

**OFFICE OF THE STATE FIRE MARSHAL
HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS
STANDARD OPERATING GUIDELINE**

SUBJECT:	Hazmat Branch Operational System Description	Number: T-022
OBJECTIVE:	Define the Functional Responsibilities and Positions within the Hazardous Materials Branch	OSFM Approved: <u>Signature on file at OSFM</u> Robert T. Panuccio, State Fire Marshal Adoption Date: September 13,2000 Revision Date:

I. SCOPE

This guideline applies to all responses by State of Oregon Regional Hazardous Materials Emergency Response Teams when acting as an agent of the State. This guideline is consistent with the National Interagency Incident Management System (NIIMS) Incident Command System (ICS). The Hazmat Branch Operational System Description guideline outlines the standard functions that must generally be performed during hazardous materials response operations. The ICS organizational tools provided by this guideline are to be used by the Hazmat Branch Director to effectively manage the Regional Hazardous Materials Team and other resources assigned to the Hazmat Branch.

II. DEFINITIONS

Ambulatory Decon Team/Task Force: A single resource or Task Force assigned responsibility for performing emergency decontamination of ambulatory patients. Resources assigned to this function must be trained to the First Responder Operational level (minimum) and should be supervised by a Hazardous Materials Technician.

Decontamination Group: This subordinate element within the Hazmat Branch is responsible for all decontamination operations performed at the incident. The Decon Group may be comprised of multiple single resources or Task Forces as necessary to meet decontamination objectives identified by the Hazmat Branch Director.

Deputy Hazmat Branch Director: The Deputy Branch Director is responsible for managing the resources assigned to the Branch in the absence of the Branch Director (i.e. the opposite operational period during 24-hour operations). In joint Hazmat/Law Enforcement operations, the

Deputy may be a Law Enforcement Officer (i.e. Explosive Ordinance Disposal or Detective who is trained as a Hazmat Technician).

Entry Group: This subordinate element within the Hazmat Branch is responsible for all operations in the Hot Zone or which directly support such activity. The Entry Group may be comprised of multiple single resources or Task Forces as necessary to meet decontamination objectives identified by the Hazmat Branch Director.

Entry Team/Task Force: A single resource or Task Force assigned responsibility for operations inside the Hot Zone. Resources assigned to this function must be trained to the Hazardous Materials Technician level (or have specific training in the use of the personal protective equipment and tactics that will be required) and must be supervised by a Hazardous Materials Technician.

Evidence Team/Task Force: A single resource or Task Force assigned responsibility for evidence collection operations inside the Hot Zone. Resources assigned to this function must be trained to the Hazardous Materials Technician level, have specific training in evidence handling procedures and should be directly supervised by a Law Enforcement Officer trained to the Hazmat Technician level.

Explosive Ordinance Disposal Team/Task Force: A single resource or Task Force assigned responsibility for explosive ordinance disposal operations inside the Hot Zone. Resources assigned to this function must be qualified in explosive ordinance disposal and be trained to the Hazardous Materials Technician level.

Group Supervisor: Supervisory position responsible for managing resources assigned to a functional Group within the ICS (i.e. Site Access Control, Resource, Decon, and Entry). Group Supervisors within the Hazmat Branch report to the Hazmat Branch Director.

Hazmat Branch Director: The Branch Director is responsible for managing the resources assigned to the Branch. The Hazmat Branch Director must be trained to the Hazmat Technician level (and should also be qualified as a Hazmat Incident Commander).

Hazmat Branch: The ICS organizational element responsible for hazardous materials control and mitigation operations. The Hazmat Branch reports to the Incident Commander or Operations Section Chief (if this function has been staffed).

Hazmat Communications: The Resource function responsible for Hazmat Branch radio, telephone, and fax communications and documenting Hazmat Branch Operations (in conjunction with the Resource Technical Specialist). Hazmat Communications coordinates with the Logistics Section Communications Unit (if this function has been staffed).

Hazmat Medical Unit Leader: The Unit Leader is responsible for managing the resources assigned to the Hazmat Medical Unit. Personnel assigned to this role should be trained to the Hazmat Technician/Paramedic level. The Unit leader coordinates with the Logistics Section Medical Unit Leader (if this function is staffed).

Hazmat Medical Unit: The Medical function is responsible for pre- and post-entry medical monitoring as well as providing emergency medical care for Hazmat Branch personnel. Personnel assigned to this function should be trained to the Hazmat Technician/Paramedic level. In extended operations, Medical is generally collocated with Staging and Rehab.

