



# INCIDENT COMMAND SYSTEM

Hazardous Materials

LESSON PLAN 3  
HAZARDOUS  
MATERIALS GROUP  
SUPERVISOR

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**TOPIC:** HAZARDOUS MATERIALS GROUP SUPERVISOR

**TIME FRAME:** 30 Minutes

**LEVEL OF INSTRUCTION:** Level I

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written test.

*Behavior:* The student will answer all questions.

*Standard:* With 80% accuracy according to the information in the Incident Command System Hazardous Materials Module Hazardous Materials Group Supervisor Position Manual (ICS-HM-222-1), Pages 1 - 7.

**MATERIALS NEEDED:** View graphs 03-01-I-HM-120-1-VG through 03-05-I-HM-120-1-VG. Chalkboard, chalk and eraser, projector and screen. Check-In List (ICS Form 211) for demonstration.

**REFERENCES:** ICS-HM-222-1, Incident Command System Hazardous Materials Module Hazardous Materials Group Supervisor Position Manual.

**PREPARATION:** The Hazardous Materials Group Supervisor is responsible for implementing the phases of the Incident Action Plan dealing with the Hazardous Materials Group. In this session we will go through all the responsibilities of your position, as listed in the Hazardous Materials Group Supervisor Position Manual (ICS-HM-222-1). Using the checklist and knowing the scope of your responsibilities will help you operate safely and within the law. Safety is your responsibility as well as everyone else's.

You will be given a written quiz at the end of this lesson. The performance standard for this quiz will be 80% correct.



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PRESENTATION	APPLICATION
<p>I. INTRODUCTIONS</p> <p>A. HM Group Supervisor assigned to</p> <ol style="list-style-type: none"><li>1. Operations Section</li><li>2. Or Branch Director if activated</li></ol> <p>B. Reports to</p> <ol style="list-style-type: none"><li>1. Operations Section Chief</li><li>2. Or Branch if activated</li></ol> <p>C. Responsible for</p> <ol style="list-style-type: none"><li>1. Incident Action Plan<ol style="list-style-type: none"><li>a. HM Group operations</li></ol></li><li>2. Assignment of HM resources within the Group</li><li>3. Reports on<ol style="list-style-type: none"><li>a. Progress of control operations</li><li>b. Status of HM resources</li></ol></li><li>4. Directs the overall operations of the HM Group</li></ol>	<p>Show 03-01-I-HM-120-1-VG</p> <p>The HM Group Supervisor reports to which ICS section?</p> <p>Show 03-02-I-HM-120-1-VG</p>
<p>II. PERSONNEL</p> <p>A. General objectives of this position</p> <ol style="list-style-type: none"><li>1. Determine the effective and safe action<ol style="list-style-type: none"><li>a. Through assessment</li><li>b. Through monitoring</li></ol></li></ol>	<p>What are the general objectives of the HM Group Supervisor's position?</p>



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<ul style="list-style-type: none"><li>B. Must have knowledge of<ul style="list-style-type: none"><li>1. Agency requirements</li><li>2. Operational procedures</li><li>3. Risk analysis</li><li>4. Safety considerations</li></ul></li><li>C. HM Group Supervisor requirements<ul style="list-style-type: none"><li>1. Minimum equivalent to<ul style="list-style-type: none"><li>a. Federal, state, and local laws</li></ul></li></ul></li></ul>	Describe the requirements of the HM Group Supervisor.
<b>III. MAJOR RESPONSIBILITIES AND PROCEDURES</b>	
<ul style="list-style-type: none"><li>A. Check in and obtain briefing<ul style="list-style-type: none"><li>1. Complete Check-in List<ul style="list-style-type: none"><li>a. ICS Form 211</li></ul></li><li>2. If reporting directly to assignment<ul style="list-style-type: none"><li>a. Check in via radio</li></ul></li><li>3. Request briefing which includes<ul style="list-style-type: none"><li>a. Incident Briefing (ICS Form 201)</li><li>b. Or the information verbally</li><li>c. Request instructions concerning work activities</li></ul></li><li>4. Obtain Incident Action Plan</li><li>5. Start Unit/Activity Log<ul style="list-style-type: none"><li>a. ICS Form 214</li></ul></li></ul></li></ul>	<p>What are the check-in procedures?</p> <p><b>INSTRUCTOR NOTE:</b> Show ICS Form 211</p> <p>What are the ICS documents that will be presented to the HM Group Supervisor during the first briefing?</p> <p>Show 03-03-I-HM-120-1-VG (ICS Form 201)</p> <p>Show 03-04-I-HM-120-1-VG (ICS Form 214)</p>



