a greater degree of safety and also reduce the probability of spreading of contaminants. The Hazardous Materials Group Supervisor or the Hazardous Materials Branch Director (if activated) will direct primary functions and all resources that have a direct involvement with hazardous materials operations.

MODULAR DEVELOPMENT

A series of examples of modular development are included to illustrate one method of expanding the incident organization:

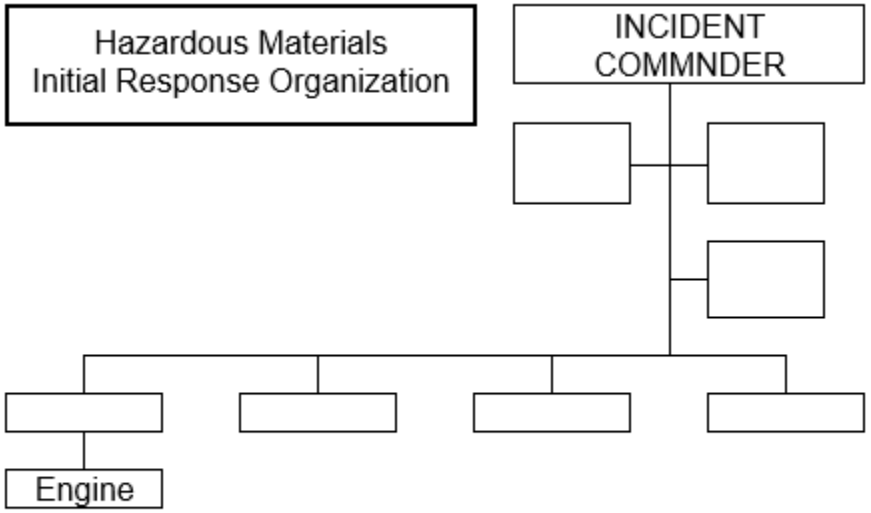
Initial Response Organization: The Incident Commander manages all initial response resources as well as all Command and General Staff responsibilities.

Reinforced Response Organization: In addition to the initial response, the responsible agencies have met and established a Unified Command. They have established a Hazardous Materials Group to manage all activities around the Control Zones and have organized a Law Enforcement Group to isolate and contain the operational area. The Unified Command has established a Planning Section, a Staging Area, and an Assistant Safety Officer-Hazardous Materials.

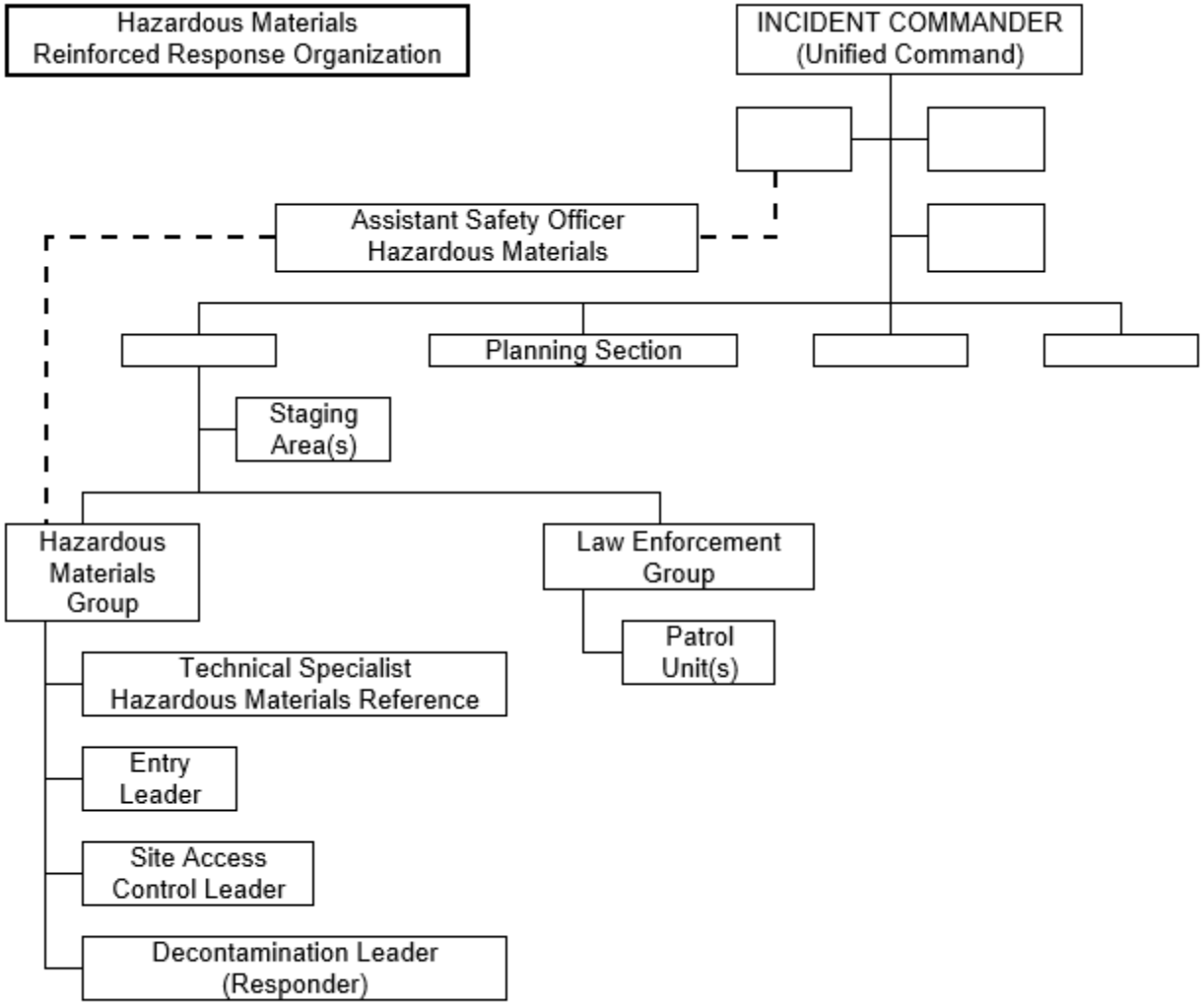
Multi-Division/Group Response Organization: The Incident Commanders have activated most Command and General Staff positions and have established multiple groups.

Multi-Branch Response Organization: The Incident Commanders have activated all Command and General Staff positions, and have established four branches in the Operations Section.

HAZARDOUS MATERIALS INITIAL RESPONSE ORGANIZATION CHART

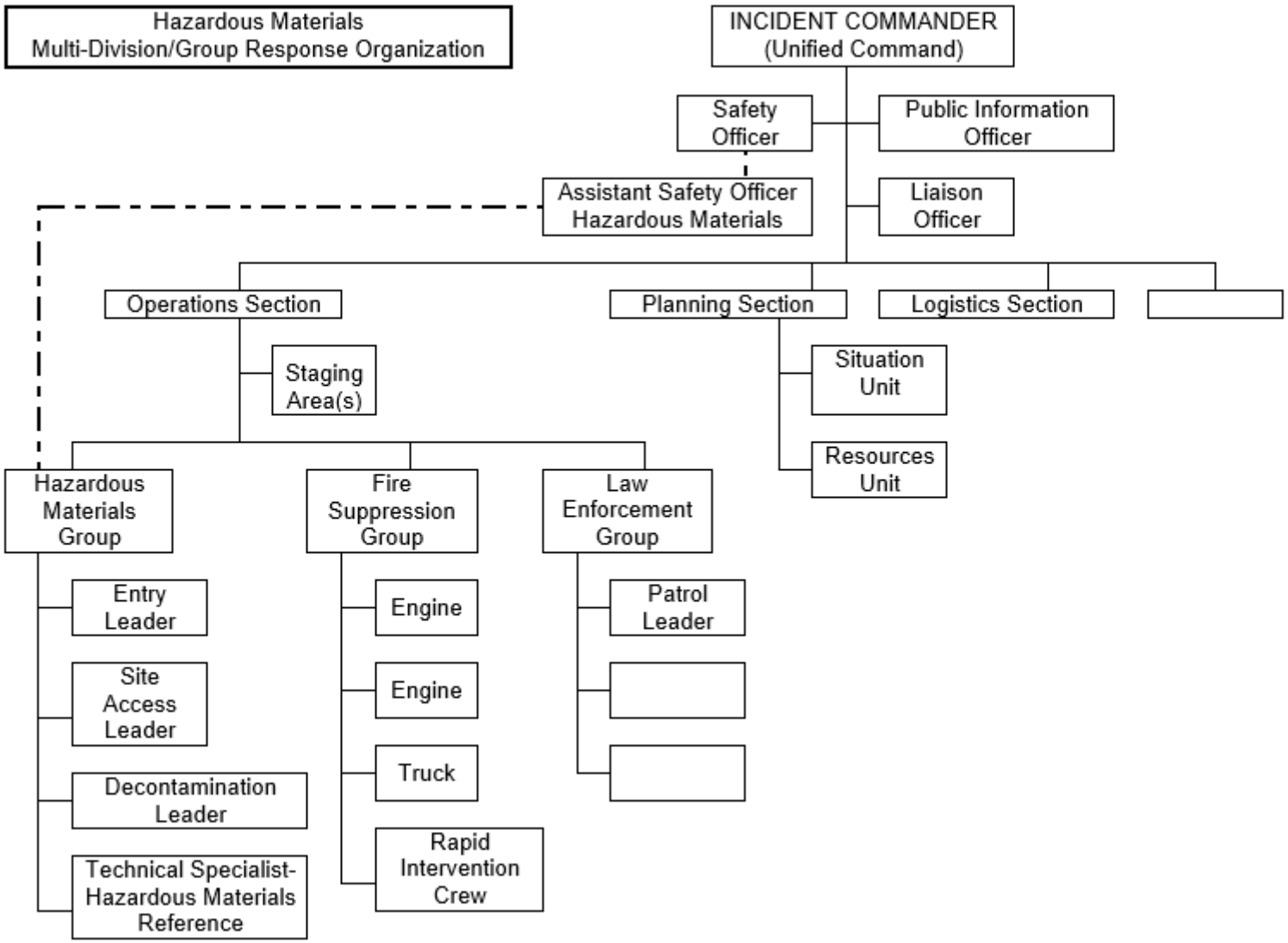


Haz Mat Initial Response Organization: The Incident Commander manages all initial response resources as well as all Command and General Staff responsibilities.



