

**INCIDENT COMMAND SYSTEM
POSITION MANUAL**

**SITE ACCESS CONTROL LEADER
ICS-1105**

JULY 2016

This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

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

Cal OES F&R FIRESCOPE

Document Control

2524 Mulberry Street

Riverside, CA 92501-2200

(951) 782-4174

Fax (951) 782-4239

WWW.FIRESCOPE.ORG

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CHECKLIST

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.

SITE ACCESS CONTROL LEADER CHECKLIST:

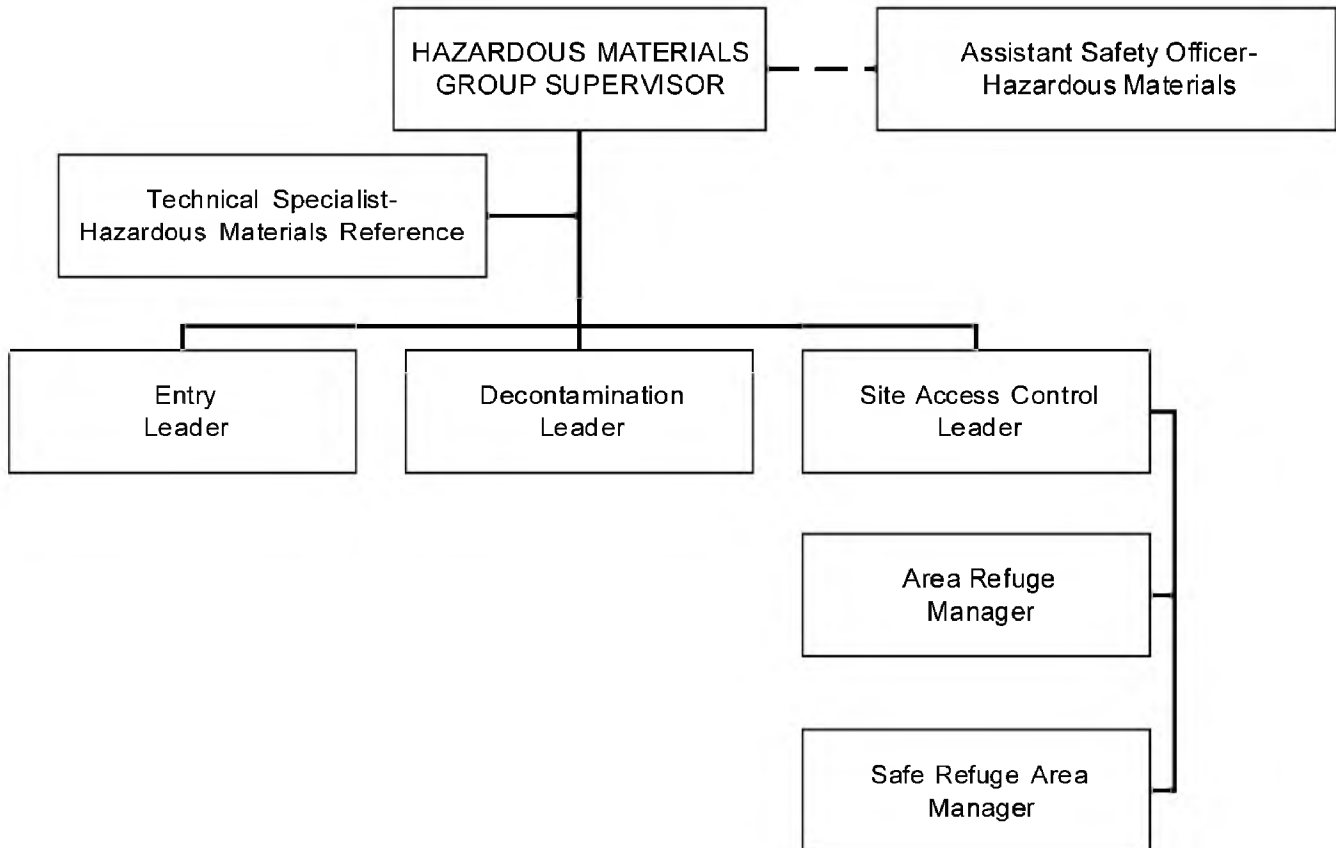
- a. Review Common Responsibilities FOG Guide (Page 1-2).
- b. Organize and supervise assigned personnel to control access to the hazard site.
- c. Oversee the placement of the Exclusion Control Line and the Contamination Control Line.
- d. Ensure appropriate personnel and security are available to control the site.
- e. Establish Safe Refuge Area within the Contamination Reduction Zone. And 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 persons passing through the Control zones 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. Monitor any changes in climatic conditions or other circumstances external to the hazard site.
- 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 implementation of the Site Safety and Control Plan (ICS Form 201).
- n. Maintain Unit/Activity Log (ICS Form 214).

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

CONTROL ZONE LAYOUT

