# **NORTHWEST OHIO**

## **HAZARDOUS MATERIALS**

## **STANDARD OPERATING GUIDELINES**



# **REGION ONE**

This document, "Northwest Ohio Hazardous Materials Standard Operating Guidelines, Region 1", was prepared under a grant from FEMA's National Preparedness Directorate, U.S. DHS. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the FEMA's National Preparedness Directorate or the U.S. DHS.

**Operating** Guidelines Standard These are not designed nor intended to limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations which are bound to arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion on the members and employees.

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### **Emergency Response Plan**

The purpose of this guide is to establish an emergency response plan and standard operating guidelines which define the responsibilities of emergency response personnel when responding to hazardous materials incidents for Northwest Ohio, Region 1 Hazardous Materials Team. This guide will replace any in place before 2012.

There are many advantages of developing Standard Operating Guidelines (SOG). These include:

- 1. Improves coordination
- 2. Facilitates training
- 3. Promotes adequate protection of personnel
- 4. Serves as a reference guide
- 5. Reduces time in problem-solving on the scene
- 6. Complies with laws and regulations
- 7. Delivers a Standard of Care

Proper utilization of the SOGs and COMMON SENSE can help prevent a hazardous material incident from becoming a hazardous materials emergency.

For the purpose of this guide, <u>hazardous materials</u> in broad terms means a substance or combination of substances which, because of quantity, concentration, physical, chemical or infectious characteristics, may either cause or contribute to an increase on mortality, or increase in serious irreversible or incapacitating illness, or pose a present or potential hazard to human life or the environment.

A <u>hazardous material spill</u> or <u>incident</u> is an occurrence where a hazardous material is dispersed into the environment, or its container is damaged to such an extent that the contents can be expected to be released, with the potential to cause injury to people or harm to the environment.

For the purpose of this guide, <u>shall</u> means mandatory by a regulation, procedure or policy. It is important to remember that on a hazardous materials incident we are, respond ing to an emergency and all rules, policies, procedures and regulations apply to the Northwest Hazardous Materials Team.

The following NFPA standards provide guidance for the compliance to the codes of federal regulations. They also incorporate recommendations from the National Fire Protection Association.

- NFPA Standard 471
- NFPA Standard 472
- NFPA Standard 473

## Definitions

**Area of Refuge:** This is an area inside the hot zone, but outside the exclusion zone, and also out of DANGER in the case the incident goes BAD. This is a safe area of refuge, but at the same time it will restrict the movement of possible contaminated persons in the area, firefighters included.

**<u>Confinement Procedures</u>:** Confinement is considered a defensive action. Examples are: Building dikes or dams and placing booms in the path of product flow. All of these procedures can and should be performed without coming in contact with the product.

<u>Containment Procedures</u>: Containment procedures are considered an offensive action. This is considered leak control and the personnel doing this action will almost certainly be in contact with the product.

**Decontamination:** Basic decontamination is the immediate removal of contaminate from a person using a minimum of 60 second flush with soap, if compatible and available, with water. This can be done in the area of refuge or in the de-con area. All personnel must go through the de-con corridor if they were in the exclusion or hot zone.

- Emergency De-con Emergency decontamination is used in potentially life threatening situations to rapidly remove most of the contaminants from an individual, regardless of a formal decontamination corridor. A more formal and detailed decontamination process may follow later. Emergency decontamination usually involves removing contaminated clothing and dousing the victim with quantities of water.
- **Technical De-con** The systematic cleaning of personnel to allow them to remove chemical-protection suits. This type of de-con is provided to hazmat teams or incident responders.
- Victim De-con The removal of contaminates on and inside wounds and victims who will be transported for medical care at a Hazardous Materials incident. This will be aimed at the non-ambulatory victim although other victims can utilize this corridor based on injuries.

**Exposure Report:** Individuals have the legal right to complete an exposure report any time they come in contact with a hazardous material.

**Evacuation:** Is considered a long term action used to remove persons from a dangerous area or potentially dangerous area.

**Hazard Classes:** These classes were designated by Department of Transportation (DOT) to assist first responders in the identification of hazardous materials. These are listed in the Emergency Response Guidebook.

**Hazardous Material:** These products are regulated by the DOT and some of them may be hazardous substances. In the case of a hazardous material that is also a hazardous substance, you would have to find the Reportable Quantity (RQ) which is listed in pounds in 49 CFR.

**HazMat Team:** Is an organized group of employees, designated by the Authority Having Jurisdiction (AHJ), who are expected to perform work to handle and control actual or potential leaks or spills of a hazardous material requiring possible close approach to the material. The team members perform responses to releases or potential release of hazardous materials for the purpose of control or stabilization of the incident.

**IDLH:** Immediately Dangerous to Life or Health (IDLH) means an atmospheric concentration of any toxic, corrosive or asphyxiant material that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

**Set Up:** The set up or spotting of the rig at the site of any HazMat incident should be such that the rig is FACING a route of egress, upwind and sufficient distance not to contaminate the vehicle or the crew.

Termination of Discharge: Stabilization of the incident.

**Zones:** Zones are protected areas of different degrees. Listed below in order of danger:

- **Exclusion:** An IDLH condition, a place of great contamination danger: after being in the exclusion zone, de-con is absolutely necessary.
- <u>Hot</u>: The area that protects the exclusion zone, an area to protect.
- Warm: This is the contamination reduction zone (CRZ). This is the zone that the de-con team will be working in.
- <u>Cold Working</u>: This is the zone where the HazMat team will conduct their operations. All personnel within this zone will have a direct part in the tactical operation. This will be a clean area.
- <u>Cold Support</u>: This zone is for the support of the HazMat team operations. The Incident Commander and support agencies will be located in this zone.
- <u>Control</u>: This is the zone/line that is established by the first company on the scene. Beyond this line, all access is denied.

## **Activation and Responsibilities**

### Activation

Official emergency response to a hazardous material incident is activated upon receipt of notification by Toledo Fire Dispatch of any oil, fuel, chemical, biological, and nuclear or other hazardous materials spill or release as well as any potential spill or release that occurs in the Region One of the State of Ohio. The Northwest Ohio Hazardous Materials (NWOHM) team may be called to assist other teams in the State of Ohio when needed.

#### **Minimum Staffing**

Response manning for the NWOHM team from Toledo Fire and Rescue Department will be a minimum of ten (10) personnel. The personnel shall have training to the technician level and a current physical. Team members that are not working in Toledo will be called to assist when possible. This HazMat team is a regional asset and will incorporate all its members as needed.

#### **Scene Management/Lines of Authority**

Scene management includes coordinating a multi-agency response and implementing the proper actions, and ensuring that appropriate resources are brought to bear in a timely manner.

The incident shall be managed under the National Incident Management System (NIMS). It should be remembered that the Incident Command System is a standardized, on-scene, all-hazard incident management concept. It allows its users to adopt an integrated organizational structure to match the complexities of the incident. It is important to remember that the Incident Command System organizational structure should include only the functions and positions needed to achieve the incident objectives.

The Incident Commander has the responsibility of the incident. All agencies, without exception, when responding to a hazardous materials incident will report to the Liaison Officer and check in. All agencies will report to the Liaison Officer from an uphill, upwind position and will use the established access corridor.

The team recognizes it is the agency's responsibility to train their employees to the proper level for their actions.

All agencies will be fall under the responsibility of the Incident Commander.

The Incident Commander shall ensure, by asking for the record, the agency representatives of the training of the personnel and that the PPE to be used is proper for the hazard. It is the agency representative's responsibility to provide and ensure all of their employees are wearing the proper protective clothing for the hazard. At any time that it is found that the above safety measures are NOT being followed, the Incident Commander and/or the Incident Safety Officer may stop the actions of that agency until the site is made safe.

Upon the arrival at a hazardous materials incident, the Incident Commander shall appoint an Incident Safety Officer.

The incident Safety Officer shall confer with the HazMat Safety Officer to coordinate the hazards and risks recognition to identify to the Incident Commander.

The Incident Commander is the scene manager for ALL people, responders, and owners alike.

### **NWOHM Responsibility**

The Northwest Ohio HazMat Team is responsible for the incidents involving hazardous materials during both the critical (stabilizing) and the containment stages.

The NWOHM Team shall provide:

- technical expertise
- assistance
- equipment at the incident
- and shall perform duties as directed by the Incident Commander (IC).

The shipper, spiller and/or owner are responsible for the recovery and clean up stages, not the NWOHM Team. And the liable party may be billed by the team to recover costs of materials used/lost and man hours at the scene.

### Radio Communications...Dispatch

Radio channels will be determined by Toledo Fire Dispatch, due to location of incident. Entry team will use the "talk around" channel to work separate from the incident itself. UHF and VHF will be available to the NWOHM team. Upon notification of an incident dispatch will announce general weather information for the HazMat team at the location of the incident. Also a notification to Ohio EPA and local Environmental will be done.