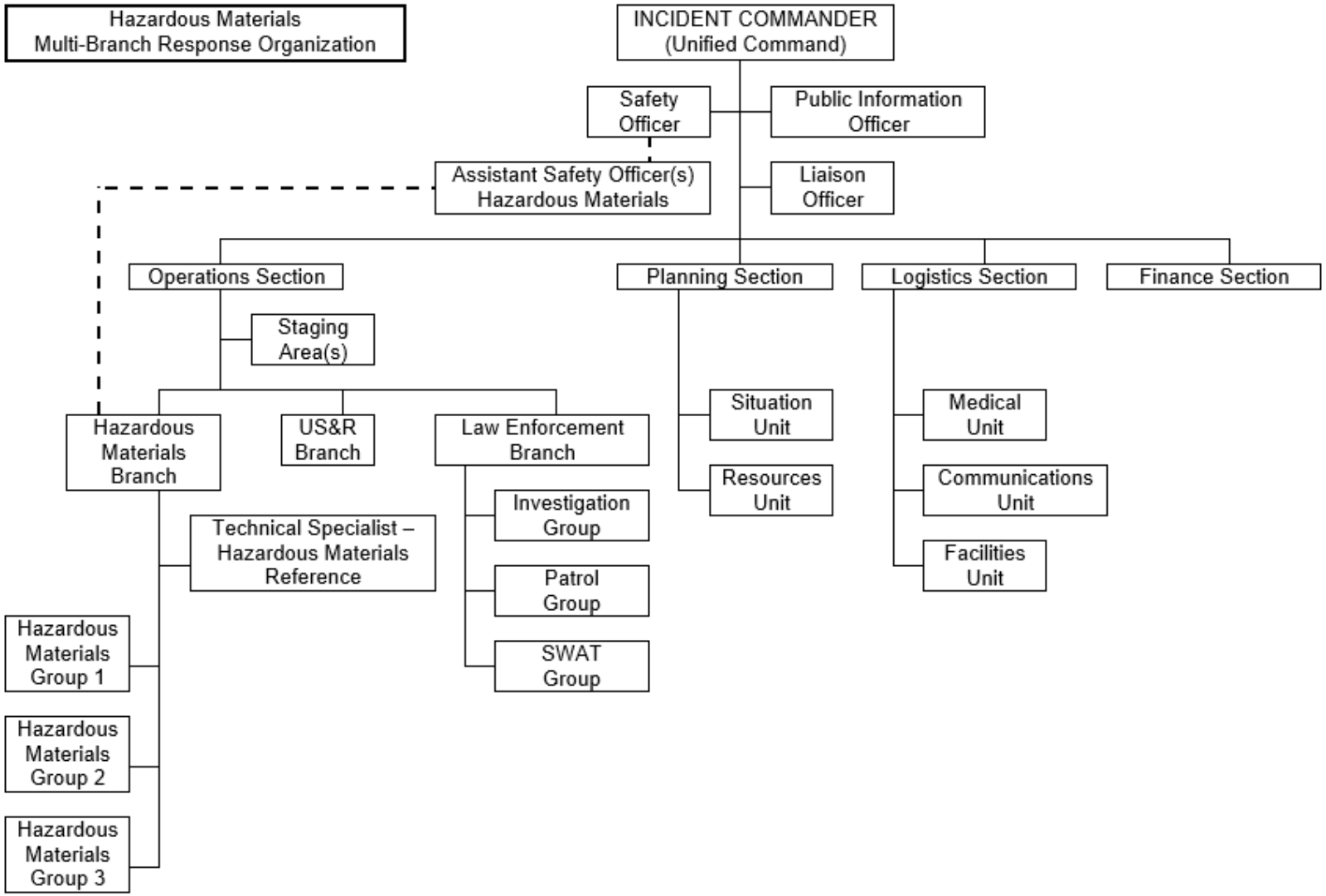
Haz Mat Reinforced Response Organization: In addition to the initial response, the responsible agencies have met and established a Unified Command. They have established a Hazardous Materials Group to manage all activities around the Control Zones and have organized a Law Enforcement Group to isolate and contain the operational area. The Unified Command has established a Planning Section, a Staging Area, and an Assistant Safety Officer-Hazardous Materials.

HAZARDOUS MATERIALS MULTI-DIVISION/GROUP RESPONSE ORGANIZATION



Haz Mat Multi-Division/Group Response Organization: The Incident Commanders have activated most Command and General Staff positions and have established multiple groups.

HAZARDOUS MATERIALS MULTI-BRANCH RESPONSE ORGANIZATION



Haz Mat Multi-Branch Response Organization: The Incident Commanders have activated all Command and General Staff positions, and have established four branches in the Operations Section.

POSITION CHECKLIST

HAZARDOUS MATERIALS GROUP SUPERVISOR

The Hazardous Materials Group Supervisor or Hazardous Materials Branch Director reports to the Operations Section Chief. The Hazardous Materials Group Supervisor is responsible for the implementation of the phases of the Incident Action Plan dealing with the Hazardous Materials Group operations. The Hazardous Materials Group Supervisor is responsible for the assignment of resources within the Hazardous Materials Group, reporting on the progress of control operations and the status of resources within the group. The Hazardous Materials Group Supervisor directs the overall operations of the Hazardous Materials Group:

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

a. Review Common Responsibilities (Page 1-2).
b. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
c. Evaluate and recommend public protection action options to the Operations Section Chief or Hazardous Materials Branch Director (if activated).
d. Ensure that current weather data and future weather predictions are obtained.
e. Establish environmental monitoring of the hazard site for contaminants.
f. Ensure that a Site Safety and Control Plan (ICS Form 208) is developed and implemented.
g. Conduct safety meetings with the Hazardous Materials Group.
h. Participate, when requested, in the development of the Incident Action Plan.
i. Ensure that recommended safe operational procedures are followed.
j. Ensure that the proper Personal Protective Equipment is selected and used.
k. Ensure that the appropriate agencies are notified through the Incident Commander.
l. Conducts Post Incident Debriefing related to Haz Mat activities.
m. Maintain Unit/Activity Log (ICS Form 214).

ASSISTANT SAFETY OFFICER - HAZARDOUS MATERIALS

Reports to the Incident Commander or Safety Officer (if activated) and coordinates with the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated). The Assistant Safety Officer-Hazardous Materials coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR Part 1910.120 and applicable state and local laws. This position advises the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety, continuously monitors for modifying conditions and has the authority to stop or prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents. The Assistant

Safety Officer-Hazardous Materials does not act as the Safety Officer for the overall incident:

a. Review Common Responsibilities (Page 1-2).
b. Obtain briefing from the Hazardous Materials Group Supervisor.
c. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
d. Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) of deviations from the Site Safety and Control Plan (ICS Form 208) or any dangerous situations.
e. Has authority to alter, suspend, or terminate any activity that may be judged to be unsafe.
f. Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures.
g. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader.
h. Ensure that medical related records for the Hazardous Materials Group personnel are maintained.
i. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS ENTRY LEADER

Reports to the Hazardous Materials Group Supervisor. The Hazardous Materials Entry Leader (ELDR) is responsible for the overall entry operations of assigned personnel within the Exclusion Zone:

a. Review Common Responsibilities (Page 1-2).
b. Supervise entry operations.
c. Recommend actions to mitigate the situation within the Exclusion Zone.
d. Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release.
e. Maintain communications and coordinate operations with the Hazardous Materials Decontamination Leader.
f. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Safe Refuge Area Manager (if activated).
g. Maintain communications and coordinate operations with Technical Specialist Hazardous Materials Reference.
h. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
i. Direct rescue operations, as needed, in the Exclusion Zone.
j. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
k. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS DECONTAMINATION LEADER

Reports to the Hazardous Materials Group Supervisor. The Hazardous Materials Decontamination Leader (DLDR) is responsible for the operations of the decontamination element, providing decontamination as required by the Incident Action Plan:

a. Review Common Responsibilities (Page 1-2).
b. Establish the Contamination Reduction Corridor(s).
c. Identify contaminated people and equipment.
d. Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
e. Control the movement of people and equipment within the Contamination Reduction Zone.
f. Maintain communications and coordinate operations with the Hazardous Materials Entry Leader.
g. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Safe Refuge Area Manager (if activated).
h. Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
i. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone.
j. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
k. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS SITE ACCESS CONTROL LEADER

Reports to the Hazardous Materials Group Supervisor. The Hazardous Materials Site Access Control Leader is responsible for the control of the movement of all people and equipment through appropriate access routes at the hazard site and ensures that contaminants are controlled and records are maintained:

a. Review Common Responsibilities (Page 1-2).
b. Organize and supervise assigned personnel to control access to the hazard site.
c. Oversee the placement of the Exclusion Zone Control Line and the Contamination Control Line.
d. Ensure that appropriate action is taken to prevent the spread of contamination.
e. Establish the Safe Refuge Area within the Contamination Reduction Zone. Appoint a Hazardous Materials Safe Refuge Area Manager (as needed).
f. Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
g. Track the movement of persons passing through the Contamination Control Line to ensure that long-term observations are provided.

h. Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention.
i. Maintain observations of any changes in climatic conditions or other circumstances external to the hazard site.
j. Maintain communications and coordinate operations with the Hazardous Materials Entry Leader.
k. Maintain communications and coordinate operations with the Hazardous Materials Decontamination Leader.
l. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
m. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS REFUGE AREA MANAGER

The Hazardous Materials Refuge Area Manager reports to the Hazardous Materials Site Access Control Leader and coordinates with the Hazardous Materials Decontamination Leader and the Hazardous Materials Entry Leader. The Hazardous Materials Refuge Area Manager is responsible for evaluating and prioritizing victims with a high possibility for contamination, for decontamination, and treatment. This area should be separate from the Safe Refuge Area to prevent the spread of contamination by these victims. If there is a need for the Hazardous Materials Refuge Area Manager to enter the Contamination Reduction Zone in order to fulfill assigned responsibilities then the appropriate Personal Protective Equipment shall be worn (refer to Pages 17-13 and 17-14):

a. Review Common Responsibilities (Page 1-2).
b. Establish the Refuge Area adjacent to the Contamination Reduction Zone, adjacent to the Contamination Reduction Corridor and within the Exclusion Zone Control Line.
c. Monitor the hazardous materials release to ensure that the Refuge Area is not subject to exposure.
d. Assist the Hazardous Materials Site Access Control Leader by ensuring the victims are evaluated for contamination.
e. Manage the Refuge Area for the holding and evaluation of victims who are likely contaminated.
f. Maintain communications with the Hazardous Materials Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
g. Maintain communications with the Hazardous Materials Decontamination Leader to coordinate the movement of victims from the Refuge Area into the Contamination Reduction Corridor, if needed.
h. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS SAFE REFUGE AREA MANAGER

The Hazardous Materials Safe Refuge Area Manager reports to the Hazardous Materials Site Access Control Leader and coordinates with the Hazardous Materials Decontamination Leader and the Hazardous Materials Entry Leader. The Hazardous Materials Safe Refuge Area Manager is responsible for evaluating and prioritizing the need for treatment, collecting information, and preventing the potential spread of contamination by any potential victims. If there is a need for the Hazardous Materials Safe Refuge Area Manager to enter the Contamination Reduction Zone in order to fulfill assigned responsibilities, then the appropriate Personal Protective Equipment shall be worn (refer to Pages 17-14 through 17):

a. Review Common Responsibilities (Page 1-2).
b. Establish the Safe Refuge Area within the Contamination Reduction Zone, adjacent to the Contamination Reduction Corridor and the Exclusion Zone Control Line.
c. Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure.
d. Assist the Hazardous Materials Site Access Control Leader by ensuring the potential victims are evaluated for contamination.
e. Manage the Safe Refuge Area for the holding and evaluation of potential victims who may have information about the incident, or if suspected of having contamination.
f. Maintain communications with the Hazardous Materials Entry Leader to coordinate the movement of potential victims from the Exclusion Zone to the Safe Refuge Area.
g. Maintain communications with the Hazardous Materials Decontamination Leader to coordinate the movement of potential victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
h. Maintain Unit/Activity Log (ICS Form 214).

TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE

Reports to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director, if activated). This position provides continuous technical information and assistance to the Hazardous Materials Group using various reference sources such as computer databases, technical journals, CHEMTREC, and phone contact with facility representatives. The Technical Specialist Hazardous Materials Reference may provide product identification using hazardous categorization tests and/or any other means of identifying unknown materials:

a. Review Common Responsibilities (Page 1-2).
b. Obtain briefing from the Planning Section Chief or assigned supervisor.
c. Provide technical support to the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated).
d. Maintain communications and coordinate operations with the Hazardous Materials Entry Leader.

e. Continuously provide and interpret environmental monitoring and modify the monitoring plan as necessary as incident conditions change.
f. Provide analysis of hazardous material sample.
g. Determine personal protective equipment compatibility to hazardous material.
h. Provide technical information of the incident for documentation.
i. Provide technical information management with public and private agencies i.e.: Poison Control Center, Toxicology Center, CHEMTREC, State Department of Food and Agriculture, National Response Team.
j. Assist Planning Section with projecting the potential environmental effects of the release.
k. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
l. Maintain Unit/Activity Log (ICS Form 214).

HAZARDOUS MATERIALS ICS POSITION DESCRIPTIONS

HAZARDOUS MATERIALS GROUP SUPERVISOR POSITION DESCRIPTION

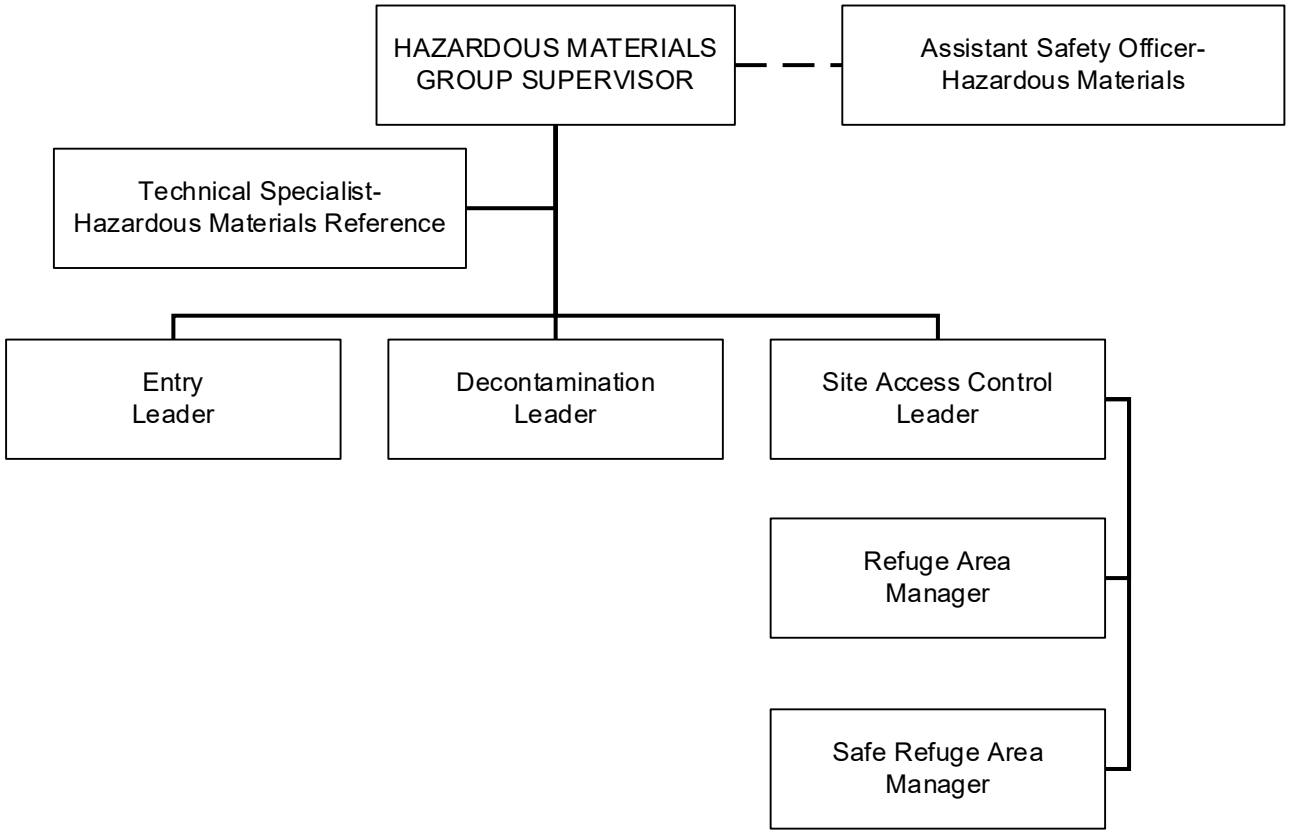
Organization, Personnel, Major Responsibilities and Procedures:

ORGANIZATION:

The Hazardous Materials Group Supervisor is assigned to the Operations Section (or Hazardous Materials Branch if activated). The Hazardous Materials Group Supervisor reports to the Operations Section Chief. The Hazardous Materials Group Supervisor is responsible for the implementation of the phases of the Incident Action Plan dealing with the Hazardous Materials Group operations. The Hazardous Materials Group Supervisor is responsible for the assignment of resources within the Hazardous Materials Group, reporting on the progress of control operations and the status of resources within the Group. The Hazardous Materials Group Supervisor directs the overall operations of the Hazardous Materials Group.

The Hazardous Materials Group Supervisor is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Hazardous Materials Group Supervisor is part of an organizational structure designed to provide the Operations Section Chief with personnel, equipment and expertise to safely mitigate a hazardous materials incident. Personnel in this position must be able to assess, measure, and determine the most effective and safe means to abate the hazardous substance(s) release. The Hazardous Materials Group Supervisor must have a thorough knowledge of agency specific requirements, operational procedures, risk analysis, and safety considerations relating to hazardous materials incident management. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state, and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Hazardous Materials Group Supervisor are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

a. Check in and obtain briefing from the Operations Section Chief or Hazardous Materials Branch Director (if activated):

1. Complete Check-In List (ICS Form 211).
2. If reporting directly to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines:

1. Ensure and verify that an initial isolation area is established and maintained.
2. Establish Exclusion Zone, Contamination Reduction Zone, and Support Zone control lines:
   - Ensure that control zones are physically delineated.

c. Evaluate and recommend public protection action options to the Operations Section Chief or Branch Director (if activated):

1. Determine the need for evacuation, in-place protection, or no action, based on input from within the Hazardous Materials Group:
   - Ensure recommendations are based on valid risk analysis.

d. Ensure that current weather data and future weather predictions are obtained:

1. Coordinate with Planning Section or Technical Specialist-Hazardous Materials Reference (if activated).

e. Establish environmental monitoring of the hazard site for contaminants:

1. Coordinate with Planning Section or Technical Specialist-Hazardous Materials Reference (if activated).

f. Ensure that a Site Safety and Control Plan (ICS Form 208) is developed and implemented:

1. Coordinate with Assistant Safety Officer-Hazardous Materials.
2. Follow the mandates of 29 CFR 1910.120 section (q), and applicable State and local laws.

g. Conduct safety meetings with the Hazardous Materials Group:

1. Provide briefing on the Site Safety and Control Plan (ICS Form 208) components that include:
   - Emergency signal, escape routes, escape plan.
   - Emergency Medical Services (EMS) availability, location, and radio designation.

h. Participate, when requested, in the development of the Incident Action Plan:

1. Participate in planning meetings:
   - With the Hazardous Materials Group
   - With the ICS general staff if requested
2. Hazardous Materials components to the Incident Action Plan should include:
   - Hazardous Materials Group objectives and alternative objectives for current operational period.
   - Information requests for the current operational period.
   - Summary of resources assigned to the group.
   - Initial instructions concerning work activities.
   - Resource needs for Hazardous Materials Group.
   - Develop demobilization plan for Hazardous Materials Group
   - Determine resource needs.
   - Notify Operations Chief of surplus resources.
   - Demobilize upon direction from the Operations Chief.

i. Ensure that recommended safe operational procedures are followed:

1. 29 CFR 1910.120.
2. N.F.P.A. 471, 472 and 473.
3. Other appropriate recognized standards and federal, state and local documents.

j. Ensure that the proper Personal Protective Equipment is selected and used:

1. Coordinate and approve the selection of Personal Protective Equipment with the Entry Leader, Technical Specialist-Hazardous Materials Reference, and Assistant Safety Officer-Hazardous Materials.

k. Ensure that the appropriate agencies are notified through the Incident Commander:

1. Local Administering Agency, State Warning Center, National Response Center, and other local, state, and federal agencies as needed.

l. Conducts Post Incident Debriefing related to Haz Mat activities.

1. Advise personnel of chemicals involved.
2. Provide signs and symptoms of exposure of involved chemicals.

3. Provide instructions in case of exposures (medical follow up, exposure/injury reporting, local SOG's, etc.).
4. Determine if equipment needs to be replaced or repaired.
5. Review lessons learned.
6. Notify all personnel of critique location

m. Maintain Unit/Activity Log:

1. Record significant events or actions taken on the Unit/Activity Log (ICS Form 214). Collect and submit Unit/Activity Logs through the Operations Section Chief to the Documentation Unit Leader at the end of each operational period.

ASSISTANT SAFETY OFFICER – HAZARDOUS MATERIALS POSITION DESCRIPTION

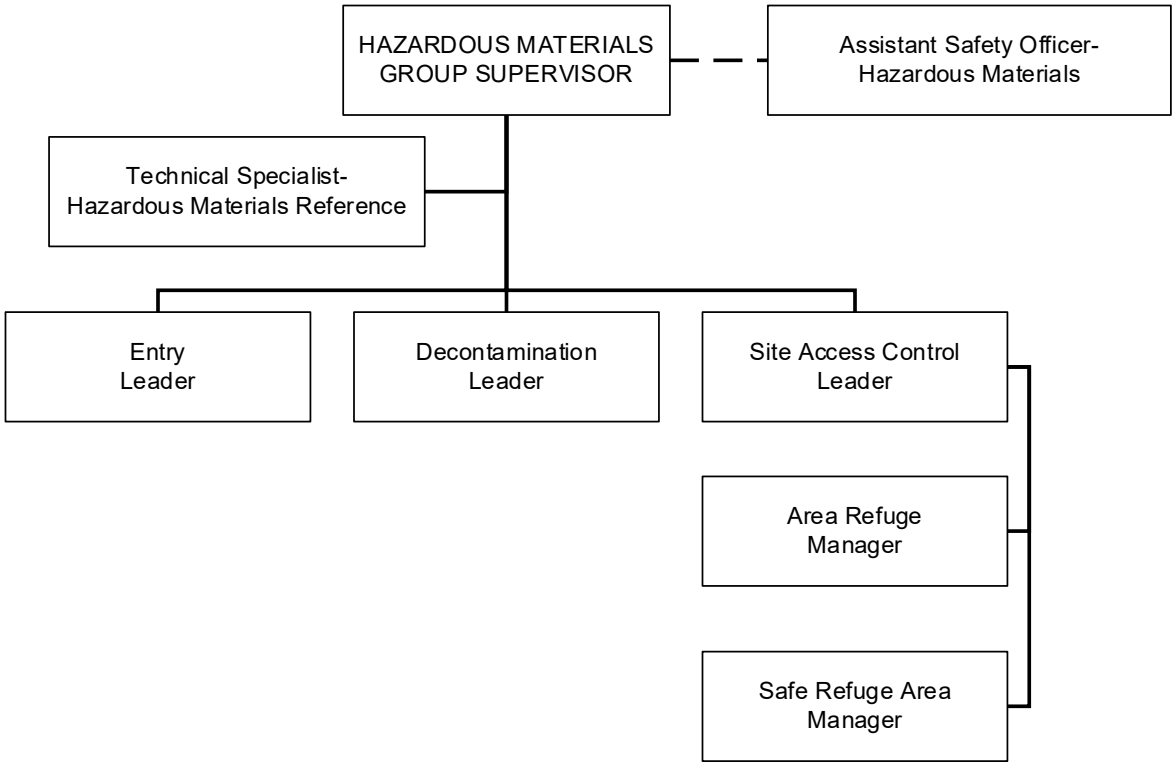
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Assistant Safety Officer-Hazardous Materials reports to the Incident Commander or Safety Officer (if activated) and coordinates with the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated). The Assistant Safety Officer-Hazardous Materials coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR Part 1910.120 and applicable state and local laws. This position advises the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety, continuously monitors for modifying conditions and has the authority to stop or prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents.
In a multi-activity incident the Assistant Safety Officer-Hazardous Materials does not act as Safety Officer for the overall incident. Therefore, it is necessary that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents.