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<p>B. Control zones, access control points, and control lines</p> <ol style="list-style-type: none"><li>1. Verify initial isolation area</li><li>2. Establish zone control lines<ol style="list-style-type: none"><li>a. Exclusion Zone</li><li>b. Contamination Reduction Zone</li><li>c. Support Zone</li><li>d. Ensure they are physically defined</li></ol></li></ol>	<p>What are the responsibilities of the HM Group Supervisor to develop the physical layout of the hazard site?</p>
<p>C. Evaluate and recommend public protection actions</p> <ol style="list-style-type: none"><li>1. Determine the need for<ol style="list-style-type: none"><li>a. Evacuation</li><li>b. In-place protection</li><li>c. No action</li></ol></li><li>2. Use prudent risk analysis</li></ol>	<p>How is the HM Group Supervisor involved in the development of public protection actions?</p>
<p>D. Obtain current and future weather data</p> <ol style="list-style-type: none"><li>1. Coordinate with Plans Section &amp; Tech Spec - HM Reference</li></ol>	<p>What is the HM Group Supervisors responsibility to obtain weather?</p>
<p>E. Establish environmental monitoring</p> <ol style="list-style-type: none"><li>1. Coordinate with Plans Section &amp; Tech Spec - HM Reference</li></ol>	



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<p>F. Ensure that the written Site Safety and Control Plan (ICS Form 208 HM) is developed and implemented</p> <ol style="list-style-type: none"><li>1. ICS Form 208 HM</li><li>2. Coordinate with ASO - HM</li><li>3. Follow 29 CFR 1910.120 (q), and applicable state and local laws</li></ol>	<p>What position in the HM Group is responsible for ensuring that a written Site Safety and Control Plan (ICS Form 208 HM) is developed?</p> <p>Show 03-05-I-HM-120-1-VG (ICS Form 208 HM)</p>
<p>G. Conduct safety meetings with the HM Group</p> <ol style="list-style-type: none"><li>1. Provide briefing on the Site Safety and Control Plan (ICS Form 208 HM) components:<ol style="list-style-type: none"><li>a. Emergency signal, escape routes, and escape plan</li><li>b. EMS availability, location</li></ol></li></ol>	<p>Discuss some of the meetings that the HM Group Supervisor must attend and/or conduct?</p>
<p>H. Participate in the development of the IAP</p> <ol style="list-style-type: none"><li>1. Participate in planning meetings, when requested<ol style="list-style-type: none"><li>a. With the HM Group</li><li>b. With the General Staff</li></ol></li><li>2. HM components to the IAP<ol style="list-style-type: none"><li>a. HM Group objectives for current operational period</li><li>b. Information requests for operational period</li><li>c. Summary of resources</li><li>d. Instructions for work activities</li></ol></li></ol>	<p>List the components of the IAP for which the HM Group Supervisor is responsible.</p>