## **Incident Stages**

### **Critical Stage**

The first few minutes after arrival of first responders to an incident involving hazardous materials are deemed the "critical stage". A first responder trained to the operations level is defined as "The first organized responder to arrive at the site of a hazardous materials incident with governmental authority to assess and **initiate scene control and the establishment of the Incident Command System.** 

This stage poses the most severe danger to the first responders who are unprotected and approach the scene to identify the materials involved. Necessary steps to ensure adequate protection for personnel include:

- establishing of a "safe" perimeter using the appropriate meter
- following HAZMAT IQ steps for entering the Hot Zone for line of sight rescue.
- use of proper gear and SCBA

Identification and stabilization of an incident are the primary goals of the HazMat team. Their actions at the point of release will effect and/or predict the severity of the incident more than any other group.

Stabilization of the incident can be facilitated by containing, confining, or neutralizing the material to as small an area as possible. This is for the "protection of the nearby persons from the effects of the release."

### **Containment Stage**

Once an incident involving hazardous materials has been stabilized, efforts must be directed toward terminating the discharge or release of hazardous materials. On many occasions, stabilization of the incident is most readily achieved by terminating the discharge. Termination of discharge includes:

- 1. \*Righting an overturned/spilling bulk container
- 2. Plugging a leak
- 3. Closing a valve
- 4. \*Pumping the contents of a container into another container (off-loading)
- 5. Placing a leaking container into an over-pack container
- Neutralizing or diluting
  \*Other agencies <u>may</u> perform this operation, if properly trained

Although some of these actions will most assuredly be performed by other agencies, it will be necessary to ensure that these actions are accomplished with safety of the public in mind.

### **Termination/Post Emergency Response Operations**

This is the final stage of the incident. As a shipper, spiller, and/or owner are legally responsible for recovery and cleanup, **the NWOHM team will not actively participate in this stage.** This would place the team in the role of a cleanup company with all the laws and regulations applying.

With the involvement of Environmental Protection Agency (EPA) and local Environmental agencies, finding a legitimate cleanup company will be easier and allow for command to terminate the incident sooner.

The NWOHM team will not perform any action that may be interpreted as cleanup operations, such as collecting, transporting or offering the product for transportation. It is recognized that there are situations where repositioning of a package or similar operations may be part of stabilizing process, this will be the call of the Incident Commander or HazMat Officer.

## Weapons of Mass Destruction

When responding to any Hazardous Materials incident, the presence of Weapons of Mass Destruction must be considered to be involved. If it is determined that there is any presence of Biological, Nuclear or Radiological agents involved, the Toledo Fire and Rescue Department Special Operations Office will be notified. A response from that office will assist in dealing with the situation at hand. Other agencies may be requested by the Special Ops personnel to help with the incident.

## **First Responder's Initial Actions**

Actions discussed here are the primary duties of the first responder to initiate, set up and/or perform as the first on scene:

Establish command

- Approach; uphill and upwind, as best possible
- Control access (deny access to site)
- Designate an area of refuge see below
- Set zones per HazMat IQ system (solid 75 ft., liquid 150 ft., gas 300ft)
- Ensure crew has turnout gear with SCBA on
- Contact involved parties, for any information concerning incident
- Attempt to identify product following;
  - 1. occupancy and location
  - 2. container shape
  - 3. markings and colors
  - 4. placards and labels
  - 5. shipping papers
  - 6. facility personnel
- Try to ascertain if there are any viable victims, and use line of sight rescue using the HazMat IQ "red light, green light" steps
- De-con any personnel/victims involved with a 60 second flush, contain runoff if possible
- Call for appropriate response of assistance needed to mitigate incident

### Area of Refuge

The area of refuge will be inside the hot zone and to the side as far from the exclusion zone as possible. This area shall be established by the first arriving unit or by the Incident Commander if not done by their arrival. Purpose of this area is to contain any exposed personnel until a de-con can be set up for the victims. This de-con will be a separate corridor from the responders de-con. It should be documented that the area was set up and if used or not.

### Northwest Ohio Hazmat Team ICS Organizational Structure



## **Command Staff**

### **Incident Command**

After Incident Command is established there are certain things that need to be addressed to ensure a safe and correct operation.

- Ensure zones are set as well as an area of refuge
- Request any agencies needed (EPA, Health Department, Environmental Services, Law Enforcement)
- Set up Command Post separate from the HazMat team
- Assign a Safety Officer
- Coordinate additional resources
- Consider a Liaison, Staging and Public Information Officers
- Confer with HazMat Officer to discuss strategies and tactics
- ICS shall be set up and other positions than listed may need to be addressed Staging

#### Staging

Staging will be requested by the Incident Commander, the HazMat Officer will communicate with the Staging Officer for the use of crews in the staging area. The staging area will be set up beyond the Cold zone to ensure that the working are will be kept clear of unnecessary personnel.

### Critique

A critique of any incident requiring the implementation of a Site Safety Plan shall be conducted by the Incident Commander with the HazMat team, supervisory personnel and all personnel who were at the scene, in a timely manner. The information gathered at the site shall be available to all the responding personnel. Any medical concerns with the materials involved shall be relayed to all personnel involved at the incident. The intent of the critique is to continually improve the effectiveness of the Emergency Response Plan. This is not for finding blame or for punishment.

### **Incident Safety Officer**

The Incident Safety Officer, a Command Staff position, monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

### **Public Information Officer**

The Public Information Officer interfaces with the public and media and /or with other agencies regarding incident-related information requirements. The Public Information Officer also: Serves as a conduit between the internal and external stakeholders, including the media, or other organizations seeking information directly from the incident or event.

### Liaison Officer

The Liaison Officer serves as the primary contact for supporting agencies assigned to the incident. Representatives from Assisting or Cooperating Agencies and Organizations coordinate through the Liaison Officer.

## **Command Staff Forms**



## Incident Command Checklist

- $\Box$  Assume Command of the incident
- □ Request agencies needed (EPA, Environmental, Law enforcement, Health dept.)
- □ Set up Command separate from HazMat
- □ Assign an Incident Safety Officer and HazMat Officer for the incident
- □ Coordinate additional resources, consider a Staging Area
- □ Consider a Liaison Officer, Public Information Officer, and Staging Officer
- □ Confer with HazMat Officer to discuss strategies and tactics
- □ Incident Command System shall be implemented and positions assigned as necessary
- $\Box$  Ensure the zones are set as well as an area of refuge has been designated
- Direct, control, and coordinate all responders, actions, and communications
- $\Box$  Ensure a written, recorded, and photo documentation of the incident is made
- □ Conduct a post-incident critique and debrief
- □ Implement appropriate public protective actions
- □ Request law enforcement for safe perimeter
- $\Box$  Ensure the following forms are completed
  - □ Incident Command Checklist
  - □ Command Staff Organizational Chart
  - □ ICS 201 Incident Briefing
  - □ ICS202 Incident Objectives
  - □ Incident Termination Worksheet
  - □ Incident Debriefing Worksheet

Sign Name

Print Name

## Incident Command Staff Organizational Chart



Incident Command Briefing - ICS 201				
	1. Incident Name		2. Date Prepared	3. Time Prepared
INCIDENT BRIEF	FING			
		4. Map Sketch		
	5. Prepared by (Name and Po	sition)		
ICS 201 Page 1 of 4	• • • • • •			

Incident Command Briefing - ICS 201			
6. Summary of Current Actions			
ICS 201	Page 2		

Incident Command Briefing - ICS 201					
7. Current Organization					
ICS 201	Page 3				

Incident Command Briefing - ICS 201						
8. Resources Summary						
Resources Orde	ered	<b>Resource Identification</b>	ЕТА	On Scene	Location/Assignment	
ICS 201	Page 4					

## **Incident Command Briefing - ICS 201**

#### ICS 201 Incident Brie

## Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

#### Notes:

• The ICS 201 can serve as part of the initial Incident Action Plan (IAP).

• If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.

# Incident Command Briefing - ICS 201

Block Number	Block Title	Instructions
6	Prepared by	Enter the name, ICS position/title, and signature of the person
_	Name	preparing the form. Enter date (month/day/year) and time
	Position/Title	prepared
	Signature	(24-hour clock).
	Date/Time	
7	Current and Planned	Enter the objectives used on the incident and note any
	Objectives	specific problem areas.
8	Current and Planned	Enter the current and planned actions, strategies, and tactics
	Actions,	and time they may or did occur to attain the objectives. If
	Strategies, and Tactics	additional pages are needed, use a blank sheet or another
	Time	ICS 201 (Page 2), and adjust page numbers accordingly.
	Actions	
9	Current Organization (fill in	Enter on the organization chart the names of the individuals
	additional organization as	assigned to each position.
	appropriate)	Madify the chart of passages, and add any lines (appage
	Lisioan Officer	modify the chart as necessary, and add any lines/spaces
	Safety Officer	needed to
	Public Information	Command Staff Assistants Agency Representatives and the
	Officer	organization of each of the General Staff Sections
	Planning Section Chief	
	Operations Section Chief	If Unified Command is being used split the Incident
	Finance/Administration	Commander box.
	Section Chief	
	Logistics Section Chief	Indicate agency for each of the Incident Commanders listed if
	6	Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated
		to the incident. If additional pages are needed, use a blank
		sheet or another ICS 201 (Page 4), and adjust page numbers
		accordingly.
	Resource	Enter the number and appropriate category, kind, or type of
		resource ordered.
	Resource Identifier	Enter the relevant agency designator and/or resource
		designator (if any).
	Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the
		resource was ordered.
	EIA	Enter the estimated time of arrival (ETA) to the incident (use
		24-hour clock).
	Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	Notes (location/	Enter notes such as the assigned location of the resource
	assignment/status)	and/or the actual assignment and status.

