

**INCIDENT COMMAND SYSTEM
POSITION MANUAL**

**HAZARDOUS MATERIALS
GROUP SUPERVISOR**

ICS-1109

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:

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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.

HAZARDOUS MATERIALS GROUP SUPERVISOR CHECKLIST:

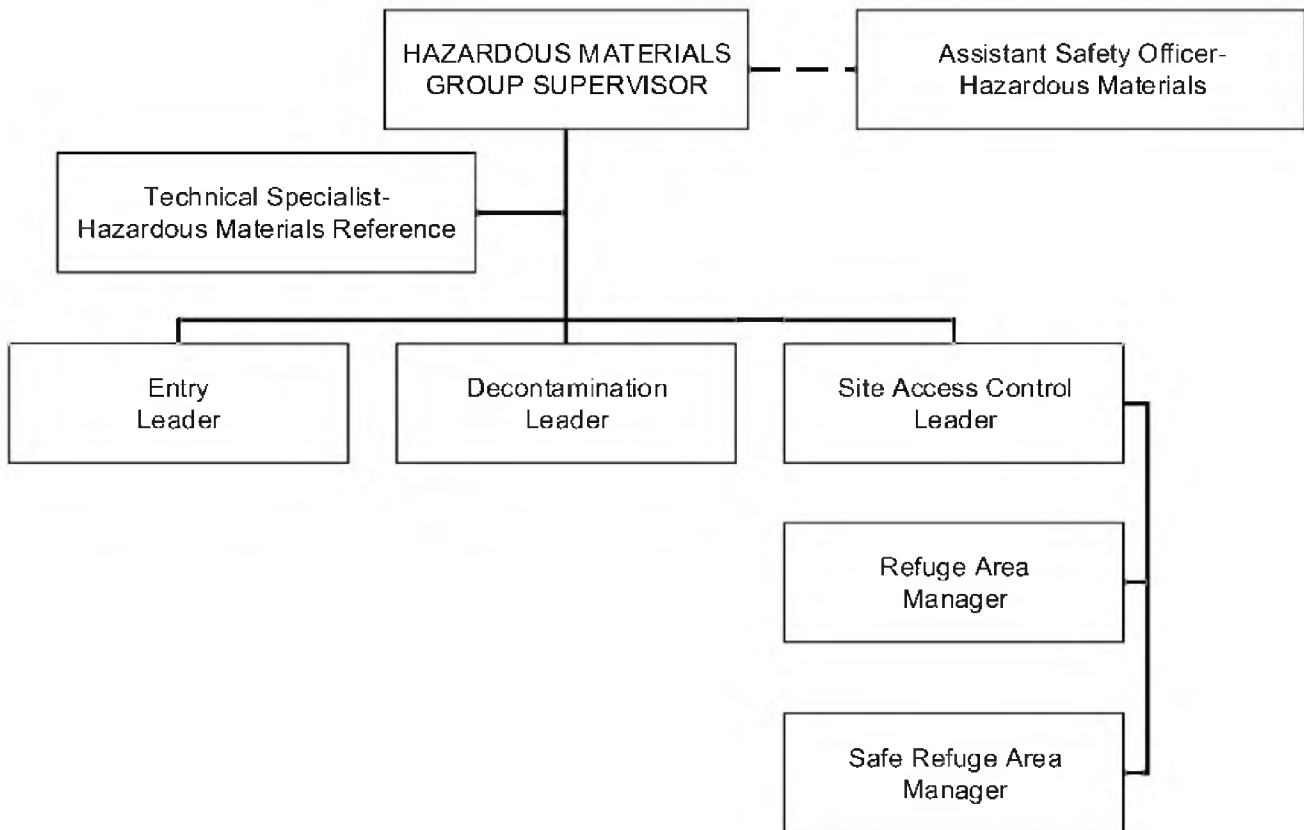
- a. Review Common Responsibilities. FOG Guide (Page 1-2).
- b. Check in and obtain briefing from the Operations Section Chief or Hazardous Materials Branch Director (if activated).
- c. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.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

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.
 3. 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).
 2. Collect and submit Unit/Activity Logs through the Operations Section Chief to the Documentation Unit Leader at the end of each operational period.

CONTROL ZONE LAYOUT