Hazmat Rehab Unit Leader: The Unit Leader is responsible for managing the resources assigned to the Rehab Unit. The Rehab Unit Leader coordinates with the Logistics Section Food Unit Leader (if this function is staffed).

Hazmat Rehab Unit: The Rehab function is responsible for providing rehydration and food for personnel assigned to the Hazmat Branch. Rehab is generally collocated with Staging and Medical.

Hazmat Safety Officer: The Hazmat Safety Officer is responsible for safety oversight of Hazmat Branch Operations and reports to the Incident Safety Officer (but is a member of the Regional Response Team). The Hazmat Safety Officer must be trained to the Hazardous Materials Technician level (and should be qualified as a Hazmat Incident Commander).

Hazmat Staging Area Manager: The Staging Area manager is responsible for maintaining accountability for all resources assigned to Staging.

Hazmat Staging Area: Location adjacent to the Hazmat Branch operating area for pre-positioning resources assigned to the Branch but not currently committed. Hazmat Medical and Rehab are generally located at the Hazmat Staging Area.

Hot/Warm Zone Team/Task Force: A single resource or Task Force assigned responsibility for establishing the Hot and Warm Control Zone and controlling movement of resources between those zones. Resources assigned to this function must be trained to the First Responder Operational level.

Non-Ambulatory Decon Team/Task Force: A single resource or Task Force assigned responsibility for performing emergency decontamination of non-ambulatory patients. Resources assigned to this function must be trained to the First Responder Operational level (minimum) and should be supervised by a Hazardous Materials Technician.

Off-Site Reconnaissance: Observation of incident conditions conducted from outside the hot zone. Off-site reconnaissance generally can be performed without the use of specialized protective equipment.

On-Site Reconnaissance: Observation of incident conditions including atmospheric monitoring and in some cases sampling for chemical categorization conducted inside the Hot Zone.

Rapid Intervention Team: A single resource assigned responsibility to provide immediate rescue of personnel operating inside the Hot Zone. The Rapid Intervention Team (RIT) must be located outside the hazard area and equipped to make entry and affect a rescue whenever resources are operating in an Immediately Dangerous to Life and Health (IDLH) environment. Resources assigned to this function must be trained to the Hazardous Materials Technician level.

Recon Team/Task Force: A single resource or Task Force assigned responsibility for off-site or on-site reconnaissance. Resources assigned to this function must be trained to the Hazardous Materials Technician level.

Rescue Team/Task Force: A single resource or Task Force assigned responsibility for rescue operations inside the Hot Zone. Resources assigned to this function must be trained to the Hazardous Materials Technician level (or have specific training in the use of the personal protective equipment and tactics that will be required) and must be supervised by a Hazardous Materials Technician.

Resource Group: This subordinate element within the Hazmat Branch is responsible for collection of incident information, determination of product hazards and characteristics, prediction of incident outcomes, selection of personal protective equipment, Branch communications, and internal logistics support.

Resource Technical Specialist: The Resource function responsible for collection of incident information, determination of product hazards and characteristics, prediction of incident outcomes, selection of personal protective equipment and documenting incident Branch operations (in conjunction with Hazmat Communications). The Resource Technical Specialist coordinates with Planning Section Situation Status Unit (if this function has been staffed).

Safe Refuge Area: An area within the Hot Zone that has been designated as safe refuge for contaminated victims prior to decon.

Safe Refuge Area Manager: The individual within the Site Access Group who is responsible for establishing the safe refuge area and directing ambulatory contaminated victims within this area.

Security Team/Task Force: A single resource or Task Force assigned responsibility for maintaining security of the Hazmat Branch operational area outside the Hot Zone. If necessary, Law Enforcement personnel are assigned to this function.

Site Access Group: This subordinate element of the Hazmat Branch is responsible for establishing and maintaining the Hot and Warm Zone boundaries, controlling movement between these zones, and maintaining security in the Hazmat Branch operational area. Personnel assigned to this function must be trained to the First Responder Operational level.

Task Force: Multiple single resources (generally up to five) having common supervision and communications capability that are assembled for a temporary assignment. Task forces may be comprised of any type and kind of single resource, based on tactical requirements.

Team: A single resource comprised of personnel having common supervision and communications capability without apparatus (also referred to as a Crew).