Incident Command Objectives - ICS 202								
INCIDENT OBJECTIVES	1. INCIDE	ENT NAME		2. DATE	3. TIME			
4. OPERATIONAL PERIOD (DATE/TIME)	4. OPERATIONAL PERIOD (DATE/TIME)							
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)								
6. WEATHER FORECAST FOR OPERATIONAL PERIOD								
7. GENERAL SAFETY MESSAGE								
8. Attachments ( if attached)								
□ Organization List (ICS 203) □ I	Medical Plan (ICS	206)	$\square$ We	ather Forecast				
Assignment List (ICS 204)	Incident Map							
Communications Plan (ICS 205)	Traffic Plan							
9. PREPARED BY (PLANNING SECTION CHIE	EF)	10. APPROVED BY (	INCIDEN	T COMMANDER	k)			

## Incident Command Objectives - ICS 202

#### **Incident Objectives**

**Purpose.** The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

**Preparation.** The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

**Distribution.** The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<b>Operational Period</b> Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach:
		<b>S</b> pecific – Is the wording precise and unambiguous?
		Measurable – How will achievements be measured?
		Action-oriented – Is an action verb used to describe expected accomplishments?
		<u><b>R</b></u> ealistic – Is the outcome achievable with given available resources?
		Time-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).

# Incident Command Objectives - ICS 202

Block Number	Block Title	Instructions
5	Site Safety Plan Required? Yes 🗌 No 🗌	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): ICS 202 ICS 203 ICS 203 ICS 204 ICS 205 ICS 205A ICS 205A ICS 206 ICS 207 ICS 207 Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP.
7	Prepared by Name Position/Title Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander Name Signature Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

## Incident Command – Termination Worksheet

		Position Responsibilities	Notes
		Verify units have completed functions/ assignments	
		Coordinate with DENR proper handling/ disposal of de- con waste water/solution	
		Coordinate with Incident Commander and Liaison Officer for agreement that incident has been mitigated	
		Ensure that contaminated tools, equipment, and disposables are properly over packed, bagged/segregated, marked, or adequately de-conned	
		Develop plan to identify agencies' continued responsibilities	
		Verify which agency will maintain control after HMRT departs	
		Site Access control	
		Disposal disposition and clean-up	
		Spill Release Form	
		Traffic Control	
		Contact Persons	
		Other	
		Return apparatus and equipment to response status	
		Units turn in reports to HazMat Team Leader	

# Incident Command – Debriefing Worksheet

Position Responsibilities	Notes
Hazardous materials involved in the incident	
Were any personnel known to be exposed? (If yes, enter on personal Exposure Records Worksheet	
What are the accompanying signs and symptoms of exposure to materials? (Is critical incident stress an issue with this incident?)	
Clearly mark equipment and apparatus unfit for service.	Equipment status:
Damaged equipment	To be disposed of:
Delegate responsibility for handling contaminated garments	
Unsafe conditions existing, which require immediate attention, isolation, and further evaluation?	Need further de-con:
Responsible person to gather additional information for the post-incident analysis and critique?	Needs re-testing:
Summarize the activities of each operational section, and identify any areas requiring follow-up	
Reinforce the positive aspects of the response and what went well.	

## Incident Safety Officer Checklist

## **Incident Safety Officer Name**

Locatio	on							
	Talk Groups: Command Entry Medical							
	Identify and evaluate hazards							
	Provide direction for safety of all personnel on scene (primarily in the cold zone and at the isolation perimeter)							
	Monitor access points into the cold, working, and warm zone							
	Consult with the Hazmat Assistant Safety Officer regarding safety of operations in the warm zone and hot zone							
	Authority to alter, suspend or terminate any activity deemed un-safe							
	Receive your section of the manual from the HazMat Safety Officer							
	Complete a 360° assessment, which is part of a quick size-up obtained from all four sides of a structure, attempts to gain as much intelligence about the structure as possible							
	Ensure Accountability System is in use							
	With Incident Commander, ensure hot, warm, cold zones and the staging area are established							
	Designate access points into the warm and hot zones and ensure they are secured and marked							
	Ensure exposed or potentially exposed responders wear SCBA until air monitoring can be performed							
	Ensure medical services and transport capability are on-scene							
	Establish scene evacuation routes and method of informing responders should an evacuation be necessary							
	Ensure air monitoring of the perimeter, command post, staging area and other potentially affected areas is performed							
	Review tactical plan with Command Staff							
	Confirm Rehab is implemented if necessary							
	Monitor safety in the Cold Zone and the Isolation Perimeter							
	Ensure the following forms are completed							
	□ Incident Safety Officer Checklist							
	ICS 215A – Incident Action Plan Safety Analysis							

Print Name

## Incident Safety Officer - Incident Action Plan Safety Analysis ICS 215A

INCIDENT ACTION PLAN SAFETY ANALYSIS							N SAFET	IALYS	IS	1. Incident Name		2. Date			3. Time		
LCES* Analysis of Tactical Applications Lookouts Communications Escape routes Safety zones						lications es <b>S</b> afety zones		Other Risk Analysis			Analysis						
Division/Group	Ind irect Fireline	Downhill Fire line	Underslung Fireline	Mid-stope Fireline	Frontal Assault	Anchor Points	Extreme Conditions (Spotting, Wind-driven)	Rebum Potential			LCES Mitigations	Hazard Materials	Transportation, 1 Hr +	Communications	Structure Protection		Other Risk Mitigations
											<u> </u>						
Prepa	Prepared by (Name and Position)																

## ICS 215A

### **Incident Action Plan Safety Analysis**

**Purpose.** The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

**Preparation.** The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

**Distribution.** When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

#### Notes:

- $\hfill\square$  This worksheet can be made into a wall mount, and can be part of the IAP.
- □ If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared
4	Operational Period Date and Time From Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief) Name Signature Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

## Public Information Officer Media Report

Location					
Fime of Alarm: APPARATUS: Engines: Medic: STAFFING: Departme		On Scene: Aid: Amb: ent Personnel:		Under Control: Ladder: Other: Mutual Aid:	_ All Clear: Chiefs:
Location:					
Property Owner Name: Nature/Size of O	or Business				
Structure Occupi	ed at Time:		,		
Number of Units Evacuated:	/People	Units:		People:	
Number of Injuri	es:	Civilians:		Firefighters	:
Number of Fatali	ties:	Civilians:		Firefighters	:
Description of In	juries:				
Suspected Cause	:				
Damage Estimate	e:	Property:		Contents:	
Description of Da involved, etc.)	amage (Num	ber of rooms			
Hazardous Mater	ials Involve	d (Type/Quant	tity)		
Conditions on A.	rival				
Conditions on Al					
Responder Actio	ns				

## **General Staff**

#### **Operations Section**

The Operations Section Chief is responsible for the direct management of all incidentrelated tactical activities. The Operations Section Chief conducts tactical operations, develops the tactical objectives and organization, and directs all tactical resources. The Operations Section is responsible for determining the appropriate tactics for an incident.

### **Planning Section**

The Planning Section Chief prepares and documents the Incident Action Plan, Collects and evaluates information, maintains resource status information, and maintains documentation for incident reports. Additionally, the Planning Section Chief generally facilitates the Operational Period Briefing.

### **Finance Administration Section**

The Finance/Administration Section Chief manages costs related to the incident, provides accounting, procurement, time recording, and cost analyses. Additionally, the Finance and Administration Section is responsible for handling claims related to property damage, injuries, or fatalities at the incident.

#### **Logistics Section**

The Logistics Section Chief is responsible for ensuring that assigned personnel are fed, have communications, medical support and transportation to meet the operational objectives.