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<ul style="list-style-type: none"><li>3. Demobilization plan for HM Group<ul style="list-style-type: none"><li>a. Determine resource needs</li><li>b. Notify Operations Section or Branch Director (if activated) of your surplus resources</li></ul></li></ul>	
<ul style="list-style-type: none"><li>I. Ensure safe operational procedures are followed<ul style="list-style-type: none"><li>1. 29 CFR 1910.120 (q)</li><li>2. NFPA. 471, 472, and 473</li><li>3. Federal, state, and local standards</li></ul></li></ul>	
<ul style="list-style-type: none"><li>J. Ensure proper PPE is selected and used<ul style="list-style-type: none"><li>1. Coordinate selection of PPE with<ul style="list-style-type: none"><li>a. Entry Leader</li><li>b. Tech Spec - HM Reference</li><li>c. ASO - HM</li></ul></li></ul></li></ul>	<p>Is the HM Group Supervisor responsible for selection of PPE?</p>
<ul style="list-style-type: none"><li>K. Ensure that appropriate agencies are notified<ul style="list-style-type: none"><li>1. Local Administering Agency</li><li>2. State Warning Center</li><li>3. National Response Center</li><li>4. Other Federal, state, and local agencies</li></ul></li></ul>	<p>What are some of the agencies and groups that must be notified by the HM Group Supervisor?</p>
<ul style="list-style-type: none"><li>L. Maintain Unit/Activity Log<ul style="list-style-type: none"><li>1. ICS Form 214</li><li>2. Submit Groups Unit/Activity Logs to Documentation Unit</li></ul></li></ul>	<p>What is the final destination of the Unit/Activity Logs?</p>



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## ***SUMMARY:***

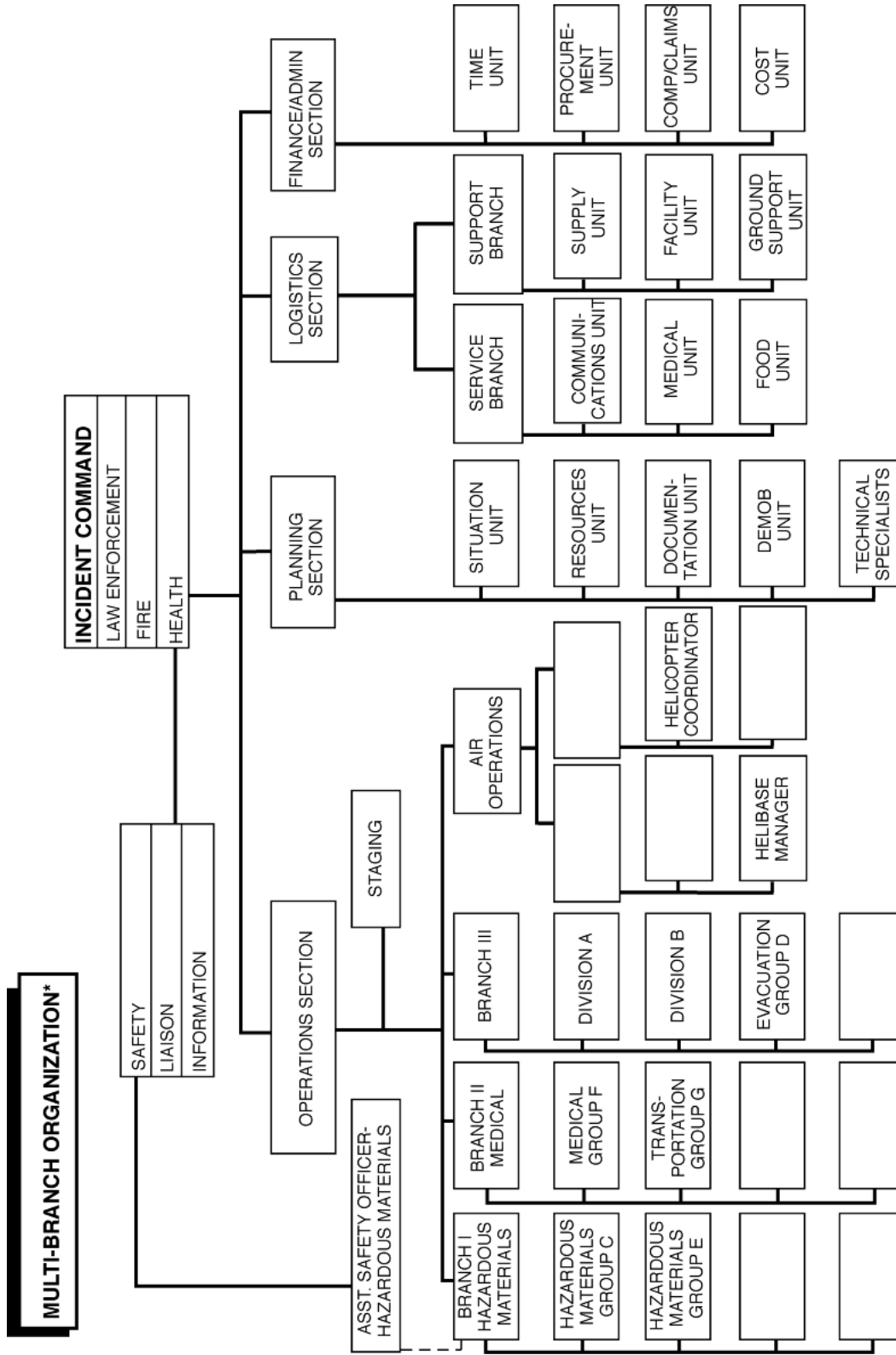
The position description and checklist just covered is the minimum consideration for the position of Hazardous Materials Group Supervisor. The most important items are safety-related ones: briefings, control lines, public protection, monitoring, a written Site Safety and Control Plan (ICS Form 208 HM), meetings, and the selection of proper protective clothing. The other checklist items are: have someone keep track of weather, participate in planning, and complete your paperwork.

