

INCIDENT COMMAND SYSTEM  
POSITION MANUAL

ENTRY LEADER

ICS-1103

JULY 2016

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.

### ENTRY LEADER CHECKLIST:

- a. Review common responsibilities (Page 1-2)

Check in and obtain briefing from the Hazardous Materials Group Supervisor.

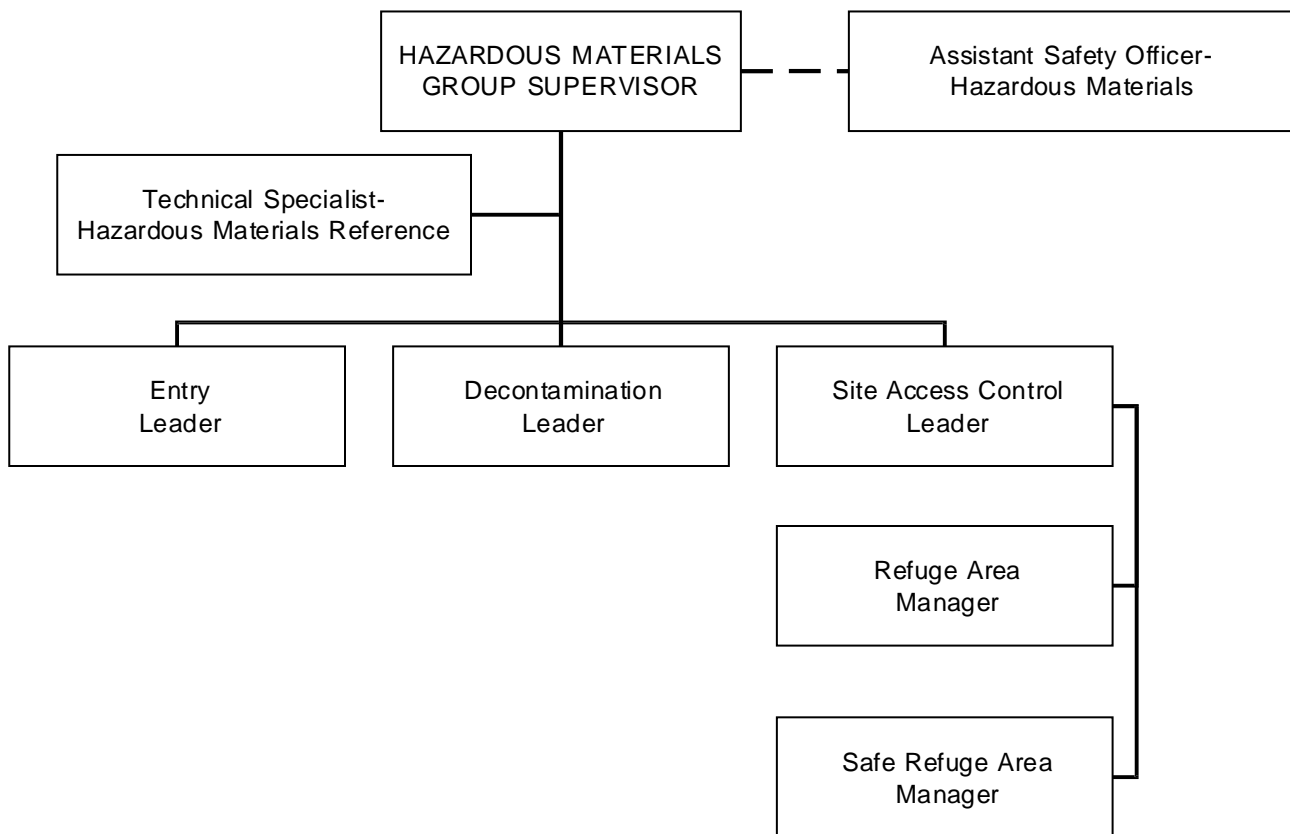
- b. Supervise entry operations.
- c. Recommend actions to mitigate the situation within the Exclusion Zone.
- d. Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release.
- e. Maintain communications and coordinate operations with the Decontamination Leader.
- f. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Refuge Area Manager and the Safe Refuge Area Manager (if activated).
- g. Maintain communications and coordinate operations with Technical Specialist-Hazardous Materials Reference.
- h. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
- i. Direct rescue operations, as needed, in the Exclusion Zone.
- j. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208).
- k. Maintain Unit/Activity Log (ICS 214).