## **General Staff Forms**



## Operations – General Staff Organizational Chart



# Planning Section – Assignment List 203

ORGANIZA	ATION AS	SIGMENT LIST	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED			
POSITION		NAME	4. OPERATIONAL PERIOD (DATE/TIME)					
5. INCIDENT COM	MAND AND STA	FF	9 OPERATIONS SECTION					
INCIDENT COMM	ANDER		CHIEF	-				
DEPUTY			DEPUTY					
SAFETY OFFICER	1		a. BRANCH I- DIVISION	N/GROUPS				
INFORMATION OF	FICER		BRANCH DIRECTOR					
LIAISON OFFICER	R		DEPUTY					
			DIVISION/GROUP					
6. AGENCY REPR	ESENTATIVES		DIVISION/ GROUP					
AGENCY	NAME		DIVISION/ GROUP					
			DIVISION/GROUP					
			DIVISION /GROUP					
			b. BRANCH II- DIVISIO	NS/GROUPS				
			BRANCH DIRECTOR					
			DEPUTY					
			DIVISION/GROUP					
7. PLANNING SEC	TION	1	DIVISION/GROUP					
CHIEF			DIVISION/GROUP					
DEPUTY			DIVISION/GROUP					
RESOURCES UNI	Т		_					
SITUATION UNIT			c. BRANCH III- DIVISIC	NS/GROUPS				
DOCUMENTATION			BRANCH DIRECTOR					
DEMOBILIZATION	UNII							
TECHNICAL SPEC	JIALISTS		DIVISION/GROUP					
			DIVISION/GROUP					
			DIVISION/GROUP					
8. LOGISTICS SEC	CTION		d. AIR OPERATIONS B	RANCH				
CHIEF			AIR OPERATIONS BR.	DIR.				
DEPUTY			AIR TACTICAL GROUP	P SUP.				
			AIR SUPPORT GROUP	P SUP.				
			HELICOPTER COORD	INATOR				
a. SUPPORT BRA	NCH		AIR TANKER/FIXED W	ING CRD.				
DIRECTOR			_					
SUPPLY UNIT			4					
FACILITIES UNIT								
GROUND SUPPOR	RT UNIT		10. FINANCE/ADMINIS	TRATION SECTION				
	IS UNIT							
MEDICAL UNIT			COST UNIT					
FOOD UNIT								
PREPARED BY (R	ESOURCES UNI	T)						
		,						
### Planning Section – Assignment List 203

### **Organization Assignment List**

**Purpose.** The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

**Distribution.** The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions				
1	Incident Name	Enter the name assigned to the incident.				
2	<b>Operational Period</b> Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.				
3	Incident Commander(s) and Command Staff IC/UCs Deputy Safety Officer Public Information Officer Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.				
4	Agency/Organization Representatives Agency/Organization Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.				
5	Planning Section Chief Deputy Resources Unit Situation Unit Documentation Unit Demobilization Unit Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.				

# Planning Section – Assignment List 203

Block Number	Block Title	Instructions
6	Logistics Section Chief Deputy Support Branch Director Supply Unit Facilities Unit Ground Support Unit Service Branch Director Communications Unit Medical Unit Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	Operations Section Chief Deputy Staging Area Branch Branch Director Deputy Division/Group Air Operations Branch Air Operations Branch	<ul> <li>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions.</li> <li>For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</li> <li>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor.</li> <li>Use an additional page if more than three Branches are activated.</li> <li>If there is a shift change during the specified operational period, list both names, separated by a slash.</li> <li>For all individuals, use at least the first initial and last name.</li> </ul>
8	Finance/Administration Section Chief Deputy Time Unit Procurement Unit Compensation/Claims Unit Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	Prepared by Name Position/Title Signature Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# Planning Section – Assignment List ICS 204

1. BRANCH			2. DIVISION/GROUP			AS	ASSIGNMENT LIST						
3. INCIDEN	ΓΝΑΜΕ			4. O			4. OF	OPERATIONAL PERIOD					
				DAT			DATE TIME						
				5. C	PERATIONA	LPE	RSON	NEL					
OPERATION	OPERATIONS CHIEF DIVISION/GROUP SUPERVISOR												
BRANCH DI	RECTOR				AIR TA	CTIC	AL GRO	UP SUPER	RVISO	R			
	6. RESOURCES ASSIGNED TO THIS PERIOD												
STRIKE TEA	AM/TASK E DESIGI	FORCE/ NATOR	ЕМТ		LEADER	N P	UMBE ERSO	R TR NS NE	ANS.	כ	PICKUP PT./TIME F		DROP OFF PT./TIME
						_							
7 CONTRO		TIONS											
		nono											
		TIONO											
8. SPECIAL	INSTRUC	TIONS											
		1	9. DIVISIO	)N/G	ROUP COM	IUNI	CATIO	NS SUMN	IARY		T		1
FUNCTION	1	FREQ.	SYSTEM		CHAN.	FUN	ICTIO	N	FR	EQ.	SYSTEM	Л	CHAN.
COMMAND	LOCAL					SUP	PORT	LOCAL					
COMMAND	REPEAT					305		REPEAT					
DIV./GROUP	1					GRO	UND						
PREPARED E	BY (RESOU		LEADER)	4	APPROVED BY	(PLA	NNING	SECT. CH.	.)	DA	ГЕ	TIME	1

### ICS 204 Assignment List

**Purpose.** The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

**Distribution.** The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	This block is for use in a large IAP for reference only.
	Division	Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing
	Staging Area	cacy referencing.
4	Operations Personnel Name, Contact Number(s) Operations Section Chief Branch Director Division/Group Supervisor	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	Leader	Enter resource leader's name.
	# of Persons	Enter total number of persons for the resource assigned, including the leader.
	Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.

# Planning Section – Assignment List ICS 204

Block Number	Block Title	Instructions
5 (continued)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
6	Work Assignments	
7	Special Instructions	
8	Communications (radio and/or phone contact numbers needed for this assignment) Name/Function Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	<ul> <li>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</li> <li>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</li> <li>Phone and pager numbers should include the area code and any satellite phone specifics.</li> <li>In light of potential IAP distribution, use sensitivity when including cell phone number.</li> <li>Add a secondary contact (phone number or radio) if needed.</li> </ul>
9	Prepared by	Enter the name, ICS position, and signature of the person preparing the
	Name Position/Title Signature Date/Time	form. Enter date (month/day/year) and time prepared (24-hour clock).

# Logistics – Radio Communication Plan ICS 205

INCIDENT RADIO	COMMUNI	CATIONS PLAN	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time				
		4. Basic Radio	Channel Utilization						
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks				
5. Prepared by (Communicatio	. Prepared by (Communications Unit)								

### ICS 205 Incident Radio Communications Plan

**Purpose.** The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

**Preparation.** The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

**Distribution.** The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

#### Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24 hour clock).
3	Operational Period Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for acrossing programming information

# Logistics – Radio Communication Plan ICS 205

Block Number	Block Title	Instructions
<b>4</b> (continued)	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be
	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, securevoice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) Name Signature Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

# Logistics – Resource Log

Date:	Page of
Location:	
Incident #:	
Time	Entry

# Logistics – Resource Log

	🗆 Initial	<b>Update</b>	□Final
Incident Location:			
Facility/Transportatio	on Involved:		
Date:	Time:	Inciden	it Commander:
Regional Team:			Arrival Time:
Cause:			
Substance Involved:		Amo	ount:
Active Ingredient:		Trade Na	me:
Area Involved:			
Action Taken:			
 Current Threat ( <i>life, p</i>	roperty, enviro	nment):	
<b>Control Problems:</b>			
Expected Control		Time:	
Date:			
Estimated Loss:	Inju	uries:	Deaths:
Closures/Evacuations	:	Dura	ation:
Regional Team Resou	rces:		
Арра	ratus:		Personnel:
Remarks:			
inciniarity.			
Reported by:			

## Hazardous Materials Group

### Hazardous Materials Officer

The HazMat Officer will be in charge of the operations of the incident. They will work with the Incident Commander to establish strategic goals, tactical strategies along with an action plan for the incident. Other duties, but not limited to:

- Establish the HazMat Sector and locate the resources in a safe location
- Supervise field operations including entry and backup teams
- Complete a risk assessment
- Decide what metering should take place and what equipment will be used
- Ensure that the HazMat IQ system has been initiated
- Implement strategy and tactics for the Hot Zone
- Coordinates HazMat support personnel and their responsibilities
- Establish communications with the entry team including; radio, hand signals and air horn
- Confirm the de-con is correct and complete before any entry

### Entry

Entry into the hot zone will be determined by the officer in charge, taking in consideration if there is a line of sight rescue. This may be done by the first arriving unit or the HazMat team upon arrival. Using the HazMat IQ system for entry will help the officer make these decisions in regards to rescue.

Entry teams will communicate all information to the HazMat Officer when in the Hot zone as well as when entering and exiting.

A safety briefing shall be done between the Entry team, Incident Commander, HazMat Officer and HazMat Safety as to the actions to be taken to mitigate the incident. This will ensure that all safety measures have been taken before entry.

Entry will be conducted on a separate channel to ensure any communication by the entry team is uninterrupted.

### Backup

The backup team will be ready to assist the initial entry team if needed. If not, they will be considered the next entry team for the incident and be replaced by another backup crew.

### Tender

Tenders will assist in checking and preparing HazMat equipment, such as helmets, masks, air tanks, harnesses, or gauges. They will assist the teams in dressing appropriately for the incident.

### Support

Support team will be responsible to assist in setting up the initial HazMat sector as it deals with entry and mitigation. (Dressing and getting equipment ready for entry)

### **De-con Officer**

Responsible for the complete set up and control of the de-con corridor. Other duties, but not limited to:

- Determine the appropriate type of de-con setup in conjunction with the HazMat Officer and the HazMat Safety Officer
- Supervise de-con setup and related activities
- Establish methods and procedures to minimize contaminants involved
- Ensure that all de-con personnel are in correct PPE for the chemicals involved
- Shall have the de-con set up before any entry is made
- Control entry and exit to the Hot zone through the de-con corridor
- Monitor de-con personnel for physical condition and replace if needed
- Set-up Emergency De-con separate from technical and victim De-con corridors

#### **Team De-Con**

De-con shall be set up before an entry can be made. This can be a hose-line laid out to allow for a line of sight rescue by the initial unit. The technical de-con set up will be approved by the HazMat Officer before any entry is made by the entry team. De-con could be water or some type of additive, which will be determined by the HazMat Officer. As the entry members enter de-con they will drop in order; tools, boots, gloves in appropriate containers. After being washed and rinsed off the entry team will be cleared to doff the suit and step into the "clean" section of the corridor. The pools put in place for the de-con will be separated by three feet so there is no cross contamination in the process. All equipment, tools and suits will be de-conned and put back in service when applicable. The goal is to retain these items when possible after use at an incident. If not, there shall be a bill produced to recover items lost.

