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ICS-1108

# INCIDENT COMMAND SYSTEM POSITION MANUAL

## TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE

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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.

### TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE CHECKLIST:

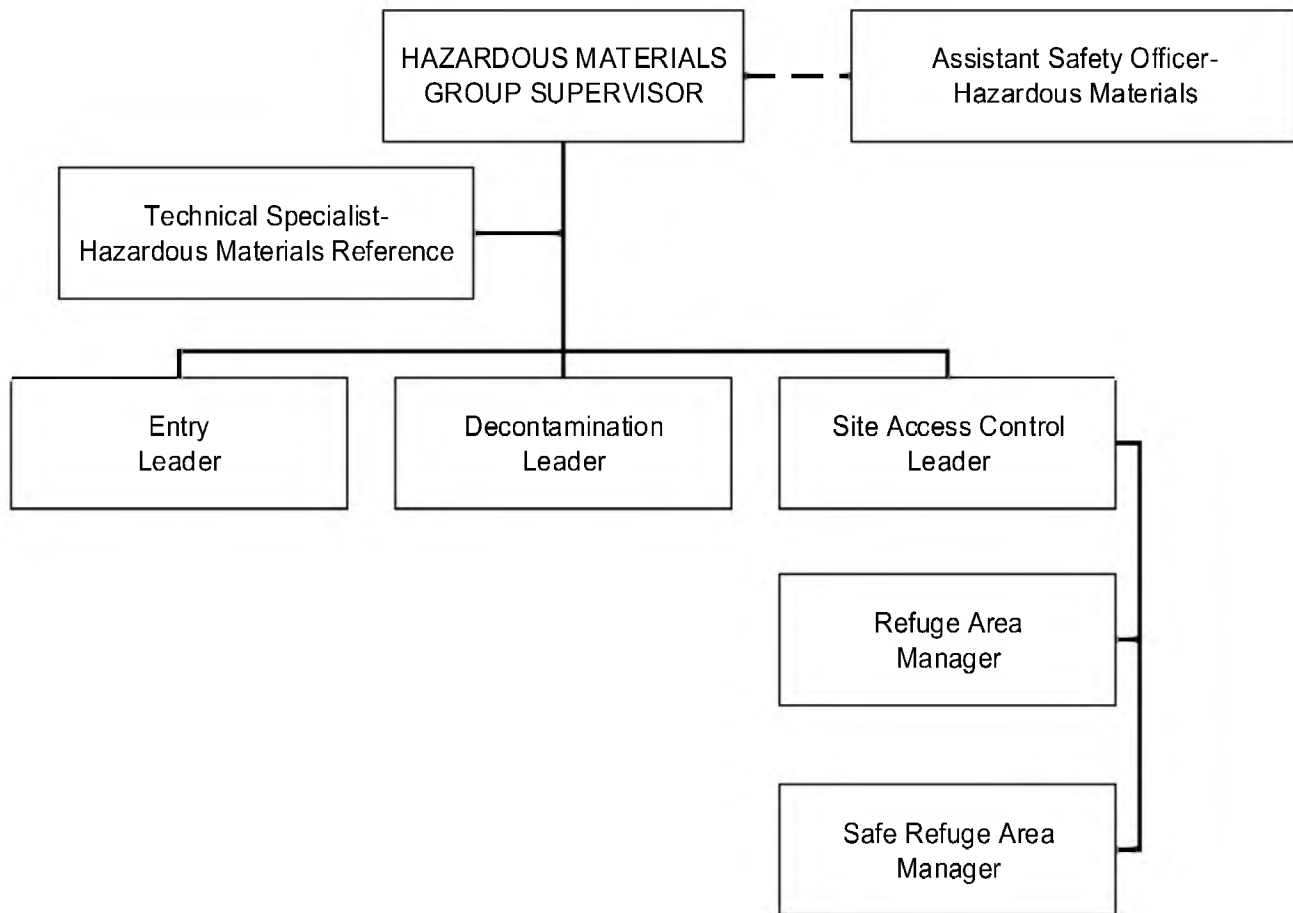
- a. Review Common Responsibilities. FOG Guide (Page 1-2).
- b. Obtain briefing from the Hazardous Materials Group Supervisor, Hazardous Materials Branch or Planning Section Chief if activated.
- c. Provide technical support to the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (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 product identification characteristics and hazard information to incident personnel..
- g. Determine personal protective equipment compatibility to hazardous material.
- h. Obtain technical information from public and private sources.
- i. . Provide technical information of the incident for documentation
- j. Assist Planning Section with projecting the potential environmental effects of the release.
- k. Participate in the preparation of the Site Safety and Control Plan (ICS Form 208).
- l. Maintain Unit/Activity Log (ICS Form 214).

## **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.

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

### CONTROL ZONE LAYOUT