**ORGANIZATION, PERSONNEL, MAJOR RESPONSIBILITIES AND PROCEDURES**

ORGANIZATION: The Entry Leader is assigned to the Hazardous Materials Group (or Hazardous Materials Branch if activated). The Entry Leader reports to the Hazardous Materials Group Supervisor. The Entry Leader is responsible for all activities taking place in the Exclusion Zone, including multiple team entries, repeated entries, and multi-jurisdictional entries.

The Entry Leader is positioned organizationally in the Hazardous Materials Group as illustrated below:

**Hazardous Materials Group  
Organization**



**PERSONNEL:** The Entry Leader is part of an organizational structure designed to provide the Hazardous Materials Group Supervisor with the expertise to direct rescue operations, assist in material identification, and contain and control releases or threatened releases of hazardous materials. The Entry Leader must be able to provide both technical assistance and tactical and strategic information to safely mitigate the incident. 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 Entry Leader are listed 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 Hazardous Materials Group Supervisor:
  1. Complete Check-in List (ICS Form 211).
  2. If reporting direct to assignment, check in via radio.
  3. Request and receive briefing which includes:
    - Incident Briefing (ICS Form 201) or the equivalent information verbally.
    - Initial instructions concerning work activities.
  4. Obtain Incident Action Plan Objectives (ICS Form 202) when available.
  5. Start Unit/Activity Log (ICS Form 214).
  
- b. Supervise entry operations:
  1. Brief the Entry Team(s):
    - Ensure that all Entry Team personnel are familiar with the Incident Action Plan Objectives (ICS Form 202).
    - Ensure that all Entry Team personnel are familiar with the Site Safety and Control Plan (ICS Form 208).
  2. Ensure that continuous medical monitoring is provided for the Entry Team personnel:
    - Provided by the Medical Unit Leader if activated.
  3. Analyze and recommend the proper Personal Protective Equipment (PPE) selection to the Hazardous Materials Group Supervisor and Assistant Safety Officer-Hazardous Materials.
  4. Ensure that all required safety equipment and proper Personal Protective Equipment (PPE) have been inspected, tested and donned by the Entry Team.
  5. Provide timekeeping for Entry Team personnel.
  6. Maintain communications (visual and/or radio contact), and monitor the Entry Team(s).
  7. Review and revise entry objectives, based on contingencies.
  8. Review and revise site safety, and rescue procedures as needed.
  9. Ensure that Entry Team personnel exit the Exclusion Zone with reserve air to allow for decontamination.
  10. Ensure that Entry Team personnel have adequate rehabilitation:
    - Evaluation provided by the Medical Unit when activated.

- c. Recommend actions to mitigate the situation within the Exclusion Zone:
  - 1. Provide continuous hazard assessment data.
  - 2. Base recommendations on current and expected conditions.
- d. Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release:
  - 1. Direct Entry operations consistent with the Incident Action Plan Objectives (ICS Form 202).
- e. Maintain communications and coordinate operations with the Decontamination Leader:
  - 1. Ensure that the Contamination Reduction Corridor (CRC) is fully operational prior to entry.
  - 2. Notify the Decontamination Leader upon entry of the Entry Team into the Exclusion Zone, and estimated time in the zone.
  - 3. Notify Decontamination Leader of any special problems.
- f. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Refuge Area Manager and the Safe Refuge Area Manager (if activated):
  - 1. Notify the Site Access Control Leader/Safe Refuge Area Manager when the Entry Team personnel enter or exit the Contamination Reduction Corridor:
    - Number of personnel and identification markings
- g. Maintain communications and coordinate operations with the Technical Specialist Hazardous Materials Reference.
- h. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims:
  - 1. Ensure that all personnel and equipment entering the zone are properly decontaminated upon exiting.
  - 2. Ensure that all contaminated victims are triaged by the Entry Team and transferred to the Decontamination Team or the Refuge Area (if activated):
    - Establish Refuge Areas, where needed, in the Exclusion Zone.
- i. Direct rescue operations, as needed, within the Exclusion Zone:
  - 1. Entry Leader shall immediately notify the Hazardous Materials Group Supervisor upon recognizing the need for a rescue.
  - 2. Entry Leader shall determine the number of rescue and back-up personnel that are needed prior to any rescue operations:
    - With proper Personal Protective Equipment (PPE).
- j. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208)

- k. 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 Hazardous Materials Group Supervisor to the Documentation Unit at the end of each operational period.



# CONTROL ZONE LAYOUT