### Victim De-Con

Victim De-con will be set up separate from the entry team's corridor. This de-con can range from a hose-line to a technical type de-con. This will be determined by the HazMat Officer in coordination with EMS and HazMat Safety. This corridor should be set as close to the area of refuge as possible. The de-con trailer may be a possible source for victim de-con.

### Research

This area should be completed by the Research Team to ensure their understanding of the chemicals involved and the dangers that exist. The research will start as soon as the team is called. Through electronic and written materials, the hazards will be identified before entry is made. If the incident involves unknowns the research will be done when further identification is gathered. The resources are not limited to the reference materials on the rig, information can be obtained from shipper, spiller or facility personnel with intimate knowledge of the involved chemicals.

#### **Hazardous Materials Safety Officer**

The primary concern of the HazMat Safety Officer is with the operations of the incident to include de-con, entry, backup and appropriate PPE. Other duties, but not limited to:

- Evaluate the first responders initial steps and determine if changes are needed
- Establish zones including the de-con corridor
- Provide all members with forms packet
- Supervise research and determine level of protection for the entry and backup teams using chemical compatibility charts
- Ensure the HazMat IQ steps are being followed correctly
- Coordinates with EMS
- Oversees air supply, time in the Hot zone and physical condition of the entry team
- Assist in completion of the Site Safety Plan

#### HazMat Site Safety Plan

The Site Safety Plan shall be completed for each response by the NWOHM; the plan will be completed by the HazMat Safety Officer. Within this document there is a blank site plan to use for reference. As for a log of events at the incident, the CAD system will be a reliable source of record keeping. An audio and/or printout of the incident can be requested through proper channels. Benchmarking actions of the incident on the radio will help keep an accurate time table.

## HazMat Group Forms



## HazMat Officer Checklist

- □ Establish the HazMat sector
- □ Supervise field operations including entry and back-up teams while in the hot zones
- □ Complete risk assessment
- Decide what metering should take place and what equipment is to be used
- Ensure the HazMat IQ system is being implemented
- □ Put in place strategies and tactics for the hot zone
- Establish research team and ensure chemical sheet is complete
- Assign De-con, HazMat Safety, Medical, Research, and Entry Officers
- Establish communications with entry teams including; radio, hand and emergency signals
- □ Confirm De-con is correct and complete before entry
- □ Coordinate HazMat personnel and their responsibilities
- Direct De-con to set up an emergency De-con site separate from normal De-con corridor
- Brief entry team(s) of objectives upon entry and debrief after they exit the hot zone
- Ensure air monitoring is being completed down range as well as in the Contamination Reduction Zone
- Request additional personnel or equipment needed through the Incident Commander
- □ Involve Local Environmental and State and Federal EPA as soon as possible
- □ Entry/Backup should use talk around channel
- □ Ensure the following forms are completed
  - □ HazMat Officer Checklist
  - □ HazMat Group Staff Organizational Chart
  - □ Post-Incident Critique

Sign Name



# HazMat Officer – Post Incident Critique

Incide	Incident:						
	Position Responsibilities	Notes					
	What were the significant events that took place in this incident?						
	What could have been done differently to improve the overall response to this incident?						
	What changes in teamwork would have improved the overall response to this incident?						
	What changes in planning would have improved the overall response to this incident?						
	What changes in information sharing between agencies would have improved the overall response to this incident?						
	What changes in SOGs would have improved the overall response to this incident?						
	What additional training is required to improve response to this type of incident in the future?						

**Personnel in Attendance** 



### HazMat Entry Officer – Checklist

- □ Obtain qualified staff for Entry Team, Standby Team and dressers
- □ Meet with Research to establish level of PPE
- □ Set out proper equipment
  - Proper PPE
  - □ SCBA
  - □ Radio equipment
  - □ Monitoring equipment
  - □ Hand-tools
  - Drums, bags, containers, etc.
- □ Confirm Pre-Entry vitals
- Dress Entry team and Backup team
- □ Attend HazMat Officers Briefing for Entry
- □ Emergency exit corridor established
- □ Radio Checks
  - □ Entry / Backup are both on Talk Around Channel
- □ Review Emergency Communications
  - □ Hands clutching throat = Out of air, can't breathe
  - □ Hands waiving overhead = Need assistance
  - $\Box$  Grip partner's wrist = Leave the area immediately
  - □ Thumbs up = Okay, I'm all right, I understand
  - □ Thumbs down = No, negative, not Okay
  - $\Box$  3 Air horn blasts = Leave the area immediately
- □ Keep track of time for personnel on air
- □ Maintain communication with Entry while in hot zone (Talk Around)
- □ Meet personnel exiting De-con
- □ Confirm Post-Entry vitals
- □ Confirm Rehab, if necessary
- □ Attend Debriefing
- □ Ensure the following forms are completed
  - Entry Officer Checklist
  - □ Team Entry Logs

Sign Name

## HazMat Tender – Suit Donning Checklist

#\_\_\_\_\_ Entry Log

Entry Team Leader:					Radio Frequency:				
1 <sup>st</sup> Name:				2 <sup>nd</sup> Name:					
Time on air:		Gauge psi:		Time on air:			Gauge psi:		
Time entered Hot Zone					Time entered Hot Zone				
Time entered De-con			Exit:		Time entered De-con			Exit:	

3 <sup>rd</sup> Name:			4 <sup>th</sup> Name:	4 <sup>th</sup> Name:				
Time on air:		Gauge psi:		Time on air:			Gauge psi:	
Time entered Hot Zone				Time entered Hot Zone				
Time entered De-con		Exit:		Time entered	De-con		Exit:	

Backup Team Leader:

Radio Frequency:

1 <sup>st</sup> Name:			2 <sup>nd</sup> Name:				
Time on air:		Gauge psi:	Time on air:			Gauge psi:	
Time entered	Hot Zone		Time entered Hot Zone				
Time entered	De-con	Exit:	Time entered	De-con		Exit:	

3 <sup>rd</sup> Name:					4 <sup>th</sup> Name:				
Time on air:			Gauge psi:		Time on air:			Gauge psi:	
Time entered	Hot Zone				Time entered	Hot Zone			
Time entered	De-con		Exit:		Time entered	De-con		Exit:	
	Si	gn Name				Print N	ame		

# HazMat Tender – Suit Donning Checklist

Dressing Tarp	Stools	Cooling Vest	EMS Gloves				
1 hour SCBA	Suit tape	Flashlights	Chemical Boots				
Appropriate Suits	Tyvek suits	Radios	Towel				
Personal effects bag							
Check suit compatibility							
Make sure suit is marked							
Remove all badges, name bars, pins, metal, etc.							
Remove all personal prope	erty and secure (wallet, r	ings, watch)					
Remove glasses or contact	ts						
Put legs in disposable suit							
Put on disposable boots							
Brief Entry Team							
Confirm hand signals							
Don SCBA backpack - chec	k air pressure - turn on t	ank – connect to face pie	ce				
Hook up communications	device and secure in plac	ce (push to talk) and test					
Don SCBA face piece hoo time on air	ok up start time on air	announce on radio and r	ecord pressure and				
Put on inner gloves							
Don hard hat							
Get upper body into suit, s	secure all fasteners						
Put on outer gloves and se	ecure (if applicable)						
Receive ok signal from me	mber in suit						

Signature

## HazMat De-con Officer - Checklist

- Determine the appropriate type of de-con set-up in conjunction with HazMat Officer and the HazMat Safety Officer
- □ Supervise de-con set-up and related activities
- Establish methods and procedures to minimize contaminants involved
- □ Shall have de-con set up before any entry is made
- □ Control the entry and exit to the hot zone through the corridor
- □ Monitor de-con personnel for physical condition and replace if needed
- Ensure the de-con pools are separated by at least 3 ft.
- □ Place tarps on ground before setting up De-con
- □ Ensure water source to manifold is adequate for De-con
- De-con personnel will be dressed one level below entry
- □ Setup emergency De-con in an area chosen by the HazMat Officer
- □ Have pump and drum on hand in case De-con pools overflow
- □ Review emergency hand signals with team
- Monitor wind direction to limit overspray