Technical Decon Team/Task Force: A single resource or Task Force assigned responsibility for performing technical decontamination of the equipment and personal protective clothing of personnel who have been in the Hot Zone. Resources assigned to this function should be trained to the Hazardous Materials Technician level.

Technical Specialist: An individual who has specific expertise and has been assigned to assist in incident management or operations. Technical Specialists may be assigned to any organizational element within the ICS (based on their training and expertise).

III. STANDARD FUNCTIONS

Response to hazardous materials emergencies requires a number of standard functions regardless of the scope and magnitude of the incident. In small, simple incidents, the Hazmat Branch Director may directly supervise the resources performing these functions. As an incident increases in size or complexity, it becomes necessary for the Branch Director to delegate authority for these functions.

- Site Access Control
- Resource
- Staging
- Medical
- Rehab
- Decontamination.
- Entry
- Rapid Intervention

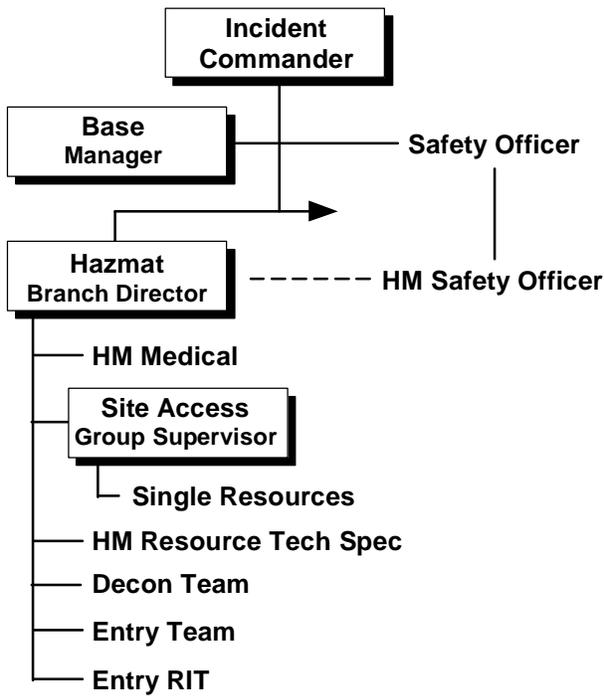
Some of these functions (i.e. Staging, Medical, and Rehab) may be combined when resource requirements are limited. Other functions (i.e. Rapid Intervention) should not be combined, regardless of the simplicity of incident operations. Any function not delegated is the responsibility of the Hazmat Branch Director.

In addition to the standard Hazmat Branch functions, the Regional Hazmat Response Team is responsible for providing a Hazmat Safety Officer (reporting to the Incident Safety Officer).

IV. MODULAR EXPANSION

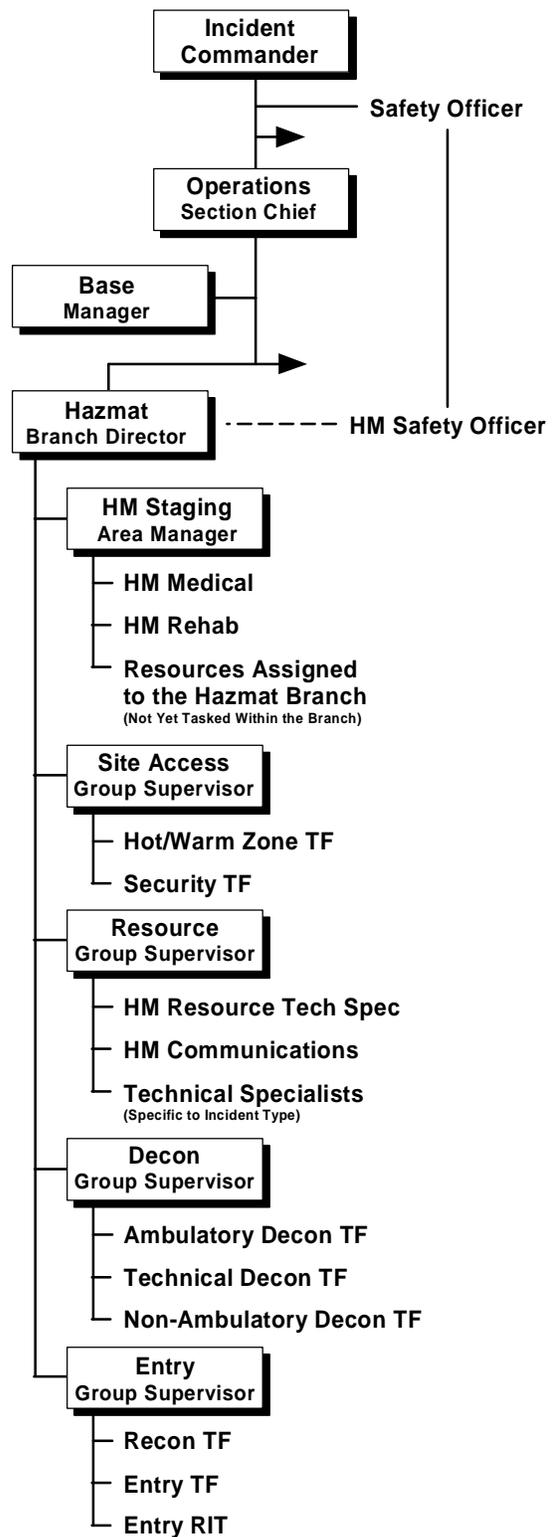
The Hazmat Branch organizational structure must be based on the strategic and tactical requirements of the incident. The Branch Director uses only those ICS organizational tools required to provide safe and effective management and supervision of the resources assigned to the Branch.