The Assistant Safety Officer-Hazardous Materials is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Assistant Safety Officer-Hazardous Materials coordinates activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR 1910.120 (q). This position advises the Hazardous Materials Group Supervisor on all aspects of health and safety and has the authority to stop or prevent unsafe acts. Due to the responsibilities of this position, it is imperative that the individual be both Safety Officer qualified (ICS-220-4), and possess a high degree of knowledge in hazardous substance mitigation operations and procedures. These responsibilities require that the personnel assigned to this position have a minimum equivalent training and expertise as mandated by federal, state and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Assistant Safety Officer-Hazardous Materials are stated below. Following each responsibility are procedures for implementing the

responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

a. Check in and obtain briefing from the Incident Safety Officer (if activated):

1. Complete Check-In List (ICS Form 211).
2. If reporting directly to an assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Obtain briefing from the Hazardous Materials Group Supervisor:

1. Obtain information on Hazardous Materials Group operational objectives.
2. Obtain names and contact information (locations, radio frequencies, etc.) for key personnel.

c. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208):

1. Survey site and review documentation (maps, aerial photographs, etc.).
2. Review Base, Command Post, and Hazard Site Evacuation Plans.
3. Review Medical Plan.
4. Review current weather data and future weather forecasts.
5. Develop recommendations for Incident Action Plan Objectives (ICS Form 202) and Site Safety and Control Plan (ICS 208).
6. Attend briefings and planning meetings.

d. Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated) of deviations from the Site Safety and Control Plan (ICS Form 208) or any dangerous situations:

1. Maintain expedient form of communication with Hazardous Materials Group Supervisor.
2. Brief Hazardous Materials Group on known or foreseeable problems and possible mitigation measures.
3. Conduct frequent and continuous visual inspections to ensure compliance with the Site Safety and Control Plan (ICS Form 208).
4. Monitor radio traffic within the Hazardous Materials Group.

e. Has full authority to alter, suspend, or terminate any activity that may be judged to be unsafe:

1. Notify the Incident Safety Officer of altered, suspended or terminated activities:

- Notify Hazardous Materials Group Supervisor.

2. Document attempted and completed communication relating to the use of this authority as soon as possible:
   - Diagram, photograph, and obtain witnesses' names where possible.

f. Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures:

1. Review and approve recommendations for Personal Protective Equipment (PPE) and procedures relating to known hazardous materials involved.
2. Observe Group operations personally and conduct interviews with operational personnel.

g. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader:

1. Maintain periodic communication and review the Site Safety and Control Plan (ICS Form 208) with the Medical Unit Leader.
2. Review Emergency Medical Management Protocol for a hazardous materials exposure with Medical Unit Leader.
3. Review personnel, apparatus, and procedures provided for such protection:
   - Standby Emergency Medical Service (EMS) personnel, rescue devices and emergency field decontamination plan.

h. Ensure that medical related records for the Hazardous Materials Group personnel are maintained:

1. Ensure that exposure records are completed and filed with Documentation Unit.

i. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214). Submit Unit/Activity Log (ICS Form 214) through Incident Safety Officer to the Documentation Unit at the end of each operational period.

HAZARDOUS MATERIALS ENTRY LEADER POSITION DESCRIPTION

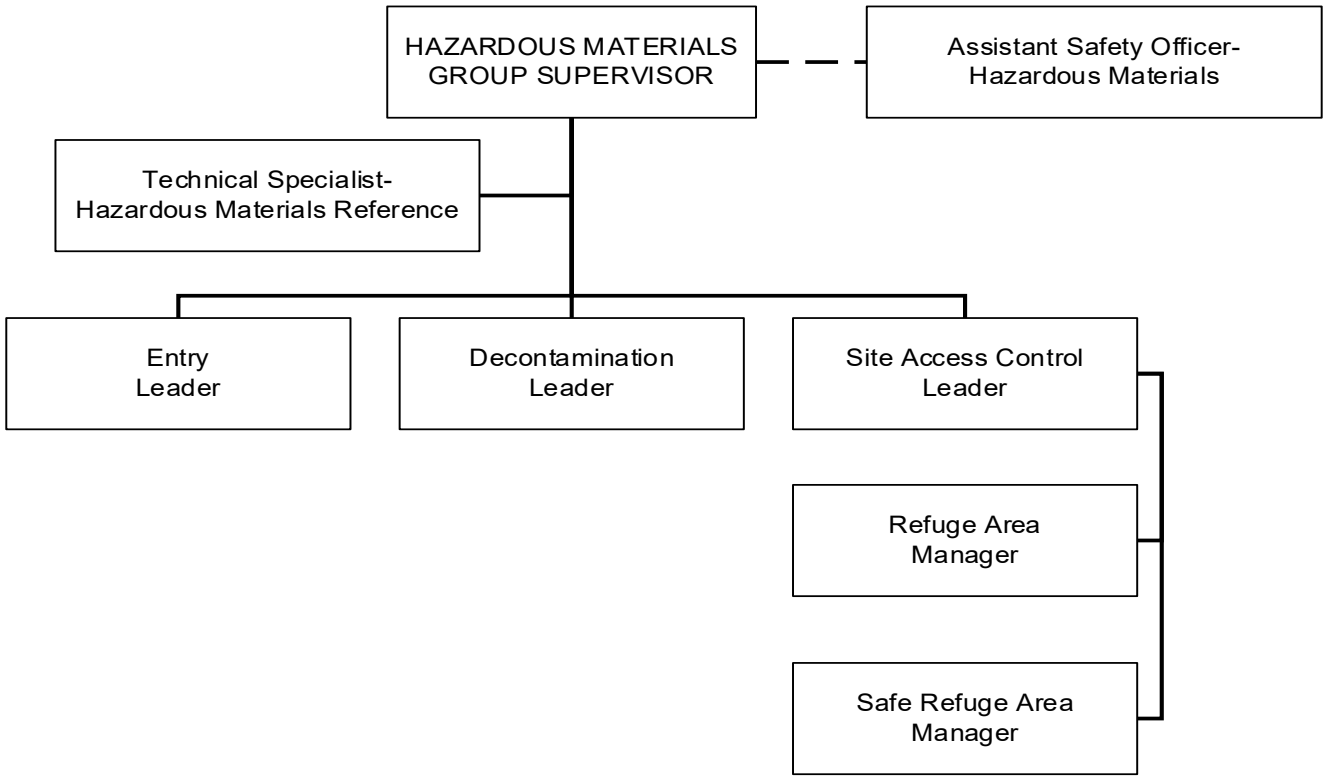
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Entry Leader is assigned to the Hazardous Materials Group (or Hazardous Materials Branch if activated). The Entry Leader reports to the Hazardous Materials Group Supervisor. The Entry Leader is responsible for all activities taking place in the Exclusion Zone, including multiple team entries, repeated entries, and multi-jurisdictional entries.

The Entry Leader is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Entry Leader is part of an organizational structure designed to provide the Hazardous Materials Group Supervisor with the expertise to direct rescue operations, assist in material identification, and contain and control releases or threatened releases of hazardous materials. The Entry Leader must be able to provide both technical assistance and tactical and strategic information to safely mitigate the incident. These responsibilities require that the personnel assigned to this position have a minimum equivalent training and expertise as mandated by federal, state, and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Entry Leader are listed below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident:

a. Check in and obtain briefing from the Hazardous Materials Group Supervisor:

1. Complete Check-in List (ICS Form 211).
2. If reporting direct to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Supervise entry operations:

1. Brief the Entry Team(s):
   - Ensure that all Entry Team personnel are familiar with the Incident Action Plan Objectives (ICS Form 202).
   - Ensure that all Entry Team personnel are familiar with the Site Safety and Control Plan (ICS Form 208).

2. Ensure that continuous medical monitoring is provided for the Entry Team personnel:
   - Provided by the Medical Unit Leader if activated.
3. Analyze and recommend the proper Personal Protective Equipment (PPE) selection to the Hazardous Materials Group Supervisor and Assistant Safety Officer-Hazardous Materials.
4. Ensure that all required safety equipment and proper Personal Protective Equipment (PPE) have been inspected, tested and donned by the Entry Team.
5. Provide timekeeping for Entry Team personnel.
6. Maintain communications (visual and/or radio contact), and monitor the Entry Team(s).

7. Review and revise entry objectives, based on contingencies.
8. Review and revise site safety, and rescue procedures as needed.
9. Ensure that Entry Team personnel exit the Exclusion Zone with reserve air to allow for decontamination.
10. Ensure that Entry Team personnel have adequate rehabilitation:
    - Evaluation provided by the Medical Unit when activated.

c. Recommend actions to mitigate the situation within the Exclusion Zone:

1. Provide continuous hazard assessment data.
2. Base recommendations on current and expected conditions.

d. Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release:

1. Direct Entry operations consistent with the Incident Action Plan Objectives (ICS Form 202).

e. Maintain communications and coordinate operations with the Decontamination Leader:

1. Ensure that the Contamination Reduction Corridor (CRC) is fully operational prior to entry.
2. Notify the Decontamination Leader upon entry of the Entry Team into the Exclusion Zone, and estimated time in the zone.
3. Notify Decontamination Leader of any special problems.

f. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Refuge Area Manager and the Safe Refuge Area Manager (if activated):

1. Notify the Site Access Control Leader/Safe Refuge Area Manager when the Entry Team personnel enter or exit the Contamination Reduction Corridor:
    - Number of personnel and identification markings

g. Maintain communications and coordinate operations with the Technical Specialist Hazardous Materials Reference.

h. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims:

1. Ensure that all personnel and equipment entering the zone are properly decontaminated upon exiting.
2. Ensure that all contaminated victims are triaged by the Entry Team and transferred to the Decontamination Team or the Refuge Area (if activated):
    - Establish Refuge Areas, where needed, in the Exclusion Zone.

i. Direct rescue operations, as needed, within the Exclusion Zone:

1. Entry Leader shall immediately notify the Hazardous Materials Group Supervisor upon recognizing the need for a rescue.
2. Entry Leader shall determine the number of rescue and back-up personnel that are needed prior to any rescue operations:
   - With proper Personal Protective Equipment (PPE).

j. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208)

k. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214). Submit Unit/Activity Log (ICS Form 214) through Hazardous Materials Group Supervisor to the Documentation Unit at the end of each operational period.