Signature

## HazMat Research Officer - Checklist

- Gather, evaluate and document all information pertinent to the incident.
- Evaluate and recommend PPE, monitoring & detection and decontamination methods and strategies
- Perform a formal Hazard and Risk Assessment to include hazard identification, vulnerability and risk analysis for the incident.
- With Industrial Hygienists and the Medical Officer, evaluate and document recommended exposure guidelines, signs and symptoms and medical treatment for exposure.
- □ Provide technical support to Command Staff and responders
- Obtain MSDS sheets, site maps, building drawings, process information, etc.
- Utilize computer, books, witnesses and technical experts to obtain the below listed information and record on the following pages:
  - $\hfill\square$  Primary chemical and physical properties of the material(s) involved
  - □ Incompatibility and reactivity
  - □ Extinguishing agents and methods
  - $\hfill\square$  Evacuation and isolation distances
  - □ Exposure guidelines Routes of exposure and symptoms
  - Medical treatment and first aid PPE requirements for Entry, Standby, De-con and Medical teams
  - □ Necessary monitoring and detection methods and equipment
  - De-con methods and solutions Hazard, vulnerability and risk analysis of the incident
  - $\hfill\square$  Mitigation, confinement, containment and neutralization strategies
- □ Ensure the following forms are completed
  - □ HazMat Research Officer Checklist
  - □ HazMat Research Worksheets
  - □ Monitoring & Detection Strategy

Sign Name

## HazMat Research Officer - Worksheets

## Weather

	Start	1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour	4 <sup>th</sup> Hour	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour	7 <sup>th</sup> Hour	8 <sup>th</sup> Hour
Temperature									
Wind Direction									
Wind Speed									
Humidity in %									

## **Primary Hazards**

Chemical Name(S)		
CAS		
Formula		
Unit ID Number		
DOT Hazard Class		
NFPA Ignitability		
NFPA Reactivity		
NFPA Health		
Primary Hazard		
Secondary Hazard		

## **Physical Properties**

Solid, Liquid, Gas?		
Solubility		
Color		
Odor		
Molecular Weight		
Boiling Point		
Melting Point		
Freezing Point		
Ionization Potential		

## **Flammability Properties**

Flash Point		
Vapor Pressure		
LEL/LFL, UEL/UFL		

## HazMat Research Officer - Worksheets

## **Incompatibility and Reactivity**

Oxidizer		
Pyrophoric		
Polymerizing		
Incompatibility		

## Extinguishing

Agent(s)		
Method(s)		

## **Recommended Evacuation and Isolation Distances**

Isolation		
Evacuation		

## **Exposure Guidelines**

(ppm = (mg/m3)(24.45)/mw)

Chemical Name(S)		
TLV-TWA		
TLV-STEL		
TLV-C		
IDLH		
LC <sub>50</sub>		
LD <sub>50</sub>		
PEL		
REL		
Carcinogen?		

## HazMat Research Officer - Worksheets

## **Routes of Exposure & Symptoms**

Chemical Name(S)		
Inhalation		
Ingestion		
Injection		
Absorption		

## **Routes of Exposure & Treatment & First Aid**

Chemical Name(S)		
Inhalation		
Ingestion		
Injection		
Absorption		

## **Primary Chemical Hazards**

Hazardous Material(s) Involved:							
Explosive	Polymerization						
Gas	Toxic/poisonous						
Flammable Liquid							
Flammable Solid	Cryogenic						
□ Oxidizer	□ Asphyxiant						
Organic peroxide	Water reactive						
□ Radioactive	Air reactive	□ Air reactive					
Biological	□ Other:	□ Other:					
	PPE Selection						
Level: 🗌 A 🗌 B	Suit Type:						
Suit Material:	Break Through Time:						
Suit Glove Type:	Compatibility Check:						
Face Shield Type:	Compatibility Check:						
Outer Glove:	Compatibility Check:						
Boot Type:	Inner Glove:						

Signature

	HazMat Research Officer – Monitoring & De	etection Strategy												
	Physical State 🛛 Gas 🗌 Liquid 🗌 Soli	d												
Observation	Material Color and Transparency:													
	Identify Location for Measurement (Hot zone, perimeter	, reoccupy)												
	Radiation: (Twice baseline) Baseline $\mu$ R/hr =													
	Temperature profile (Laser, Thermal Imaging)ImagingImagingCorrosive Atmosphere (pH strip, wetted)ImagingImaging													
	Oxygen Content: (< 19.5% or >23%)													
Multi-gas	Flammability: (> 10% of the LEL/LFL),Calibration Gas:													
meter	Volatility (PID): (> 10 ppm VOC)													
	Toxic Detectors (CO or H2S): (Indication of toxin)													
	FID													
	Ion Mobility Spectrometer (CAM, APD200)													
Agont	(Tox Industrial, Nerve/Blister, Explosive, Narc)													
Agent	Flame Photometric Detector(AP2C)													
Delector	(Nerve, Blister)													
	M256A1 (CWA)													
Hand pump	Colorimetric tubes: (Indication of toxic material)													
	Poly I, Poly IV, other													
	Potassium Iodide Starch paper: (Positive for													
	oxidizer, potential explosive)													
	than 9)													
Indicator	M-9 tape (liquid material): (Indication of chemical													
paper	warfare agent)													
	F paper (Indication of poisonous fluorine hazards													
	Spilfyter (Lead, Petrol/Solvent, fluoride, halogen, pH,													
	Ox, nitrates, sulfide)													
	Bio 20/20 Kit protein presence													
Toxicity	Bio Agent Ticket													
Sampling	Raman Spectrometer													
	Hazmat ID Infrared													
		· · · · · · · · · · · · · · · · · · ·												
Document	Photo Log, Video													
Document	Sketch area													

Signature

### HazMat Research Officer – Chemtrec

#### CHEMTREC ASSITANCE

CHEMTREC stands for Chemical Transportation Emergency Center, a public service of the Chemical Manufacturers Association at its offices in Washington, D.C.

CHEMTREC provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow-up.

CHEMTREC operates around the clock - 24 hours a day, seven days a week – to receive direct dial toll-free calls from any point in the continental united State through a wide area telephone service (WATS) number: CALL

#### CHEMTREC TOLL-FREE (800) 424-9300

CHEMTREC can usually provide hazard information warning and guidance when give the IDENTIFICATION NUMBER or the NAME OF THE PRODUCT and the NATURE OF THE PROBLEM. For more detailed information and/or assistance, if product is unknown, attempt to provide as mush of the following information as possible:

Name of caller and callback number Nature and location of the problem Guide number you are using Shipper of Manufacturer Container type Railcar or truck number Carrier name Consignee Local weather conditions

Incidents involving hazardous materials frequently occur at inconvenient locations making communications difficult. It is important that every effort should be made to keep a phone line open so that the shipper can make contact with the on-scene commander to provide guidance and assistance. The successful use of the Hazardous materials Emergency Response Guidebook depends heavily upon your contact with CHEMTREC as soon as you have established yourself as the on-scene leader, surveyed the incident and have seen to the immediate needs of people involved in the situation. The shipper or manufacturer of the material can usually be contacted through CHEMTREC for expert assistance.

### HazMat Safety Officer – Checklist

- Evaluate first responders initial steps and correct any areas needed
- Establish zones and the de-con corridor
- Coordinate research and determine level of PPE for entry research and determine level of PPE using compatibility
- □ Ensure the HazMat IQ steps are being followed correctly
- Coordinate with EMS for medical support and for team member evaluation prior to entry
- Oversees air supply, time in the hot zone and physical condition of entry team
- □ Assist in completion of the Site Safety Plan
- □ Ensure there is an area of refuge, if needed
- □ Confirm that Emergency De-Con is setup
- Maintain constant air monitoring of the cold work zone and the Contamination Reduction Zone
- Be present when Entry and Backup teams are briefed on tactics
- Check the Entry/Backup teams are on Talk Around Channel
- □ Ensure the following forms are completed
  - □ Hazardous Materials Safety Officer Checklist
  - □ ICS 208HM Site Safety and Control Plan

Sign Name

# HazMat Safety Officer – ICS 208 HM Site Safety and Control Plan

1.	Inci	dent Nam	ne:																
2.	Dat	e Prepare	ed:					eratio	nal	Period	Time	:							
						Se	ction I.	Site I	nfor	ma	tion:								
4.	Inci	dent Loca	ation:																
						S	ection	II. Or	gani	zati	ion:								
E	l I	ncident							6		HM G	irou	ıp						
5.	C	Command	er:						0.		Super	rvis	or						
7	Т	ech. Spec	ialist -						Q		Safaty		fficor						
7.	H	IM Refere	ence:						0.		Jaict	y O	meer.						
9.	E	intry Lead	er:						10	).	Site A Leade	Acce er:	ess Con	trol					
11	A	sst. Safet	y Officer	-					12	,	Decor	ntai	minatio	on					
	H	IM									Leade	er:							
13.	S	afe Refug	e Area						14	ŀ.	Enviro	onn	nental						
45	N	/lgr.							10		Healt	h:							
15.									16	). D									
Enti	y le	eam: (Bud	dy Syste	n):						Decontamination Elemen					t:				
17.		Name	:			PPE L	PPE Level:			18.	-	Na	ame:					PPE	Level:
Enti	у1. 1									Decon 1							_		
Enti	Υ <u>Ι</u> .									Decon 1									
Enu	у <u>1</u> . т. 1									Decon 1									
EIIU	у <u>т</u> .					Socti		azaro			nalvci								
			Contair	0		Dhyc	л III. п 				Allalysi	5.							
19.	Ma	aterial:	r Type	e	Qty.	State	pH:	IDL	H:	F	.P. I.	.т.	V.P.	V.D.		S.G.	LE	L	UEL
			TType.			State.													
Con	nme	nt:			<u> </u>	I	1	1		<u> </u>	I		1	1			1		I
			1			Sect	ion IV.	Hazar	rd M	oni	itoring	:							
			. ( )								HM	Gro	up						
20. LEL Instrument(s):							2	1.	Supe	ervi	sor								
22	•	Toxicity /	PPM						2	้า	Radi	olo	gical						
22		<u>Instrum</u> er	nts:						2	J	Instr	um	ent(s):						
Con	nme	nt:																	
					S	ection V	. Decor	ntami	nati	on	Proced	dure	es:						
24.	5	Standard I	Decontai	nir	nation P	rocedur	es?									Yes:		Ν	o:
Con	nme	nt:																	