## ***EVALUATION:***

Give student quiz I-HM-222-1

## ***ASSIGNMENT:***

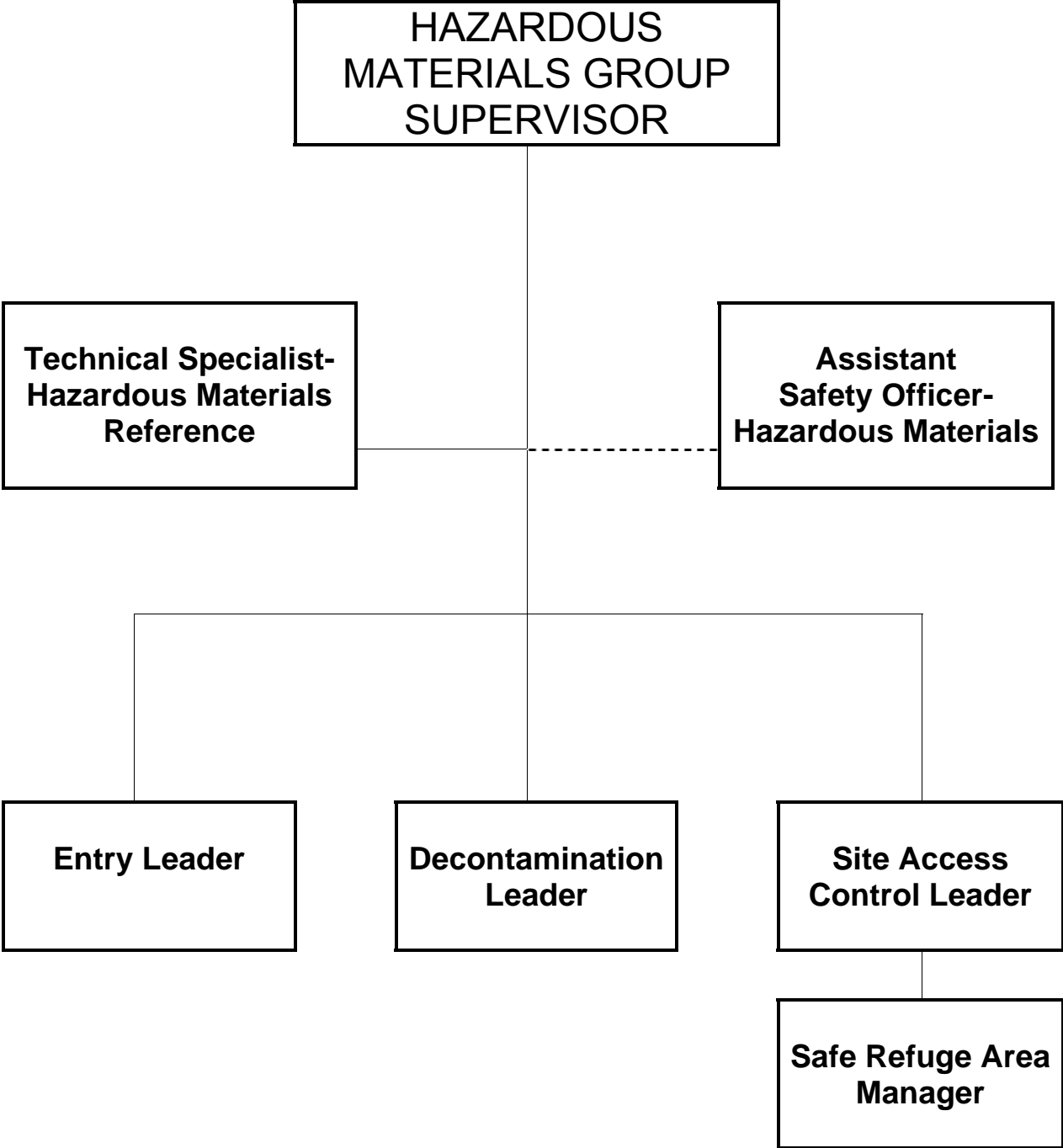
Read Pages 1 - 7 of the Hazardous Materials Group Supervisor Position Manual (ICS-HM-222-1).