DECONTAMINATION LEADER POSITION DESCRIPTION

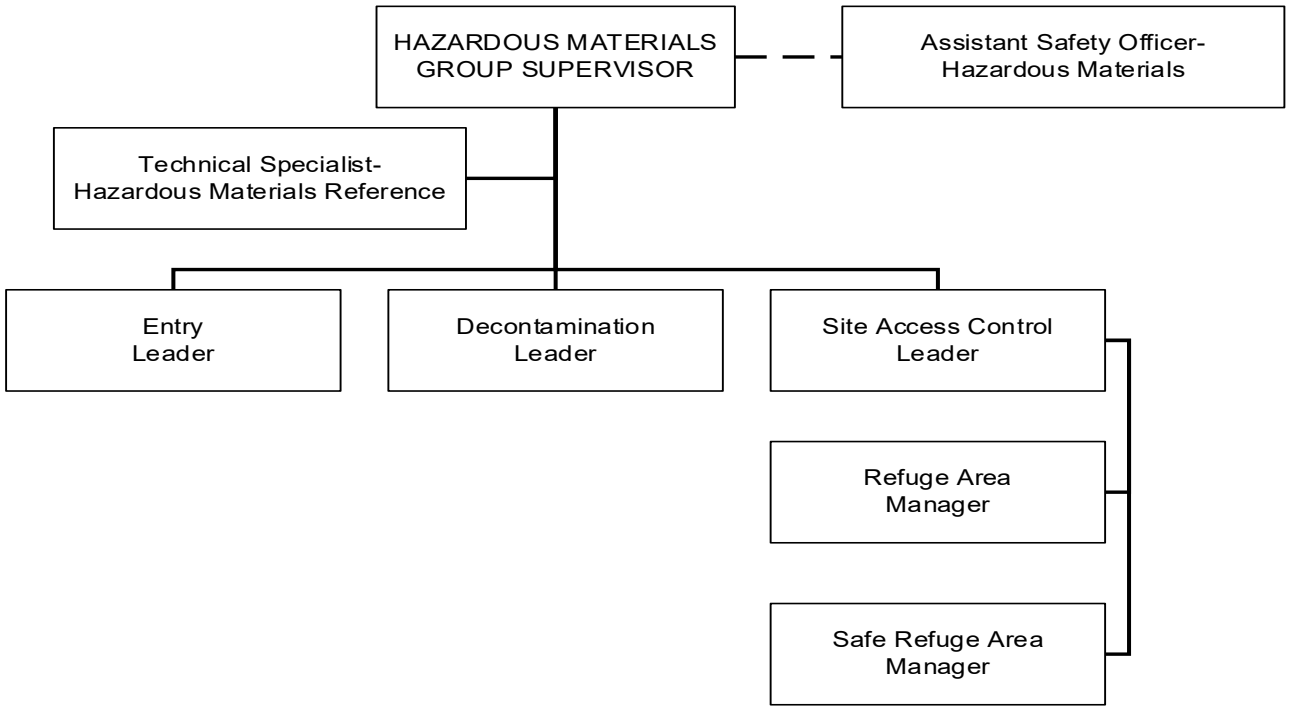
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Decontamination Leader is assigned to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch if activated). The Decontamination Leader reports to the Hazardous Materials Group Supervisor. The Decontamination Leader is responsible for all activities taking place in the area designated as the Contamination Reduction Zone and coordinates with the Safe Refuge Area Manager (if activated). The Decontamination Leader is responsible for the decontamination of persons and equipment that leave the Exclusion Zone and the maintenance of records for the Decontamination element.

The Decontamination Leader is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Decontamination Leader is responsible for providing the Hazardous Materials Group Supervisor with the expertise to ensure that the area of contamination does not spread beyond the Contamination Reduction Zone either from contaminated equipment or contaminated people. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state, and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Decontamination Leader are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

a. Check in and obtain briefing from the Hazardous Materials Group Supervisor:
   1. Complete Check-in List (ICS Form 211).
   2. If reporting directly to assignment, check in via radio.
   3. Request and receive briefing which includes:
      - Incident Briefing (ICS Form 201) or the equivalent information verbally.
      - Initial instructions concerning work activities.
   4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
   5. Start Unit/Activity Log (ICS Form 214).

b. Establish Contamination Reduction Corridor(s):
   1. Coordinate the location of the Contamination Reduction Corridor(s) with the Site Access Control Leader and Entry Leader.
   2. Coordinate the physical layout of the Contamination Reduction Corridor with the Entry Leader, the Technical Specialist-Hazardous Materials Reference and the Assistant Safety Officer-Hazardous Materials:
      - Develop the traffic plan for the Contamination Reduction Zone.
   3. Determine resource needs:
      - Evaluate need for decontamination resources, materials, and personnel.
      - Make resource requests through the Hazardous Materials Group Supervisor.

c. Identify contaminated people and equipment:
   1. Determine the number of victims needing decontamination.
   2. Coordinate the transfer of victims into Contamination Reduction Corridor(s) with the Entry Leader.
   3. Ensure that decontamination priorities are maintained.

d. Supervise the operations of the decontamination element in the process of decontaminating people and equipment:

1. Coordinate the decontamination methods to be utilized with the Assistant Safety Officer-Hazardous Materials, the Technical Specialist-Hazardous Materials Reference, and the Entry Leader:
   - Brief the decontamination personnel on methods, emergency actions, and individual assignments:
     (a) Including decontamination of the decontamination element personnel.
2. Review safety procedures consistent with the Site Safety and Control Plan (ICS Form 208):
   - Ensure safety procedures are followed.
   - Ensure proper Personal Protective Equipment (PPE) is inspected, tested, and donned.
3. Coordinate the actions involving an in-suit emergency with the Entry Leader.

e. Control the movement of people and equipment within the Contamination Reduction Zone:
   1. Ensure that unauthorized personnel are not allowed into the Contamination Reduction Corridor.
   2. Enforce traffic plan for the Contamination Reduction Corridor.

f. Maintain communications and coordinate operations with the Entry Leader:
   1. Notify the Entry Leader when the decontamination element is fully operational.
   2. Note the number of persons making entry into the Exclusion Zone and the equipment that will require decontamination.
   3. Note the time the Entry Team(s) will leave the Exclusion Zone:
      - To determine approximate time decontamination personnel will go on respiratory protection.

g. Maintain communications and coordinate operations with the Site Access Control Leader and the Hazardous Materials Refuge Area Manager and Safe Refuge Area Manager (if activated):
   1. Notify the Site Access Control Leader when the decontamination element is fully operational.
   2. Notify the Site Access Control Leader when decontamination personnel enter or leave the Contamination Reduction Corridor:
      - Number of personnel and identification markings.
   3. Coordinate the establishment of the Safe Refuge Area with the Safe Refuge Area Manager:
      - Coordinate with the Site Access Control Leader or Safe Refuge Area Manager (if activated), the transfer of victims requiring decontamination from the Safe Refuge Area to the Contamination Reduction Corridor.

h. Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group:
   1. Report victims' medical status changes immediately to the Medical Group Supervisor.
   2. Determine resource needs and place requests to the Hazardous Materials Group Supervisor:

- Emergency Medical Services (EMS) supplies, replacement clothing, and transportation.

i. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone in accordance with applicable regulations:
   1. Ensure that all product sample containers are properly decontaminated before being sent to the Technical Specialist-Hazardous Materials Reference:
      - Maintain chain-of-custody procedures where applicable.
   2. Ensure that all equipment is properly sorted, labeled, and bagged (i.e., monitoring equipment, self-contained breathing apparatus, disposable, and reusable supplies).
   3. Arrange for the transfer of contaminated items and solutions to the agency responsible for cleanup:
      - Through the Hazardous Materials Group Supervisor.
      - The Decontamination Leader will be responsible for all contaminated items in the Contamination Reduction Corridor until proper transfer is completed.
      - Utilize the Unit/Activity Log (ICS Form 214) to document the transfer.

j. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 201).

k. Maintain Unit/Activity Log (ICS Form 214):
Record significant events or action taken on the Unit/Activity Log (ICS Form 214). 2. Submit Unit/Activity Log (ICS Form 214) through Hazardous Materials Group Supervisor to the Documentation Unit at the end of each operational period.

SITE ACCESS CONTROL LEADER POSITION DESCRIPTION

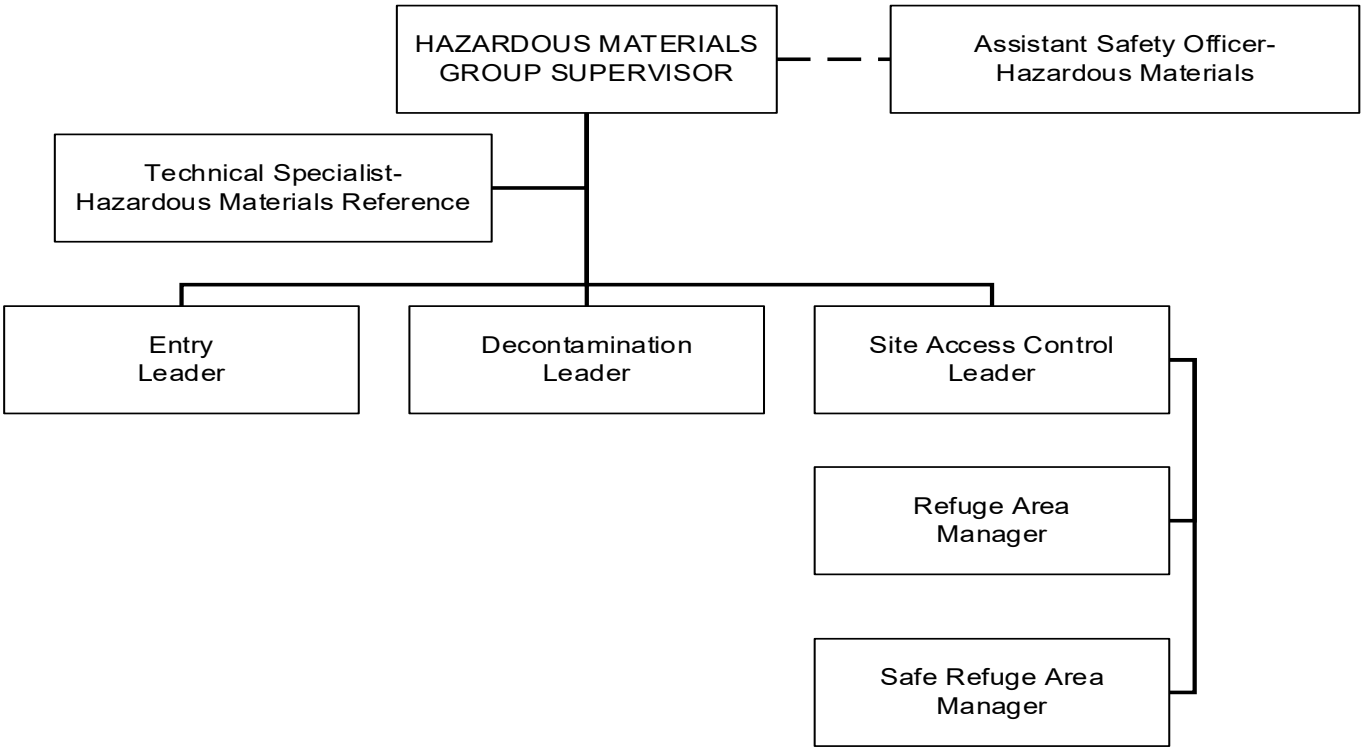
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Site Access Control Leader is assigned to the Hazardous Materials Group (or Hazardous Materials Branch if activated). The Site Access Control Leader reports to the Hazardous Materials Group Supervisor. The Site Access Control Leader is responsible for the control of the movement of all people and equipment through appropriate access routes at the hazard site. This position ensures that the spread of contaminants is controlled and that records are maintained.