# HazMat Safety Officer – ICS 208 HM Site Safety and Control Plan

							Se	ctior	ו VI. 9	Site (	Comn	nunic	atior	ns:								
25.	Comm	nand F	requ	iency:			26.	Сог	mma	nd Fr	eque	ency:			27.	En	try Fr	equ	Jen	cy:		
Secti	on VII.	Medic	al As	sistar	nce:												r					
28.	Medio	cal Mo	onito	ring:													Yes	:			No:	
Com	ment:	col Tro	) atm	onta	nd Tr		ort Ir	n_Dla	<u></u>								Voc			٦T	No	
29.	IVIEUN		atin			ansp		1-r ia	LE.								163	•			NO.	
Com	ment:																					
30.									Sec	tion	VIII. :	Site N	Лар:									
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Weat	ther:		Comm	nand P	ost:			J Zo	nes:		Asser	nbly A	reas:		Esca	pe R	outes	:		Ot	ther:	
	Entry	Ohiec	tivoc	•				Sect	ION I	K. EN	try O	bject	ves:									
31.	Littiy	Object	LIVES	•																		
					•	Se	ectio	n X. S	SOP's	and	Safe	Wor	k Pra	ctice	es:							
32.	Modif	icatio	ns to	Docu	imen	ted S	SOP's	s or V	Vork	Pract	ices?	)				Ye	es:		No:			
Com	ment:																					
							Sec	tion	XI. E	merg	gency	Proc	edur	es:								
33.	Emerg	gency	Proc	edure	es:																	
Secti	on XII. S	Safety	Brie	fing:																		
34.	Asst. S	Safety	Offic	cer – I	HM S	ignat	ture:	:					Sal Tin	fety I ne Co	Briefir omple	ng eted:						
35.	HM G	roup S	uper	rvisor	Sign	ature	e:										•	_				
36.	Incide	nt Cor	nma	nder	Signa	ature	:															

## HazMat Safety Officer – ICS 208 HM Site Safety and Control Plan

## INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL

#### PLAN

### **ICS 208 HM**

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

Item Number	Item Title	Instructions
1	Incident Name/Number	Print name and/or incident number.
2	Date and Time	Enter date and time prepared.
3	Operational Period	Enter the time interval for which the form applies.
4	Incident Location	Enter the address and or map coordinates of the incident.
5 – 16	Organization	Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring
17 - 18	Entry Team/Decon Element	Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.)
19	Material	Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)
20 - 23	Hazard Monitoring	List the instruments which will be used to monitor for chemical.
24	Decontamination Procedures	Check NO if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions
25 - 27 28 - 29	Site Communications Medical Assistance	Enter the radio frequency(ies) which apply. Enter comments if NO is checked.
30	Site Map	Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be
31	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop
32 -33	SOP s, Safe Work Practices, and Emergency Procedures	List in Comments if any modifications to SOP's and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone.
34 - 36	Safety Briefing	Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed.

### **Fire Group**

The Fire Group is under the direction of the Incident Commander at a hazardous materials incident. The Incident Commander shall ensure their safety at the scene.

The Fire Group will complete duties as required by the Incident Commander.

### **Emergency Medical Services Group**

Emergency Medical Services are under the direction of the Incident Commander at a hazardous materials incident. The Incident Commander shall ensure their safety at the scene.

No EMS personnel shall be permitted to come in contact with a victim of a hazardous materials incident until emergency de-con has been performed (a minimum of 60 seconds flush).

This 60 second flush would be used for all personnel, even with life threatening injuries. The EMS unit would under no circumstances enter any area beyond the de-con site (unless trained to do so).

The supervisor of the EMS unit would be notified of the victim's suspected product of contamination. The supervisor would also be provided with all information/data available. (This will assist in getting rig ready for transport).

NWOHM team will have a certified Advanced Life Support unit on scene while at the incident.

The Advanced Life Support unit can be used for the medical evaluation of the entry teams as deemed necessary by the Incident Commander.

### **EMS Officer**

The primary concern of the EMS Officer is the wellbeing of the entry and backup teams. If possible this position should be filled with someone holding an Advanced Life Support certification. Other duties, but not limited to:

- Work with HazMat Officer and HazMat Safety to coordinate any medical issues that arise at the incident
- Shall have a medical evaluation of all entry personnel completed before entry and after exit
- Coordinate with local medical facility in case treatment is needed for victim or team member prepare on scene Advanced Life Support to treat if exposure occurs
- Have an Advanced Life Support unit on scene for the team, if used for a victim or responder request an additional Advanced Life Support unit to the scene

- Take appropriate steps to protect the transport unit from chemicals involved before needed at the scene
- Verify that anyone that was exposed has been de-coned, at least with a 60 second flush

# **EMS Group Forms**



### EMS Officer – Checklist

Coordinate with the HazMat Officer and HazMat Safety to deal with any medical concerns at incident
Shall have a complete medical evaluation of all entry personnel before and after entry

- Coordinate with local medical facility in case treatment is needed for victim or team member, relay all information needed by the facility
- Have an Advanced Life Support unit on scene for the team, if used for treatment request another Advanced Life Support unit for the incident
- $\Box$  Take appropriate steps to protect the transport unit from before unit is needed
- Verify that anyone that has been exposed has been de-coned for at least 60 seconds, triage if necessary
- Gather all information needed for any person being transported; destination, chemical exposed to and all personal information
- Establish EMS area with Advanced Life Support capability
- Complete medical form for each entry and backup team member
- □ Complete an exposure form for each victim and member needing treatment
- Advise the HazMat Officer and the Incident Commander of the number of victims and/or team members transported and to which hospital
- $\hfill\square$  Review exclusion criteria with Advanced Life Support members
- □ Ensure the following forms are completed
  - □ EMS Officer Checklist
  - □ ICS 206 Medical Plan
  - Exposure Report

Sign Name

EMS Officer – Medical Plan ICS 206													
MEDICAL PLAN	1. Incide	ent Name	2. Date Pre	pared	3	3. Time	Prepared	4.	Operat	ional Per	riod		
		5.	Incident Me	dical Aid	I Station	1							
Medical Aid Stations			Location						Pa	aramedic Yes	s No		
			6. Trans	portatio	n								
			A. Ambula	nce Serv	vices								
Name		Address				P	hone		Pa	aramedic Yes	s No		
			B. Incident	Ambula	nces								
Name		Location							Pa	aramedic Yes	s No		
			7 Hc	snitals									
Name	Address		,, 110	Travel 7	Time	Phone		Helipad	i Na	Burn (	Center		
				All	Jiouna			Tes	NO	Ies	NO		
		8.	Medical Emer	gency P	rocedure	es			<u> </u>	<u> </u>			
Prepared by (Medical Unit L	eader)	10. Revi	iewed by (	(Safety Off	ïcer)								
#### ICS 206 Medical Plan

**Purpose.** The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

**Preparation.** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

**Distribution.** The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions			
1	Incident Name	Enter the name assigned to the incident.			
2	Operational Period Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.			
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):			
_	Name	Enter name of the medical aid station.			
	Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).			
	Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).			
	Paramedics on Site?	Indicate (yes or no) if paramedics are at the site indicated.			
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:			
	Ambulance Service	Enter name of ambulance service.			
	Location	Enter the location of the ambulance service.			
	Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.			
	Level of Service	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).			
5 Hospitals		Enter the following information for hospital(s) that could serve this incident:			
	Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.			
	Address, Latitude &	Enter the physical address of the hospital and the latitude and longitude			
	Longitude if Helipad	if the hospital has a helipad.			
	Contact Number(s)/	Enter the contact number(s) and/or communications frequency(s) for the			
	Frequency	hospital.			
	Travel Time	Enter the travel time by air and ground from the incident to the hospital.			
	Air				
	Ground				

### EMS Officer – Medical Plan ICS 206

Block Number	Block Title	Instructions
5	Trauma Center	Indicate yes and the trauma level if the hospital has a trauma center.
(continued)	Burn Center	Indicate (yes or no) if the hospital has a burn center.
	Helipad 🔲 Yes 🗌 No	Indicate (yes or no) if the hospital has a helipad.
		Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self-explanatory. Incident assigned aviation assets should be included in ICS 220.
7	<b>Prepared by</b> (Medical Unit Leader) Name Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) Name Signature Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