\* MULTI-BRANCH ORGANIZATION (EXAMPLE)

The Incident Commanders have activated all Command and General Staff positions and have established four branches in the Operations Section.

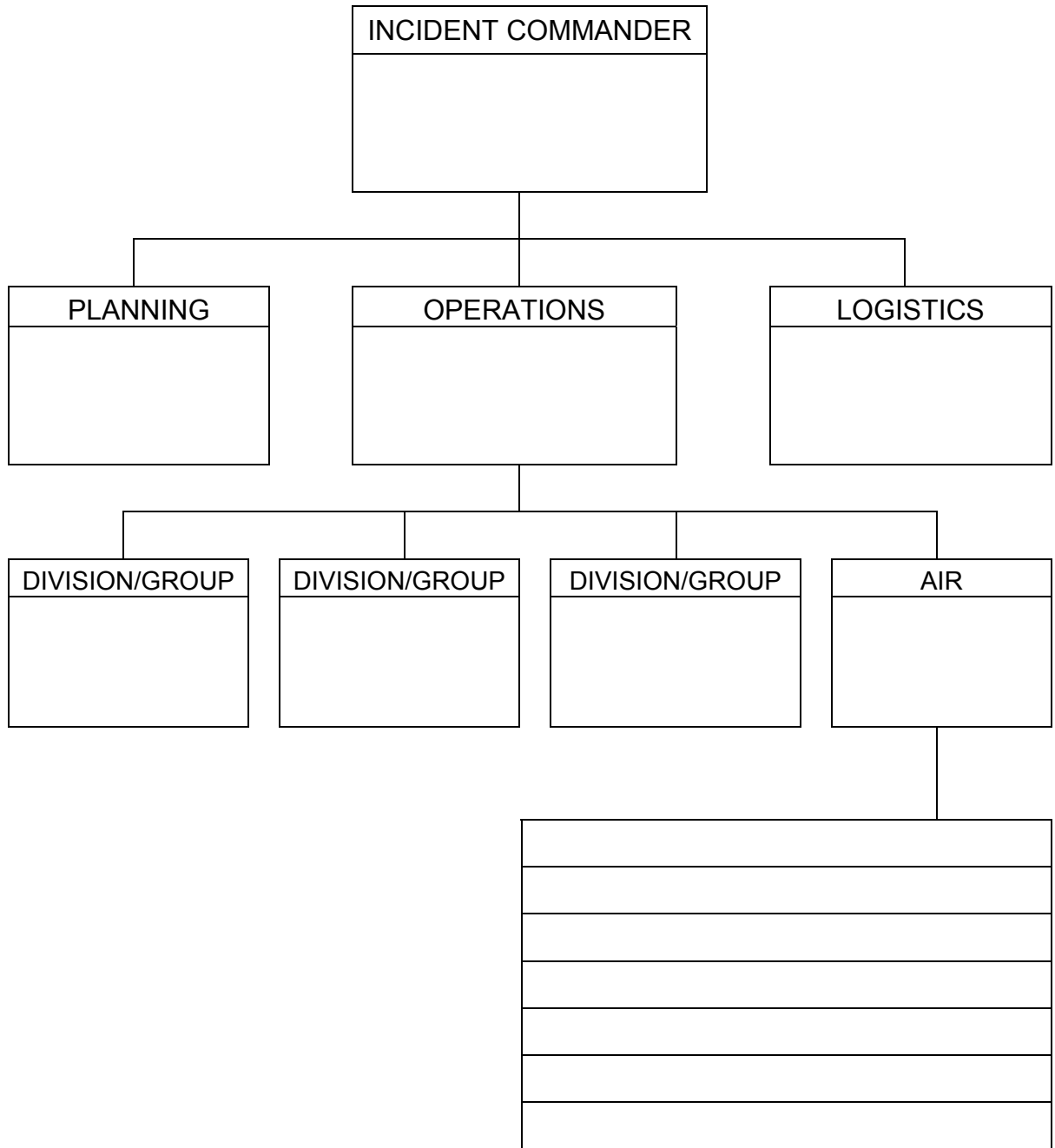




<b>INCIDENT BRIEFING</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
5. PREPARED BY (NAME AND POSITION)			



7. CURRENT ORGANIZATION









<b>SITE SAFETY AND CONTROL PLAN</b> ICS 208-HM 3/98 Page 1 of 3		1. Incident Name:		2. Date Prepared:			3. Operational Period: Time:						
<b>Section I. Site Information</b>													
4. Incident Location:													
<b>Section II. Organization</b>													
5. Incident Commander:			6. HM Group Supervisor:				7. Tech. Specialist - HM Reference:						
8. Safety Officer:			9. Entry Leader:				10. Site Access Control Leader:						
11. Asst. Safety Officer - HM:			12. Decontamination Leader:				13. Safe Refuge Area Mgr:						
14. Environmental Health:			15.				16.						
17. Entry Team: (Buddy System) Name: PPE Level						18. Decontamination Element: Name: PPE Level							
Entry 1						Decon 1							
Entry 2						Decon 2							
Entry 3						Decon 3							
Entry 4						Decon 4							
<b>Section III. Hazard/Risk Analysis</b>													
19. Material:		Container Type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL
Comment:													
<b>Section IV. Hazard Monitoring</b>													
20. LEL Instrument(s):						21. O <sub>2</sub> Instrument(s):							
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):							
Comment:													
<b>Section V. Decontamination Procedures</b>													
24. Standard Decontamination Procedures:									YES:		NO:		
Comment:													
<b>Section VI. Site Communications</b>													
25. Command Frequency:				26. Tactical Frequency:				27. Entry Frequency:					