Hazmat Branch Organization Small/Simple Incident



Not all elements of the incident organization are illustrated.

Large/Complex Incident



V. POSITION CHECKLISTS

The following checklists outline the general responsibilities of the standard positions within the Hazardous Materials Branch. Hazmat Branch objectives defined by the Branch Director will provide incident specific detail to these generic activities.

Hazmat Branch Director/Deputy Branch Director

Site Access Group Supervisor

Hot/Warm Zone Team/Task Force Leader

Safe Refuge Area Manager

Security Team/Task Force Leader

Resource Group Supervisor

Resource Technical Specialist

Hazmat Communications Unit Leader

Technical Specialist(s)

Hazmat Staging Area Manager

Hazmat Medical Unit Leader

Hazmat Rehab Unit Leader

Decontamination Group Supervisor

Ambulatory Decon Team/Task Force Leader

Non-Ambulatory Decon Team/Task Force Leader

Technical Decon Team/Task Force Leader

Entry Group Supervisor

Recon Team/Task Force Leader

Rescue Team/Task Force Leader

Entry Team/Task Force Leader

Rapid Intervention Team Leader

Explosive Ordinance Disposal Team/Task Force Leader

Evidence Team/Task Force Leader

Hazmat Safety Officer

HAZMAT BRANCH DIRECTOR

The Hazmat Branch Director oversees the overall operations of the Hazmat Branch, implements the phases of the Incident Action Plan dealing with Hazmat Branch operations, assigns resources within the Hazmat Branch and reports on the progress of control operations and Branch resource status.

Reports To: Incident Commander (or Operations Section Chief, if this position is staffed).

Supervises: Site Access, Resource, Decontamination, and Entry Group Supervisors and the Hazmat Staging Area Manager (or subordinate elements if these positions have not been staffed).

- Contact the Incident Commander for approach direction
- Obtains a briefing from the Incident Commander (or Operations Section Chief)
- Staff Hazmat Branch positions based on incident operational requirements
- Ensures (or confirms) establishment of Control Zones and access control points
- Provides protective action recommendations to the Incident Commander
- Ensures that current weather data and future weather predictions are obtained
- Performs off-site reconnaissance or tasks the Entry Group Supervisor with this responsibility
- Establishes atmospheric monitoring of the hazard site for contaminants
- Ensures that a Site Safety Plan is developed
- Participates in development of the elements of the Incident Action Plan that relate to Hazardous Materials control operations and protective action
- Provides a briefing for directly reporting subordinates
- Implements the elements of the Incident Action Plan related to Hazmat Branch operations
- Ensures that safe operational procedures are followed
- Ensures that the proper personal protective equipment is selected and used
- Ensures that appropriate agencies are notified (OERS, OSFM Duty Officer, etc.)
- Monitors progress towards Hazmat Branch objectives
- Resolves logistical problems within the Branch
- Coordinates continued agency responsibilities following termination of operations
- Maintains accountability
- Ensures that Hazmat Branch documentation is completed
- Conduct debriefing for Hazmat Branch resources

SITE ACCESS GROUP SUPERVISOR

Establishes control zones and supervises the movement of personnel from one zone to the other.

