

INCIDENT COMMAND SYSTEM
POSITION MANUAL

ASSISTANT SAFETY OFFICER-
HAZARDOUS MATERIALS

ICS-1102

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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

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CHECKLIST

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

ASSISTANT SAFETY OFFICER-HAZARDOUS MATERIALS CHECKLIST:

- a. Review Common Responsibilities FOG (Page 1-2).
- b. Obtain briefing from the Hazardous Materials Group Supervisor.
- c. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
- d. Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) of deviations from the Site Safety and Control Plan (ICS Form 208) or any dangerous situations.
- e. Has full authority to alter, suspend, or terminate any activity that may be judged to be unsafe.
- f. Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures.
- g. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader.
- h. Ensure that medical related records for the Hazardous Materials Group personnel are maintained.
- i. Maintain Unit/Activity Log (ICS Form 214).

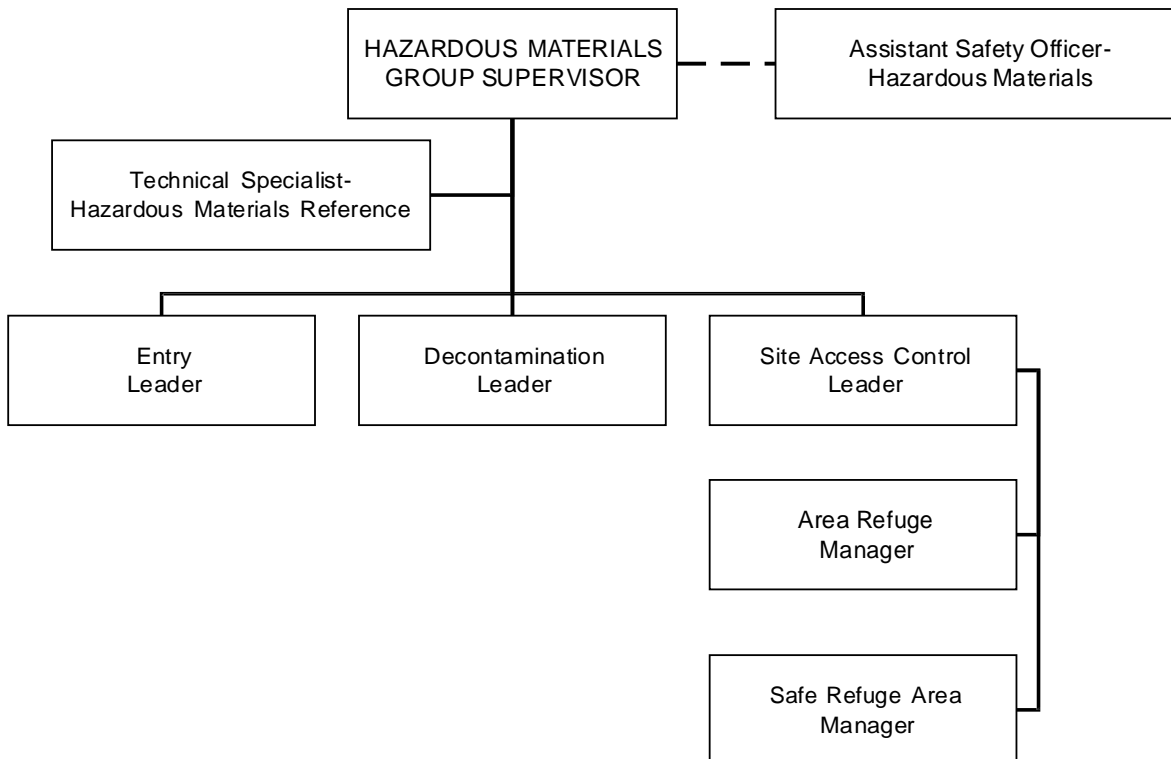
ORGANIZATION, PERSONNEL, MAJOR RESPONSIBILITIES AND PROCEDURES

ORGANIZATION: The Assistant Safety Officer-Hazardous Materials reports to the Incident Commander or Safety Officer (if activated) and coordinates with the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated). The Assistant Safety Officer-Hazardous Materials coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR Part 1910.120 and applicable state and local laws. This position advises the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety, continuously monitors for modifying conditions and has the authority to stop or prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents.