<b>Section VII. Medical Assistance</b>													
28. Medical Monitoring:		YES:		NO:		29. Medical Treatment and Transport In-place:			YES:		NO:		
Comment:													



**Section VIII. Site Map**

30. Site Map:



Weather  Command Post  Zones  Assembly Areas  Escape Routes  Other

**Section IX. Entry Objectives**

31. Entry Objectives:

**Section X. SOP'S and Safe Work Practices**

32. Modifications to Documented SOP's or Work Practices:

YES:

NO:

Comment:

**Section XI. Emergency Procedures**

33. Emergency Procedures:

**Section XII. Safety Briefing**

34. Asst. Safety Officer - HM Signature:

Safety Briefing Completed (Time):

35. HM Group Supervisor Signature:

36. Incident Commander Signature:

**INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN  
ICS 208-HM 3/98 PAGE 3 OF 3**

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 No.	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 backup.)
19.	Material	Enter names and pertinent information of all known chemical products. Enter "UNK" if material is not known. Include any that apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosiveness), 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 that 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.	Site Communications	Enter the radio frequency (ies) that applies.
28 - 29.	Medical Assistance	Enter comments if "NO" is checked.
30.	Site Map	Sketch or attach a site map that defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)
31.	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters that will alter or stop entry operations.
32 - 33.	SOP's, Safe Work Practices, and Emergency Procedures	List in Comments if any modifications to SOP's and any emergency procedures that 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.