The Site Access Control Leader is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Site Access Control Leader is responsible for providing the Hazardous Materials Group Supervisor with control of the movement of all personnel and equipment between control zones. Because of the need to isolate the Exclusion Zone and Contamination Reduction Zone, the Site Access Control Leader is identified early in the incident to ensure that citizens and personnel use proper access and egress routes. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Site Access Control Leader are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

a. Check in and obtain briefing from the Hazardous Materials Group Supervisor:

1. Complete Check-in List (ICS Form 211).
2. If reporting directly to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally
   - Initial instructions concerning work activities
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Organize and supervise assigned personnel to control access to the hazard site:

1. Identify personnel who will execute the Site Access Control Plan.
2. Brief personnel on objectives, location of control lines and Access Control Points.

c. Oversee the placement of the Exclusion Control Line and the Contamination Control Line:

1. Request recommendations on control line placement from the Technical Specialist Hazardous Materials Reference, Entry Leader, and Decontamination Leader.

d. Ensure that appropriate personnel and security are available to control the site:

1. Ensure that adequate personnel are available to control persons entering and leaving the control zones.
2. Direct possibly contaminated persons to the Safe Refuge Area within the Contamination Reduction Zone.

e. Establish Safe Refuge Area within the Contamination Reduction Zone. And appoint a Hazardous Materials Safe Refuge Area Manager (as needed):

1. Ensure that there is adequate room to hold contaminated personnel.
2. Coordinate with the Decontamination Leader on decontamination and medical priorities for contaminated persons.
3. Brief Safe Refuge Area Manager:
   - Number of victims.
   - Victim evaluation parameters.

f. Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site:

1. Decontamination to be done prior to transport to medical facilities.

g. Track persons passing through the control zones to ensure that long-term observations are provided:

1. Utilize Medical Unit and Medical Group:
   - Medical Unit for incident personnel.
   - Medical Group for all others.

2. Obtain names, destinations, contact numbers, and other information as necessary to track incident personnel:
   - Maintain written documentation of monitoring and destination.

h. Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention:

1. Obtain names, destinations, conditions, and other information as necessary to track incident personnel:
   - Maintain written documentation of monitoring and destination.

i. Monitor observations of any changes in climatic conditions or other circumstances external to the hazard site:

1. Observe factors personally, and use assistants as needed.
2. Recommend needed adjustments in the control lines to the Hazardous Materials Group Supervisor.

j. Maintain communications and coordinate operations with the Entry Leader.

k. Maintain communications and coordinate operations with the Decontamination Leader.

l. Maintain communications and coordinate operations with law enforcement.

m. Participate in the preparation of and implement the Site Safety and Control Plan (ICS Form 201).

n. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214). Submit Unit/Activity Log (ICS Form 214) through Hazardous Materials Group Supervisor to the Documentation Unit at the end of each operational period.

REFUGE AREA MANAGER POSITION DESCRIPTION

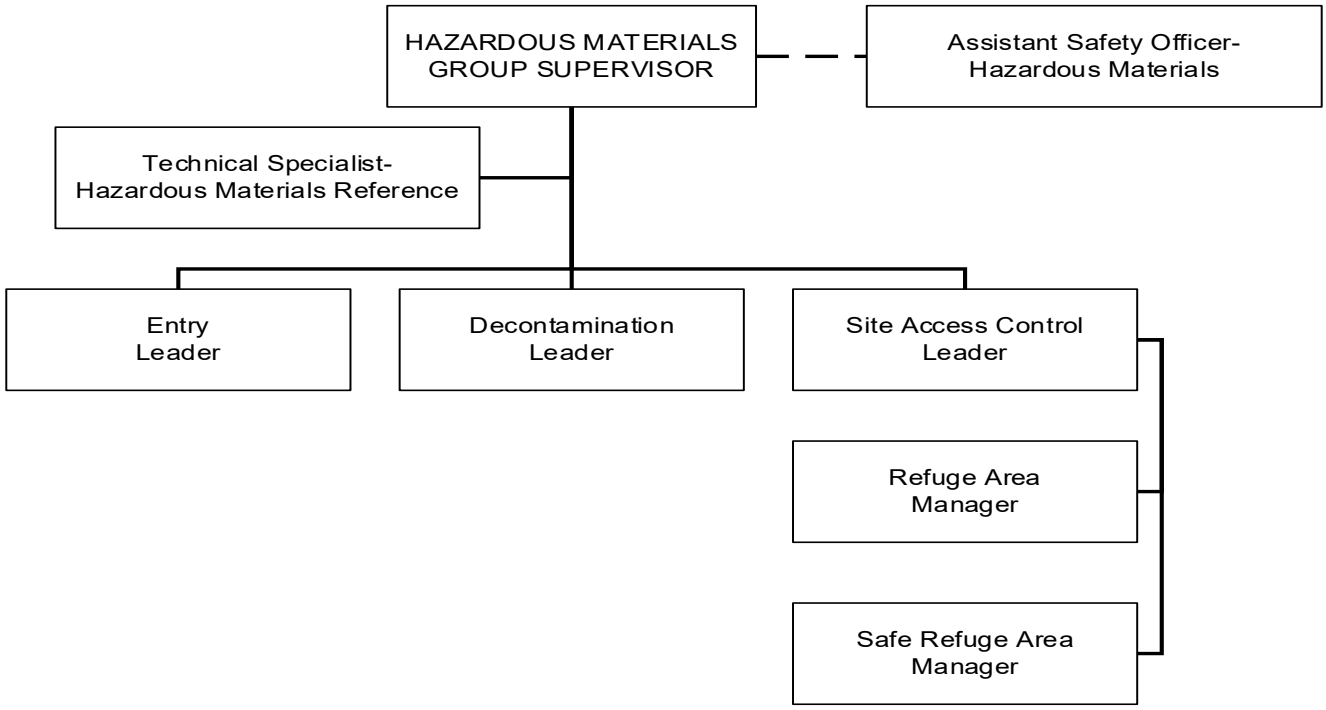
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Hazardous Materials Refuge Area Manager reports to the Hazardous Materials Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. The Refuge Area Manager is responsible for evaluating and prioritizing victims with a high possibility for contamination, for decontamination, and treatment. This area should be separate from the Safe Refuge Area to prevent the spread of contamination by these victims. And is located within the exclusion zone. (see diagram below)

The Refuge Area Manager is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Refuge Area Manager is part of the Site Access Control Team. The Refuge Area Managers' responsibilities include evaluating and prioritizing victims for treatment, collecting information from the victims and preventing the spread of contamination by these victims. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state, and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Refuge Area Manager are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident:

a. Check in and obtain briefing from the Site Access Control Leader:

1. Complete Check-in List (ICS Form 211).
2. If reporting directly to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Establish the Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line:

1. Coordinate the location of the Refuge Area with the Decontamination Leader.
2. Coordinate the physical layout of the Safe Refuge Area with the Entry Leader to ensure the expedient movement of victims from the Refuge Area(s):
   - Must comply with the traffic plan for the hazard site.
3. Determine resource needs:
   - Evaluate need for materials and personnel.
   - Make resource requests through the Site Access Control Leader.
4. Post the area for identification.

c. Monitor the hazardous materials release to ensure that the Refuge Area is not subject to exposure:

1. Maintain communication with the Assistant Safety Officer-Hazardous Materials through the Refuge Area Manager.

d. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination:

1. Evaluate victims for degree of primary contamination.

e. Manage the Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination:

1. Evaluate victims to determine potential for secondary contamination to the Emergency Medical System (EMS equipment, transport vehicles, EMS personnel, hospital personnel and facilities):
   • If so, the victim(s) must be decontaminated prior to treatment.

2. Coordinate with the Decontamination Leader in determining the priority for persons that will be going through decontamination.

3. Collect information from civilian personnel who may have been witness to the hazardous materials incident:
   • Transmit this information to the Hazardous Materials Group Supervisor through the Site Access Control Leader.

f. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone into the Safe Refuge Area:

1. Request that a triage of victims be made prior to passing them into the Safe Refuge Area:
   • Both medical condition and degree of contamination.

g. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed:

1. Triage victims for those needing immediate decontamination.

h. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214). Submit Unit/Activity Log (ICS Form 214) through the Site Access Control Leader to the Documentation Unit at the end of each operational period.