In a multi-activity incident the Assistant Safety Officer-Hazardous Materials does not act as Safety Officer for the overall incident. Therefore, it is necessary that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents.

The Assistant Safety Officer-Hazardous Materials is positioned organizationally in the Hazardous Materials Group as illustrated below:

**Hazardous Materials Group
Organization**



PERSONNEL: The Assistant Safety Officer-Hazardous Materials coordinates activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR 1910.120 (q). This position advises the Hazardous Materials Group Supervisor on all aspects of health and safety and has the authority to stop or prevent unsafe acts. Due to the responsibilities of this position, it is imperative that the individual be both Safety Officer qualified (ICS-220-4), and possess a high degree of knowledge in hazardous substance mitigation operations and procedures. These responsibilities require that the personnel assigned to this position have a minimum equivalent training and expertise as mandated by federal, state and local laws.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the Assistant Safety Officer-Hazardous Materials are stated below. Following each responsibility are procedures for implementing the responsibility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

- a. Check in and obtain briefing from the Incident Safety Officer (if activated):
 1. Complete Check-In List (ICS Form 211).
 2. If reporting directly to an assignment, check in via radio.
 3. Request and receive briefing which includes:
 - Incident Briefing (ICS Form 201) or the equivalent information verbally.
 - Initial instructions concerning work activities.
 4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
 5. Start Unit/Activity Log (ICS Form 214).
- b. Obtain briefing from the Hazardous Materials Group Supervisor:
 1. Obtain information on Hazardous Materials Group operational objectives.
 2. Obtain names and contact information (locations, radio frequencies, etc.) for key personnel.
- c. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208):
 1. Survey site and review documentation (maps, aerial photographs, etc.).
 2. Review Base, Command Post, and Hazard Site Evacuation Plans.
 3. Review Medical Plan.
 4. Review current weather data and future weather forecasts.
 5. Develop recommendations for Incident Action Plan Objectives (ICS Form 202) and Site Safety and Control Plan (ICS 208).
 6. Attend briefings and planning meetings.
- d. Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated) of deviations from the Site Safety and Control Plan (ICS Form 208) or any dangerous situations:
 1. Maintain expedient form of communication with Hazardous Materials Group Supervisor.

2. Brief Hazardous Materials Group on known or foreseeable problems and possible mitigation measures.
 3. Conduct frequent and continuous visual inspections to ensure compliance with the Site Safety and Control Plan (ICS Form 208).
 4. Monitor radio traffic within the Hazardous Materials Group.
- e. Has full authority to alter, suspend, or terminate any activity that may be judged to be unsafe:
1. Notify the Incident Safety Officer of altered, suspended or terminated activities:
 - Notify Hazardous Materials Group Supervisor.
 2. Document attempted and completed communication relating to the use of this authority as soon as possible:
 - Diagram, photograph, and obtain witnesses' names where possible.
- f. Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures:
1. Review and approve recommendations for Personal Protective Equipment (PPE) and procedures relating to known hazardous materials involved.
 2. Observe Group operations personally and conduct interviews with operational personnel.
- g. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader:
1. Maintain periodic communication and review the Site Safety and Control Plan (ICS Form 208) with the Medical Unit Leader.
 2. Review Emergency Medical Management Protocol for a hazardous materials exposure with Medical Unit Leader.
 3. Review personnel, apparatus, and procedures provided for such protection:
 - Standby Emergency Medical Service (EMS) personnel, rescue devices and emergency field decontamination plan.
- h. Ensure that medical related records for the Hazardous Materials Group personnel are maintained:
1. Ensure that exposure records are completed and filed with Documentation Unit.
- i. Maintain Unit/Activity Log (ICS Form 214):
1. Record significant events or action taken on the Unit/Activity Log (ICS Form 214).
 2. Submit Unit/Activity Log (ICS Form 214) through Incident Safety Officer to the Documentation Unit at the end of each operational period.

CONTROL ZONE LAYOUT