## EMS Officer – Exposure Report

Medical Evaluator:	
Incident Number:	
Date:	
Location	

Team Member Name:	
Assignment:	
Agency:	
Level PPE (FF/SCBA, A,	
B, C, D) & description:	
Symptoms	

#### Level of Treatment

On Scene
Hospital
Special Center
Doctor's Office
Other
None

#### Substances Exposed to:

01 Acetic acid	13 Chlorine	25 Muriatic acid
02 Acetone	14 Hepatitis B	26 Nitric acid (NOx)
03 Acetylene	15 HIV (AIDS)	27 PCBs
04 Alcohol (ethyl)	16 Hydrochloric acid	28 Polyvinyl chloride
05 Alkaline	17 Hydrocyanic acid	29 Rabies
06 Anhydrous ammonia	18 Hydrogen chloride	30 Radioactive materials
07 Asbestos	19 Hydrogen Sulfide	31 Sulfuric Acid (SOx)
08 Asphalt	20 Pesticide/Herbicide/Insecticide	32 Tuberculosis
09 Battery fluid alkaline	21 Ketone	33 Lye
10 Calcium hypochlorite	22 Liquefied petroleum gas	34 Meningococcal meningitis
11 Carbon dioxide	23 Sulfuric acid	35 HazMat not identified
12 Carbon monoxide	24 Mononucleosis	36 Fire gases not identified
		37 Other:

#### **Exposure Profile:**

Substance	Route of Exposure	Hours	Minutes	Other

### Extent of injuries at this time:

## EMS Officer – Medical Monitoring

Incident #:				Add	ress:					
Date:			Medical	Offic	er:			EMS	5 Unit:	
HazMat Tech	h:			Age				Sex		
Chemical Inv	volved:									
Item	Pr	e-Entrty		$\boxtimes$	Post-	Post-Entry After:				
					0 mir	nutes	20 minutes	;	40 minutes	60 minutes
Examiner										
Time										
Temperature	e									
Pulse										
Respirations										
Eye Respons	se 🛛									
Blood Pressu	ure									
Body Weight	t									
Skin Evaluati	ion									
Lung Sounds	5									
Mental Statu	JS									
Hydration										
Medical Hist	ory									
🗆 Technicia	an returr	ned to work-cycle at			hou as:	urs				
		backup team	🗆 entry	/ tean	n		other			
Technicia	an did no	ot returned to work-cyc	le and at			_ hou	ırs was as	signe	d to:	
	unnequi	attended by				a	it			hrs
		$\Box$ transported by _ to:				a	it			hrs

Signature

Print Name

EMS Officer – Medicar Exclusion Chiena							
ITEM	PRE-ENTRY						POST-ENTRY
Temperature	Oral temp under: 97F 36.1C Oral						Oral temp over: 101F
	temp over: 99.5F 37.5 C				38.3 C		
Pulse	AGE/H	IEART	RATE				If not within 10% of
	HR>70	)% of I	maxim	um ac	cordin	ig to	pre-entry rate while
	age (2	20 - a	ge x 70	)%)			sitting, check standing
	Age	Hr	Age	Hr	Age	hr	
	20	140	30	133	40	126	
	21	139	31	132	41	125	
	22	138	32	132	42	125	
	23	137	33	131	43	124	
	24	137	34	130	44	123	
	25	136	35	130	45	123	
	26	136	36	129	46	122	
	27	135	37	128	47	121	
	28	134	38	127	48	120	
	29	134	39	127	49	120	
Respirations	Over 2	24 per	minut	e			
Eye Response	Check	pupils	s (size,	react	ivenes	s)	Any change from
							baseline
Blood Pressure	No sys	stolic e	exclusi	on crit	teria		Systolic drops 20mmHg
(Systolic over Diastolic)	from						from baseline
	Diastolic over 105 mmHg						mmHg
Body Weight	Weigh	n in pe	rsonal	clothi	ng		Weight loss over 3%
	No ex	No exclusion criteria					(remove sweaty
							clothing, if possible)
Skin Evaluation	Signifi	cant r	ed / ir	ritated	sunb	urn	Profuse sweating
	Large	skin ra	ash	Cold and/or clammy			
	Open	sores		skin			
	Woun	ds					
	Lesion	IS					
Lung Sounds	Whee	zing					·
	Conge	stion					
	Irregular Breathing						
Mental Status	Slurred Speech In Addition:				In Addition:		
	Clums	iness					Headache
	Weak	ness					Dizziness
	Unabl	e to sp	oell a 5	-lette	r word		Disoriented
	backw	, vards					(does not know time,
							place, person)
Hydration	Did not drink a minimum of 1 – 2 cups of water.						

Medical History	
Medical Conditions	Hypertension – Uncontrolled or Recently Diagnosed Diabetes - Uncontrolled or Recently Diagnosed Asthma - Uncontrolled or Recently Diagnosed Recent Surgery Recent Onset of Heart Problems New Medical Diagnosis
Illness Within Past 72 Hours	Pregnancy Nausea/Vomiting Diarrhea Fever Cough Current Upper Respiratory Tract Infection (bronchitis, pneumonia, chest/head cold) Urinary Urgency Menstrual Cramps Heat Stroke/Sunstroke
Alcohol Use	Heavy alcohol consumption in the past 24 hours. Any alcohol consumption in the past 3 hours.
Prescription Medications	Any newly prescribed medication (within the last two weeks).
Over-the-counter Medications	Decongestants / antihistamines taken in the past 48 hours Eg. Hismanal, Claritin, Sinutab, Sudafed, Benadryl, Actifed Antinauseants taken in the past 24 hours, eg. Gravol Antidiarrheals taken in the past 24 hours eg. Lomotil, Imodium Sleeping pills taken in the past 72 hours Painkillers with codeine taken in the past 24 hours eg. 222's, Tylenol #1,2,3

Signature

Print Name

#### **Special Operations Group**

The Special Operations Group is under the direction of the Incident Commander at a hazardous materials incident. The Incident Commander shall ensure their safety at the scene.

The Special Operations Group will complete duties as required by the Incident Commander. This group will help provide technical support to the incident.

#### **Environmental Group**

The Environmental Group is under the direction of the Incident Commander at a hazardous materials incident. The Incident Commander shall ensure their safety at the scene.

The Environmental Group will complete duties as required by the Incident Commander. This Group will typically be members of outside organizations such as the EPA, Health Department, and Environmental Services.

The Environmental Group will:

- 1. Determine the identity and nature of the Hazardous Materials.
- 2. Establish the criteria for clean-up and disposal of the Hazardous Materials.
- 3. Declare the site safe for re-entry by the public.
- 4. Provide the medical history of exposed individuals.
- 5. Monitor the environment.
- 6. Supervise the clean-up of the site.
- 7. Enforce various laws and acts.
- 8. Determine legal responsibility.
- 9. Provide technical advice.
- 10. Approve funding for the clean-up.

#### **Security Group**

The Security Group is under the direction of the Incident Commander at a hazardous materials incident. The Incident Commander shall ensure their safety at the scene.

The Security Group will complete duties as required by the Incident Commander. This Group will typically be members of On-site Security, Local Law Enforcement, County Law Enforcement, State Law Enforcement, and Federal Law Enforcement agencies.

Some functional responsibilities that may be handled by the Security Group are:

- 1. Isolate the incident area.
- 2. Manage crowd control.
- 3. Manage traffic control.
- 4. Manage scene security.
- 5. Manage public protective action.
- 6. Provide scene management for on-highway incidents.
- 7. Manage criminal investigations.

## Appendix



## **Benchmarks**

#### Hazardous Materials Benchmarks

Zones Established	Given upon establishment of a hot, warm, and cold zone. This shall be cone at every HazMat incident.
Material Identified	Given when the hazardous materials have been properly identified.
HazMat Team On-scene	Given over the air and via CAD upon arrival of the HazMat team.
De-con Established	Given when the appropriate de-con corridors are established.
Entry Team On Air	Given when the initial entry team has been suited and is on air ready to make entry.
Entry Team Off Air	Given when members have completed de-con and are off air and out of the appropriate level of dress.
Back-up Team Ready	Given when the back-up team is in place and ready.
Termination of Discharge	Given when the hazard has been controlled.

# **Technical De-con**

ITEMS	QTY
Tarp	2
Overpack Drum	1
Large Garbage Can	1
5 Gallon Bucket	5
Truck Brush	2
Wheel Brush	2
Folding Walker	2
Rectangular Pool	2
De-con Shower	2
Black Platform Step	4
Cones	6
Small Step Ladder	3
Garden Hose	2
2.5" Manifold (1.5" Hose Adaptor)	1
Water Wand	2
2.5" or 3" Hose from Engine	1
Drum Liner (Large garbage bag)	2
Folding Table	1



HOT ZONE

## Zones



#### **Cold Zone (Support)**

Command Post Support Agencies Staging

**NOTE:** This is an example of the establishment of zones.



# **Tactical Worksheet**

Entry #\_\_\_\_\_

Tactical Objectives	Incident Name	Date	Time
Operational Period	entry time	exit time	
General Tactics for this	1.		
entry (including			
alternatives)	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

#### Prepared By:

Signature

Print Name