Reports To: Hazmat Branch Director

Supervises: Hot/Warm Zone and Security Team or Task Force Leaders and Safe Refuge Area Manager.

- Obtains a briefing from the Incident Commander (or Hazmat Branch Director if this function has been staffed).
- Provides a briefing for assigned Task Force and/or Team Leaders.
- Organizes and supervises assigned personnel to control access to the hazardous area.
- Ensures that the Hot Zone Line and Warm Zone Line are established (and marked as necessary)
- Ensures that appropriate action is taken to prevent the spread of contamination by limiting movement from the Hot Zone.
- Identifies a Safe Refuge Area within the Hot Zone and assigns a Safe Refuge Area Manager (as needed).
- Maintains observations of any changes in climatic conditions or other circumstances external to the hazard site that may impact on site access control operations (such as control zone placement).
- Maintains communications with and coordinates operations with the Decontamination Team Leader or Group Supervisor.
- Maintains accountability

HOT/WARM ZONE TEAM/TASK FORCE LEADER

The Hot/Warm Zone Team/Task Force Leader is responsible for supervising the resource(s) establishing the Hot and Warm Zone lines.

Reports To: Site Access Control Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Site Access Control Group Supervisor
- Organizes and supervises assigned personnel to control access to the hazardous area.
- Oversees the placement of the Hot and Warm Zone Line.
- Ensures that atmospheric monitoring at the Hot Zone boundary is performed in accordance with requirements established by the Hazmat Branch.
- Adjusts Hot and Warm Zone lines based on changing incident conditions.
- Ensures continued integrity of Zone boundaries.
- Maintains accountability

SAFE REFUGE AREA MANAGER

The Safe Refuge Area Manager segregates and controls contaminated and uncontaminated victims in a designated (safer) area inside the Hot Zone.

Reports To: Site Access Control Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Site Access Control Group Supervisor
- Establishes a Safe Refuge Area within the Hot Zone
- Provides direction to contaminated or potentially contaminated victims in the Hot Zone regarding segregation and self-decon.
- Segregates symptomatic and non-symptomatic victims in the Safe Refuge Area.
- Identifies if additional (non-ambulatory) victims may be in the Hot Zone based on information provided by other victims and coordinates with the Rescue Team/Task Force Leader and/or Entry Group Supervisor.
- Ensures that injured or exposed individuals are decontaminated prior to departure from the site (coordinating with the Decontamination Team Leader or Group Supervisor).
- Coordinates with the Medical Group Supervisor or Branch Director for proper separation and tracking of potentially contaminated individuals needing medical attention.
- Maintains communications with and coordinates operations with the Decontamination Team Leader or Group Supervisor.
- Maintains accountability

SECURITY TEAM/TASK FORCE LEADER

The Security Team/Task Force Leader is responsible for security and protection of Hazmat Branch personnel and resources from criminal or terrorist activity.

Reports To: Site Access Control Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Site Access Control Group Supervisor
- Identifies security risks in the Hazmat Branch operational area (including reconnaissance for secondary devices, etc.)
- Establishes a Hazmat Branch Security Plan
- Provides input to the Hazmat Branch elements of the Incident Action Plan related to security issues
- Maintains security for the Hazmat Branch operational area
- Maintains accountability

RESOURCE GROUP SUPERVISOR

The Resource Group Supervisor is responsible for information management, communications, and logistics within the Hazmat Branch.

Reports To: Hazmat Branch Director

Supervises: Resource Technical Specialist, Hazmat Communications Unit Leader, and assigned Technical Specialists.

- Obtains a briefing from the Hazmat Branch Director.
- Provides a briefing for assigned personnel and/or Unit Leaders.
- Obtains a briefing from the Planning Section Chief (if this position is staffed).
- Provides technical support to the Hazmat Branch Director.
- Ensures that communication is maintained within the Hazmat Branch and with external resources.
- Assists the Planning Section with projecting the potential environmental effects of the release.
- Maintains accountability

RESOURCE TECHNICAL SPECIALIST

Gathers information on the product(s) involved and determines the appropriate personal protective equipment and decontamination methods.