SAFE REFUGE AREA MANAGE POSITION DESCRIPTION

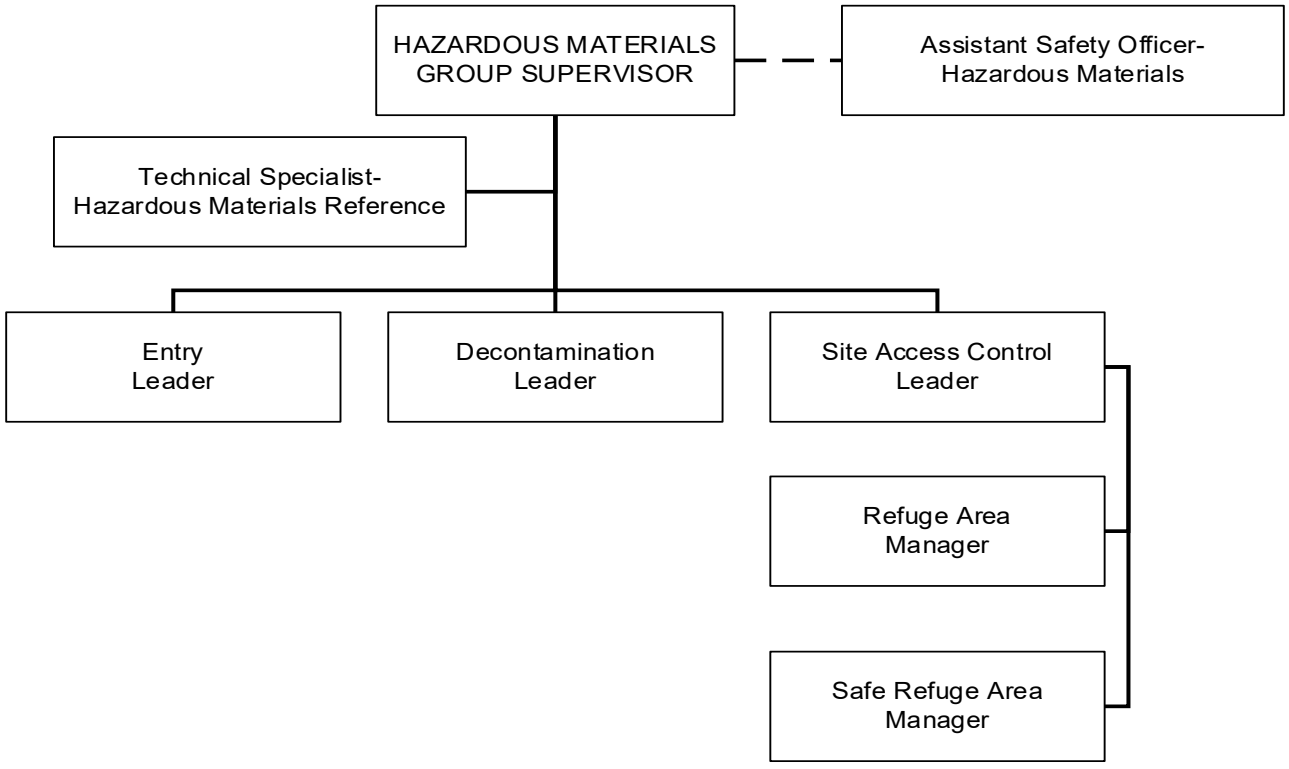
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Safe Refuge Area Manager is assigned to the Site Access Control Team. The Safe Refuge Area Manager reports to the Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. Establish the Safe Refuge Area within the Contamination Reduction Zone, The Safe Refuge Area Manager operates near the Safe Refuge Area.

The Safe Refuge Area Manager is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

Safe Refuge Area Managers' responsibilities include evaluating and prioritizing victims for treatment, collecting information from the victims and preventing the spread of contamination by these victims. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state, and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Safe Refuge Area Manager are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident:

i. Check in and obtain briefing from the Site Access Control Leader:

1. Complete Check-in List (ICS Form 211).
2. If reporting directly to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

j. Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line:

1. Coordinate the location of the Safe Refuge Area with the Decontamination Leader.
2. Coordinate the physical layout of the Safe Refuge Area with the Entry Leader to ensure the expedient movement of victims from the Refuge Area(s):
   - Must comply with the traffic plan for the hazard site.
3. Determine resource needs:
   - Evaluate need for materials and personnel.
   - Make resource requests through the Site Access Control Leader.
4. Post the area for identification.

k. Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure:

1. Maintain communication with the Assistant Safety Officer-Hazardous Materials through the Site Access Control Leader.

l. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination:

1. Evaluate victims for degree of primary contamination.

m. Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination:

1. Evaluate victims to determine potential for secondary contamination to the Emergency Medical System (EMS equipment, transport vehicles, EMS personnel, hospital personnel and facilities):
   • If so, the victim(s) must be decontaminated prior to treatment.

2. Coordinate with the Decontamination Leader in determining the priority for persons that will be going through decontamination.

3. Collect information from civilian personnel who may have been witness to the hazardous materials incident:
   • Transmit this information to the Hazardous Materials Group Supervisor through the Site Access Control Leader.

n. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone into the Safe Refuge Area:

1. Request that a triage of victims be made prior to passing them into the Safe Refuge Area:
   • Both medical condition and degree of contamination.

o. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed:

1. Triage victims for those needing immediate decontamination.

p. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214). Submit Unit/Activity Log (ICS Form 214) through the Site Access Control Leader to the Documentation Unit at the end of each operational period.

TECHNICAL SPECIALIST – HAZARDOUS MATERIALS REFERENCE POSITION DESCRIPTION

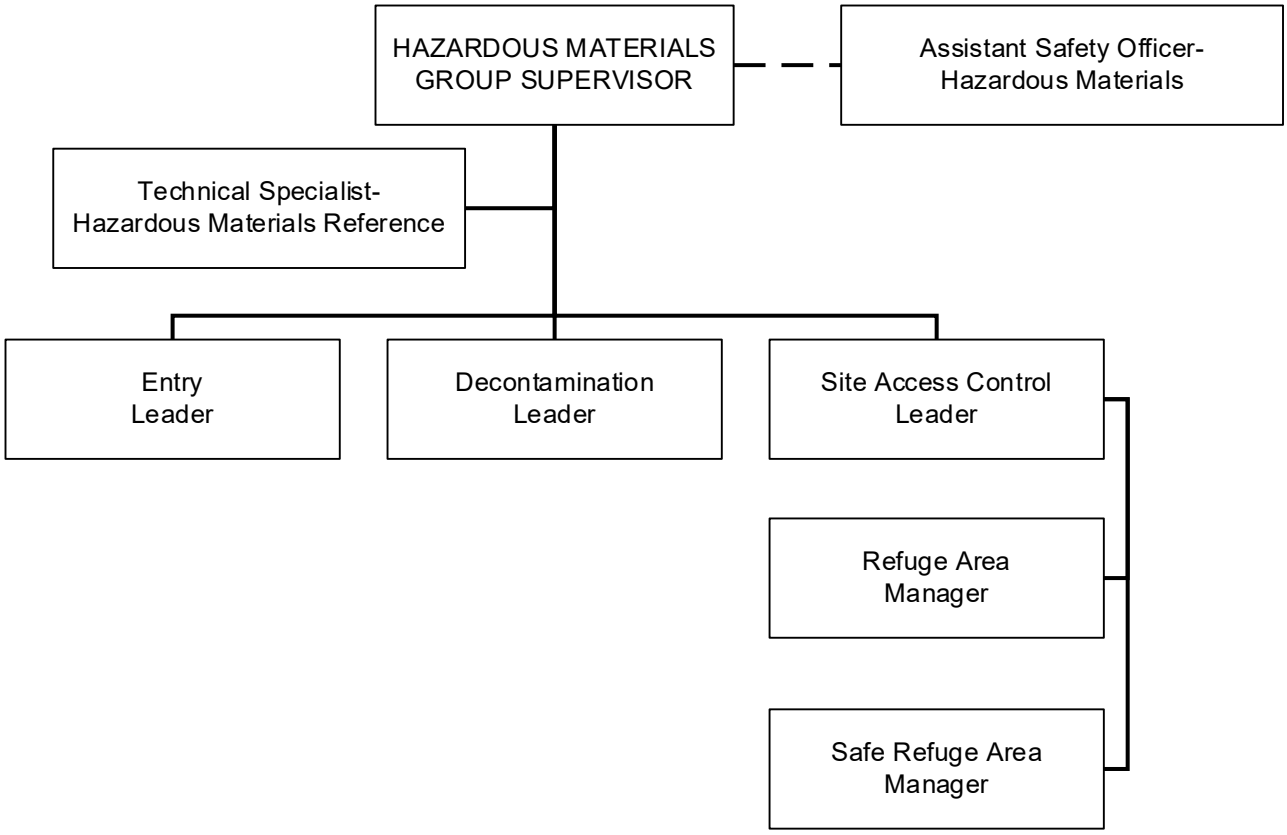
Organization, Personnel, Major Responsibilities and Procedures

ORGANIZATION:

The Technical Specialist-Hazardous Materials Reference is assigned to the Hazardous Material Group (or Hazardous Materials Branch if activated). The Technical Specialist-Hazardous Materials Reference, reports to the Hazardous Materials Group Supervisor. This position is responsible for providing technical information and assistance to the Hazardous Materials Group and the Planning Section using various sources such as computer databases, technical journals, public and private technical information agencies, facility representatives, and product specialists. The Technical Specialist-Hazardous Materials Reference may provide product identification, verification, physical properties, and hazardous characteristics using various reference sources, hazard categorization tests and/or by any other available means

The Technical Specialist-Hazardous Materials Reference is positioned organizationally in the Hazardous Materials Group as illustrated below:

Hazardous Materials Group Organization



PERSONNEL:

The Technical Specialist-Hazardous Materials Reference is part of an organizational structure designed to provide the Incident Commander with the expertise to identify and assess hazards, measure operational benefits, and determine environmental impacts of hazardous substance releases. Personnel in this position must be able to provide technical assistance and provide strategic and tactical information to safely mitigate the incident. These responsibilities require that personnel assigned to this position have the minimal equivalent training and expertise as mandated by federal, state and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES:

The major responsibilities of the Technical Specialist - Hazardous Materials Reference are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident:

a. Review Common Responsibilities FOG Guide (Page 1-2):

1. Complete Check-In List (ICS Form 211).
2. If reporting directly to assignment, check in via radio.
3. Request and receive briefing which includes:
   - Incident Briefing (ICS Form 201) or the equivalent information verbally.
   - Initial instructions concerning work activities.
4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
5. Start Unit/Activity Log (ICS Form 214).

b. Obtain briefing from Hazardous Materials Group Supervisor, Hazardous Materials Branch or Plans Section Chief (if activated).

1. Incident objectives for current operational period.
2. Anticipated information requests for next operational period.
3. Summary of resources assigned to the Hazardous Materials Reference function.
4. Initial instructions concerning work activities.
5. Provide the Planning Section with technical information and assistance.
6. Determine resource needs for the Hazardous Materials Reference function:
   - Evaluate need for additional resources.
   - Request additional reference personnel/equipment as needed.
   - Make resource requests to the Hazardous Materials Group Supervisor.

c. Provide technical support to the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated).

1. Establish reference material/library as needed:
   - Access reference manuals, books, and journals as needed.
   - Access computer databases and air modeling programs as needed.
   - Establish contact with facility representatives.

2. Coordinate work zone control lines:
   - Recommend control line locations to the Hazardous Materials Group Supervisor:
     (a) Using environmental monitoring, hazard assessment, geography, and other factors.

3. Coordinate decontamination procedures with Decontamination Leader:

- Recommend decontamination actions.
- Provide analysis information on decontamination effectiveness and recommendations, if needed.

4. Provide Assistant Safety Officer-Hazardous Materials with safety related technical assistance and information.

d. Maintain communications and coordinate operations with the Entry Leader:

1. Provide hazard assessment and risk/benefit information.
2. Provide task analysis and recommendations.

e. Continuously provide and interpret environmental monitoring and modify the monitoring plan as necessary as incident conditions change.

1. Provide for environmental monitoring, as needed:
   - Establish environmental monitoring stations as needed.
   - Obtain or arrange for weather monitoring equipment, as needed.
   - Determine sites for environmental monitoring equipment.
   - Provide interpretation from environmental monitoring data.
2. Receive weather data and forecasts from the Weather Observer.

f. Provide product identification, characteristics, and hazard information to incident personnel.

1. Obtain sampling/detection equipment as needed.
2. Determine sampling locations and sampling frequency:
   - Coordinate sample acquisition with Entry Leader.
   - Provide sample containers/equipment to Entry Team.
   - Coordinate sampling method(s) with Entry Leader.