Incident Command System Hazardous Materials Module  
**I-HM-222-1 Quiz**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Hazardous Materials Group Supervisor**

**INSTRUCTIONS:** This is a multiple-choice quiz. For each of the following questions or statements, mark the letter preceding the one best answer.

**EXAMPLE:** Methods and operating procedures which reduce fire, water, and smoke damage during and after a fire are called:

- A. Overhaul
- B. Ventilation
- C. Extinguishment
- D. Salvage**

1. Which ICS Section is the Hazardous Materials Group Supervisor assigned to?
  - A. Finance Section
  - B. Operations Section
  - C. Planning Section
  - D. Logistics Section
  
2. What is the Haz Mat Group Supervisor responsible for directing?
  - A. Entry Team operations
  - B. News Media releases
  - C. The overall operations of the Haz Mat Group
  - D. The overall Incident Commander of the scene
  
3. With whom does the Hazardous Materials Group Supervisor coordinate and approve the selection of Personal Protective Equipment?
  - A. The Entry Leader, Safety Officer, and Operations Chief
  - B. The Entry Leader, Tech Spec -HM Reference, and ASO - HM
  - C. the Entry Leader, Tech Spec - HM Reference, and Haz Mat Branch Director
  - D. The IC, Safety Officer, and Entry Leader
  
4. The Haz Mat Group Supervisor is responsible for ensuring the development and implementation of a written:
  - A. Communication Plan (ICS Form 205)
  - B. Resources list
  - C. Site Safety and Control Plan (ICS Form 208 HM)
  - D. None of the above

5. Meetings and briefings that the Haz Mat Group Supervisor should conduct or participate in include:
  - A. Operational period briefings
  - B. Planning meetings
  - C. Safety meetings
  - D. All of the above
  
6. The Haz Mat Group Supervisor should ensure notification of which of the following agencies or groups?
  - A. Local Administering Agency
  - B. State Warning Control Center
  - C. National Response Center
  - D. All of the above
  
7. The Haz Mat Group Supervisor must be trained to the minimum equivalent of:
  - A. Federal, state and local laws and regulations
  - B. Local laws only and regulations
  - C. State laws only and regulations
  - D. None of the above
  
8. What is the ICS Form 214?
  - A. Incident Action Plan
  - B. Incident Briefing
  - C. Unit/Activity Log
  - D. None of the above
  
9. With whom does the Haz Mat Group Supervisor coordinate current and future weather data with?
  - A. Plans Section
  - B. Logistics Section
  - C. Tech Spec - HM Reference
  - D. A and C
  
10. With whom does the Hazardous Materials Group Supervisor coordinate the establishment of environmental monitoring of the hazard site?
  - A. The Entry Leader
  - B. The Tech Spec - HM Reference
  - C. The Plans Section
  - D. The Site Access Control Leader
  - E. Both B and C

Incident Command System Hazardous Materials Module  
**I-HM-222-1 Keyed Quiz**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Hazardous Materials Group Supervisor**

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  - C. Overall operations of the Haz Mat Group**
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  - C. Site Safety and Control Plan (ICS Form 208 HM)**
  - D. None of the above

5. Meeting(s) and briefings that the Haz Mat Group Supervisor should conduct or participate in include:
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  - B. Local laws only and regulations
  - C. State laws only and regulations
  - D. None of the above
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  - C. Tech Spec - HM Reference
  - D. A and C**
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  - C. The Plans Section
  - D. The Site Access Control Leader
  - E. Both B and C**