Reports To: Resource Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Resource Group Supervisor.
- Provides and interprets meteorological monitoring information.
- Communicates with off-site technical resources (CHEMTREC, etc.)
- Identifies product hazards and predicts probable material and container behavior.
- Determines personal protective equipment compatibility to hazardous materials
- Brief Hazmat Branch personnel on potential hazards and personal protection requirements
- Documents technical information
- Documents responsible party information and completes the OSFM Hazardous Materials Spill Release Report
- Maintains accountability

HAZMAT COMMUNICATIONS UNIT LEADER

The Hazmat Communications Unit Leader is responsible for Regional Team calldown list notifications, establishing and maintaining internal and external Hazmat Branch communications and maintaining the Hazmat Branch incident log.

Reports To: Resource Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Resource Group Supervisor.
- Verify the function of Team communications equipment from the operating location (cellular telephone and radio)
- Establishes communications with OERS and the State Duty Officer, completes call down checklist
- Contact Poison Control
- Determine Hazmat Branch internal and external communications requirements
- Fax Incident Status Summary to OSFM at (503) 373-1825
- Establish the Branch elements of the Communications Plan in conjunction with the Logistics Communications Unit Leader (if this function is staffed).
- Documents Hazmat Branch operational benchmarks
- Contacts DEQ regarding disposal of decontamination waste
- Maintains the Hazmat Branch incident log.
- Maintains accountability

TECHNICAL SPECIALIST

Technical Specialists provide facility, product, or resource specific information critical to incident operations.

Reports To: Resource Group Supervisor

Supervises: N/A

- Obtains a briefing from the Resource Group Supervisor
- Provide specific information and assistance as directed
- Maintains accountability

DECONTAMINATION GROUP SUPERVISOR

Establishes decontamination facilities and performs decontamination operations.

Reports To: Hazmat Branch Director

Supervises: Ambulatory Decon Team/Task Force Leader, Non-Ambulatory Decon Team/Taskforce Leader.

- Obtains a briefing from the Hazmat Branch Director
- Determines decontamination methods, solutions, and procedures
- Provides a briefing for assigned Task Force and/or Team Leaders
- Ensures that adequate decontamination facilities are established
- Identifies contaminated people and equipment
- Supervises decontamination operations
- Maintains control of movement of people and equipment within the Warm Zone
- Maintains communication and coordinates operations with the Site Access Control and Entry
- Coordinates the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group Supervisor or Branch Director.
- Maintains accountability

AMBULATORY DECON TEAM/TASK FORCE LEADER

The Ambulatory Decon Team/Task Force Leader is responsible for managing the emergency decontamination of ambulatory victims.

Reports To: Decontamination Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Decon Group Supervisor.
- Establishes the Ambulatory Victim Decon Corridor.
- Identifies contaminated people.
- Supervises decontamination of ambulatory victims.
- Maintains control of movement of ambulatory victims within the Warm Zone.
- Maintains accountability

NON-AMBULATORY DECON TEAM/TASK FORCE LEADER

The Non-Ambulatory Decon Team/Task Force Leader is responsible for managing the emergency decontamination of non-ambulatory victims.

Reports To: Decontamination Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Decon Group Supervisor
- Establishes the Non-Ambulatory Victim Decon Corridor
- Identifies contaminated people
- Supervises decontamination of non-ambulatory victims
- Maintains control of movement of ambulatory victims within the Warm Zone
- Maintains accountability

TECHNICAL DECON TEAM/TASK FORCE LEADER

The Technical Decon Team/Task Force Leader is responsible for managing the decontamination of chemical protective clothing and equipment.

Reports To: Decontamination Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Decon Group Supervisor
- Establishes the Technical Decon Corridor
- Identifies contaminated chemical protective clothing and equipment
- Supervises decontamination of Entry personnel and equipment
- Maintains control of movement of Entry personnel within the Warm Zone
- Maintain accountability

ENTRY GROUP SUPERVISOR

Recommends tactical options for rescue and mitigation. Implements the components of the action plan requiring tactical action within the Hot Zone.

Reports To: Hazmat Branch Director

Supervises: Recon, Rescue, Entry Teams/Task Forces, and Rapid Intervention Team

- Obtains a briefing from the Hazmat Branch Director
- Provides a briefing for assigned Task Force and/or Team Leaders
- Performs off-site reconnaissance in conjunction with the Hazmat Safety Officer and members of the Recon Team/Task Force (as necessary)
- Ensure completion of a Site Diagram, which documents critical features in the Hot Zone, location of Decon and other incident facilities.
- Recommends incident mitigation actions within the Hot Zone
- Initiates actions (as directed by the Hazmat Branch Director) to mitigate the release
- Ensure that a 360o check of personal protective equipment is made prior to entry
- Supervises entry operations.
- Maintains communication and coordinates operations with the Decon, Site Access Control, and Hazmat Communications
- Maintains control of movement of people and equipment within the Hot Zone, including contaminated victims
- Directs rescue operations, as needed, within the Hot Zone
- Maintains accountability

RECON TEAM/TASK FORCE LEADER

The Recon Team/Task Force Leader is responsible for performing off- and on-site reconnaissance (this may be an initial assignment or an ongoing responsibility throughout the incident).