3. Establish testing/identification method(s):
   - Provide for hazard identification equipment.
   - Obtain identification facility/laboratory, as needed.

4. Ensure that safety information is provided to Incident Safety personnel.

5. Provide product and exposure information to medical treatment personnel

g. Determine personal protective equipment compatibility to hazardous material:

1. Analyze and recommend Personal Protective Equipment selection to Hazardous Materials Group Supervisor, Assistant Safety Officer-Hazardous Materials, and Entry Leader.
2. Arrange for swipe testing after decontamination, as needed.

h. Obtain technical information from public and private sources

1. Forward document copies to appropriate personnel.
2. Interpret technical data for dissemination by the Information Officer.

i. Provide technical information of the incident for documentation:

1. Obtain communications services as needed
2. Place information requests through the appropriate supervisor, as needed
3. Request industry, government representatives or response teams through the Hazardous Materials Group Supervisor, as needed

j. Assist in projecting the potential environmental effects of the release:

1. Provide assessment of environmental impacts
2. Provide forecast of environmental impact from estimated/measured continued substance release

k. Participate in the preparation of the Site Safety and Control Plan (ICS Form 208):

1. Provide technical information to the Assistant Safety Officer Hazardous Materials
2. Interpret Hazard Risk Analysis information for the Site Safety Plan
3. Advise Hazard Monitoring equipment for the Site Safety Plan
4. Recommend Decontamination Procedures for the Site Safety Plan

l. Maintain Unit/Activity Log (ICS Form 214):

1. Record significant events or actions taken on the Unit/Activity Log (ICS Form 214).

Submit Unit/Activity Log (ICS Form 214) through Hazardous Materials Group Supervisor to Documentation Unit at the end of each operational period.

UNIFIED COMMAND PARTNERS AND/OR ASSISTING AGENCIES

LAW ENFORCEMENT

Local, State, and Federal law enforcement agencies may respond to Hazardous Materials incidents. Depending on incident factors, law enforcement may be a partner in Unified Command or may participate as an assisting agency. Some functional responsibilities that may be handled by law enforcement are:

a. Isolate the incident area.
b. Manage crowd control.
c. Manage traffic control.
d. Manage public protective action.
e. Provide scene management for on-highway incidents.
f. Manage criminal investigations.
g. Evidence collection.

ENVIRONMENTAL HEALTH AGENCIES

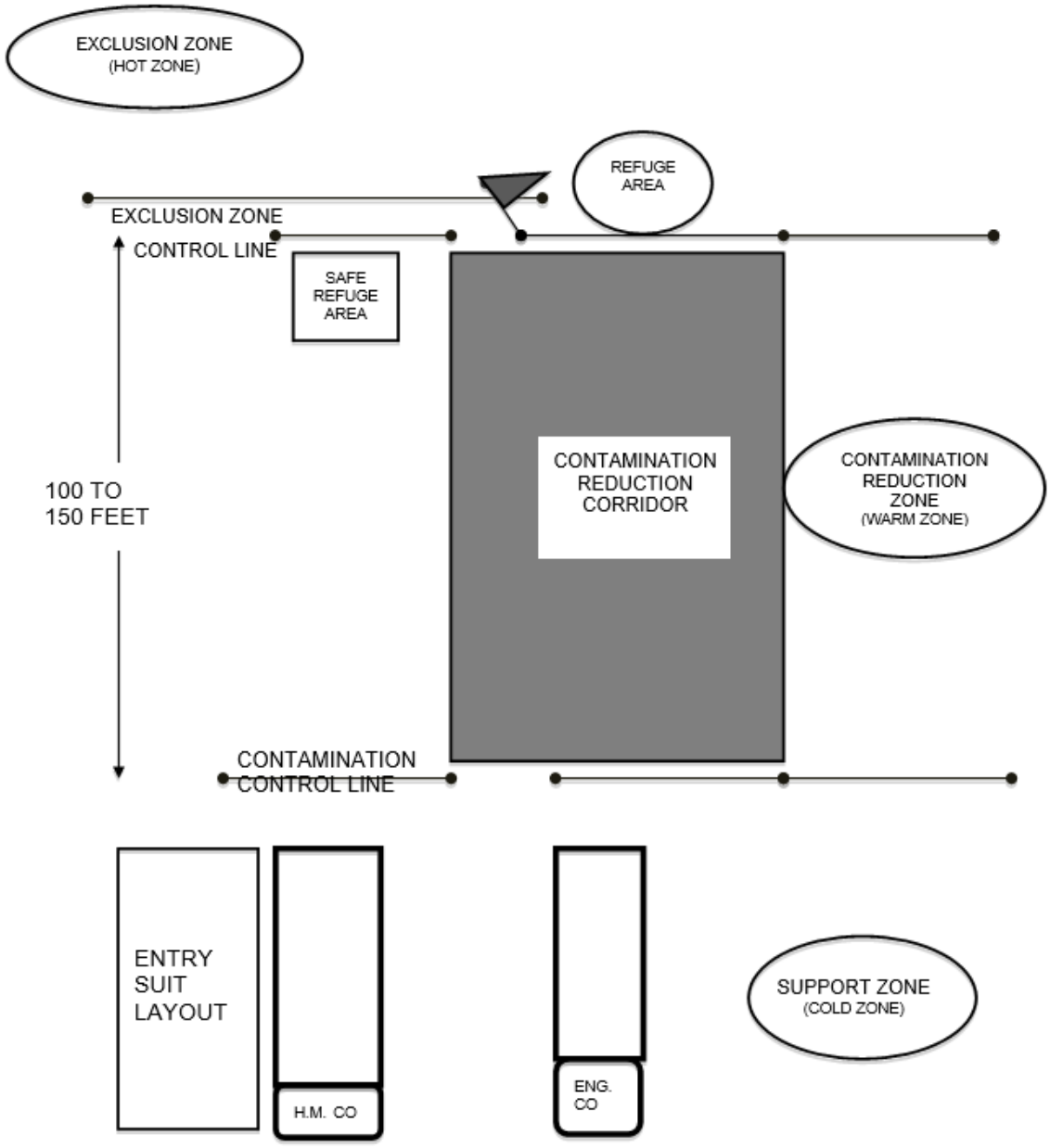
In most cases the local or State environmental health agency will be at the scene as a partner in Unified Command. Some functional responsibilities that may be handled by environmental health agencies are:

a. Determine the identity and nature of the Hazardous Materials.
b. Establish the criteria for clean-up and disposal of the Hazardous Materials.
c. Declare the site safe for re-entry by the public.
d. Provide the medical history of exposed individuals.
e. Monitor the environment.
f. Supervise the clean-up of the site.
g. Enforce various laws and acts.
h. Determine legal responsibility.
i. Provide technical advice.
j. Approve funding for the cleanup.

CIVIL SUPPORT TEAM (CST)

The California National Guard (CNG) Weapons of Mass Destruction Civil Support Teams (CST) are designed to support local incident commanders and local emergency first responders twenty-four (24) hours a day, seven days per week for any Weapons of Mass Destruction (WMD) terrorist event.

Control Zone Layout



HAZARDOUS MATERIALS TEAM TYPES

Company TYPING AND MINIMUM STANDARDS

Components	Type 1	Type 2	Type 3
Field Testing	Known Chemicals	Known Chemicals	Known Chemicals
Field Testing	Unknown Chemicals	Unknown Chemicals	
Field Testing	WMD Chem / Bio		
Air Monitoring	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide
Air Monitoring	Specialty Gases Hydrocarbon Liquid Vapors	Specialty Gases Hydrocarbon Liquid Vapors	
Air Monitoring	WMD Chem / Bio		
Sampling: Capturing Labeling Evidence Collection	Known Chemicals	Known Chemicals	Known Chemicals
Sampling: Capturing Labeling Evidence Collection	Unknown Chemicals	Unknown Chemicals	
Sampling: Capturing Labeling Evidence Collection	WMD Chem / Bio		
Radiation, Monitoring, And Detection	Gamma	Gamma	Gamma
Radiation, Monitoring, And Detection	Beta	Beta	Beta
Radiation, Monitoring, And Detection	Alpha, Radionucleide		

Components	Type 1	Type 2	Type 3
Chemical Protective Clothing:	Liquid-Splash Protective	Liquid-Splash Protective	Liquid-Splash Protective
Chemical Protective Clothing:	Vapor Protective	Vapor Protective	
Chemical Protective Clothing:	Flash Fire Vapor Protective (Optional Rev. 2007)	Flash Fire Vapor Protective (Optional Rev. 2007)	
Chemical Protective Clothing:	WMD Chem. / Bio Vapor Protective		
Chemical Protective Clothing:	WMD Chem. / Bio Liquid Splash Protective		
Chemical Protective Clothing: Gloves - Boots	NFPA Compliant Replacement	NFPA Compliant Replacement	NFPA Compliant Replacement
Chemical Protective Clothing: Gloves - Boots	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	
Chemical Protective Clothing: Gloves - Boots	Radiation Protection Gloves		
Technical Reference	Printed and Electronic	Printed and Electronic	Printed and Electronic
Technical Reference	Plume Air Modeling, Map Overlays	Plume Air Modeling, Map Overlays	
Technical Reference	WMD Chem / Bio Sources		
Special Capabilities	Heat Sensing	Heat Sensing	
Special Capabilities	Night Vision	Night Vision	
Special Capabilities	Digital Photo	Digital Photo	
Special Capabilities	Digital Video		
Intervention	Diking, Damming, Absorption	Diking, Damming, Absorption	Diking, Damming, Absorption
Intervention	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention
Intervention	Vapor Leak Intervention	Vapor Leak Intervention	
Intervention	Neutralization, Plugging, Patching	Neutralization, Plugging, Patching	
Intervention	WMD Chem / Bio Spill Containment		
Decontamination	Known Chemicals	Known Chemicals	Known Chemicals
Decontamination	Unknown Chemicals	Unknown Chemicals	
Decontamination	WMD Chem / Bio		

Components	Type 1	Type 2	Type 3
Communications	In-Suit	In-Suit	In-Suit
Communications	Cell Phone	Cell Phone	Cell Phone
Communications	Wireless Fax, Copy, Web Access	Wireless Fax, Copy, Web Access	
Respiratory Protection	SCBA	SCBA	SCBA
Respiratory Protection	Umbilical Air Support (Changed to Optional 2006)		
Respiratory Protection	APR or PAPR, WMD Chem / Bio Compliant		
Personnel: Staffing Levels	Haz Mat Specialist (b) WMD Chem/Bio (c) 7 (d)	Haz Mat Specialist (b) 5 (d)	Haz Mat Technician (a) 5 (d)

a) All company personnel must meet the hazardous materials training requirements for Technician in CCR Title 19 Section 2520
b) All company personnel must meet the hazardous materials training requirements for Specialist in CCR Title 19 Section 2520
c) All company personnel must meet the hazardous materials training requirements for Hazardous Materials/ Weapons of Mass Destruction Terrorism for Technical Specialist. Training shall, at a minimum, meet or be equivalent to the requirements found in Title 19 CCR 2520 (ff)
d) One company member trained to a minimum level of Assistant Safety Officer Haz Mat (ICS-HM-222-5) and shall meet or be equivalent to the requirements found in Title 19 CCR 2520(r)