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Provides a briefing on off-site recon objectives for all Recon Team/Task Force personnel
- Confirms critical safety issues impacting off-site recon operations with the Hazmat Safety Officer
- Verifies the function of all atmospheric monitoring equipment that will be used during off-site recon
- Performs off-site recon in conjunction with the Hazmat Safety Officer
- Provides a briefing on off-site recon to the Entry Group Supervisor and Hazmat Branch Director
- Provides a briefing on on-site recon objectives for all Recon Team/Task Force personnel
- Confirms critical safety issues impacting on-site recon operations with the Hazmat Safety Officer
- Ensures that all Recon Team/Task Force personnel complete pre entry medical monitoring
- Verifies personal protection requirements with the Entry Group Supervisor
- Ensures that all tools and equipment that will be required for rescue operations are pre positioned at the entry corridor
- Ensures that all Rescue Team/Task Force personnel don appropriate personal protective equipment
- Verifies the function of all atmospheric monitoring equipment that will be used during entry
- Conducts a communications check with the Entry Group Supervisor and Hazmat Communications Unit
- Supervises on-site operations
- Maintains accountability

RESCUE TEAM/TASK FORCE LEADER

The Rescue Team/Task Force Leader is responsible for effecting rescue of non-ambulatory victims or other victims requiring assistance in the Hot Zone.

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Provides a briefing on entry objectives for all Rescue Team/Task Force personnel
- Confirms critical safety issues impacting rescue operations with the Hazmat Safety Officer
- Ensures that all Rescue Team/Task Force personnel complete pre entry medical monitoring
- Verifies personal protection requirements with the Entry Group Supervisor
- Ensures that all tools and equipment that will be required for rescue operations are pre positioned at the entry corridor
- Ensures that all Rescue Team/Task Force personnel don appropriate personal protective equipment
- Verifies the function of all atmospheric monitoring equipment that will be used during entry
- Conducts a communications check with the Entry Group Supervisor and Hazmat Communications Unit
- Supervises rescue operations
- Maintains accountability

ENTRY TEAM/TASK FORCE LEADER

The Entry Team/Task Force Leader is responsible for supervising the resources involved in operations in the Hot Zone (such as product control and incident mitigation).

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Provides a briefing on entry objectives for all Entry Team/Task Force personnel
- Confirms critical safety issues impacting entry operations with the Hazmat Safety Officer
- Ensures that all Entry Team/Task Force personnel complete pre entry medical monitoring
- Verifies personal protection requirements with the Entry Group Supervisor
- Ensures that all tools and equipment that will be required for entry operations are pre positioned at the entry corridor
- Ensures that all Entry Team/Task Force personnel don appropriate personal protective equipment
- Verifies the function of all atmospheric monitoring equipment that will be used during entry
- Conducts a communications check with the Entry Group Supervisor and Hazmat Communications Unit
- Supervises entry operations
- Maintains accountability

RAPID INTERVENTION TEAM LEADER

The Rapid Intervention Team Force Leader is responsible for supervising a resource equipped and positioned to provide immediate assistance to resources operating in the Hot Zone.

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Provides a briefing on entry objectives for all Rapid Intervention Team personnel
- Confirms critical safety issues impacting entry operations with the Hazmat Safety Officer
- Secures equipment required for rescue of Entry Team(s) from the Hot Zone
- Conducts a communications check with the Entry Group Supervisor and Hazmat Communications Unit
- Positions the Rapid Intervention Team at the Entry Corridor for immediate ingress to the Hot Zone in the event of an emergency
- Monitors Entry Group communications and operations in the Hot Zone
- Supervises rapid intervention operations
- Effects rescue of Entry Team(s) if necessary
- Maintains accountability

EXPLOSIVE ORDINANCE DISPOSAL (EOD) TEAM/TASK FORCE LEADER

The EOD Team/Task Force Leader is responsible for managing explosive ordinance disposal personnel and resources that will be operating in the Hot Zone.

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Supervises reconnaissance operations
- Maintains accountability

Note: Additional detail in this checklist will be developed by Law Enforcement EOD Personnel assigned to HM-3

EVIDENCE TEAM/TASK FORCE LEADER

The Evidence Team/Task Force Leader is responsible for collection of evidence inside the Hot Zone as part of a criminal investigation.

Reports To: Entry Group Supervisor

Supervises: Assigned Resources

- Obtains a briefing from the Entry Group Supervisor
- Supervises evidence-gathering operations
- Maintains accountability

Note: Additional detail in this checklist will be developed by Law Enforcement Personnel assigned to HM-3

HAZMAT STAGING AREA MANAGER

The Hazmat Staging Area manager is responsible for checking in Hazmat Branch resources; maintaining accountability for resources assigned to the Branch, but not committed to operational activity, and providing medical and rehab services to Hazmat Branch resources.

Reports To: Hazmat Branch Director

Supervises: Resources in Staging

- Obtains a briefing from the Hazmat Branch Director.
- Provides a briefing for the Medical and Rehab Unit Leaders
- Provides for check in of Hazmat Branch resources
- Keep the Hazmat Branch Director advised of resource levels in Staging
- Respond to resource requests from the Hazmat Branch Director
- Maintain Hazmat Staging in an orderly manner
- Maintain accountability
- Demobilize or move Hazmat Staging as necessary

HAZMAT MEDICAL UNIT LEADER

The Hazmat Medical Unit Leader supervises pre and post entry medical monitoring and emergency medical care for Hazmat Branch personnel.

Reports To: Hazmat Staging Area Manager

Supervises: Assigned Resources

- Obtains a briefing from the Staging Area Manager
- Perform pre-entry vitals on all personnel who will be working in chemical protective clothing and complete Exposure Record Worksheets
- Obtain medical effects of exposure from Resource Technical Specialist
- Coordinate with the Medical Group Supervisor or Branch Director (regarding civilian casualties)
- Establish Hazmat Branch Medical Plan
- Coordinate emergency decon requirements with the Decon Group Supervisor or Team Leader
- Provide medical evaluation for Hazmat Branch Personnel to evaluate the effects of heat stress and/or chemical exposure
- Provide hazmat specific medical care for exposed responders
- Perform post entry vitals on all personnel who have been working in chemical protective clothing and complete Exposure Record Worksheets
- Provide medical debriefing for Hazmat Branch personnel
- Maintain accountability

HAZMAT REHAB UNIT LEADER

The Hazmat Rehab Unit Leader is responsible for managing the rehabilitation of resources within the Hazmat Branch following operations involving the use of chemical protective clothing or other work activity involving physiological or psychological stress.

Reports To: Hazmat Staging Area Manager

Supervises: Assigned Resources

- Obtains a briefing from the Staging Area Manager
- Identify rehab requirements (heated or cooled area, fluid replacement, etc.)
- Set up rehab area
- Provide rehab services for Hazmat Branch resources
- Coordinate release of resources from rehab with the Hazmat Medical Unit
- Release resources to the Staging Area
- Maintain accountability

HAZMAT SAFETY OFFICER

Coordinates safety related activities directly relating to the Hazardous Materials Branch. Advises the Hazardous Materials Branch Director on all aspects of health and safety. As with the Incident Safety Officer, the Hazardous Materials (Assistant) Safety Officer has the authority to stop or prevent unsafe acts.

Reports To: Incident Safety Officer

Supervises: Other assigned personnel (subordinate Hazmat Safety Officers may be assigned if the operational area is large)

- Obtains a briefing from the Incident Safety Officer
- Obtains a briefing from the Hazmat Branch Director
- Participates in the preparation and implementation of the Site Safety Plan (including Hazmat Medical requirements)
- Confirms access and egress routes for Entry Teams or Task Forces, location of the Decon Corridor, and emergency procedures
- Provides safety briefing for Entry and Decon Team, Task Force, or Group personnel
- Advises the Hazmat Branch Director of deviations from the Site Safety Plan or any dangerous situations
- Alters, suspends, or terminates any activity that may be an imminent threat to the health and safety of response personnel (Advising the Safety Officer and Incident Commander)
- Ensures protection of Hazardous Materials Branch personnel from physical, environmental and chemical hazards or exposures
- Ensures that medical related records for Hazmat Branch personnel are maintained
- Maintains accountability for assigned resources