

INCIDENT COMMAND SYSTEM  
POSITION MANUAL

DECONTAMINATION LEADER  
ICS-1104

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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**TABLE OF CONTENTS**

Contents

Checklist.....2  
    Checklist Use.....2  
    Hazardous Materials Decontamination Leader Checklist .....2

Organization, Personnel, Major Responsibilities and Procedures .....3  
    Organization .....3  
    Personnel .....3  
    Major Responsibilities and Procedures.....3

Control Zone Layout Diagram .....6

## 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 the list as necessary.

### DECONTAMINATION LEADER CHECKLIST:

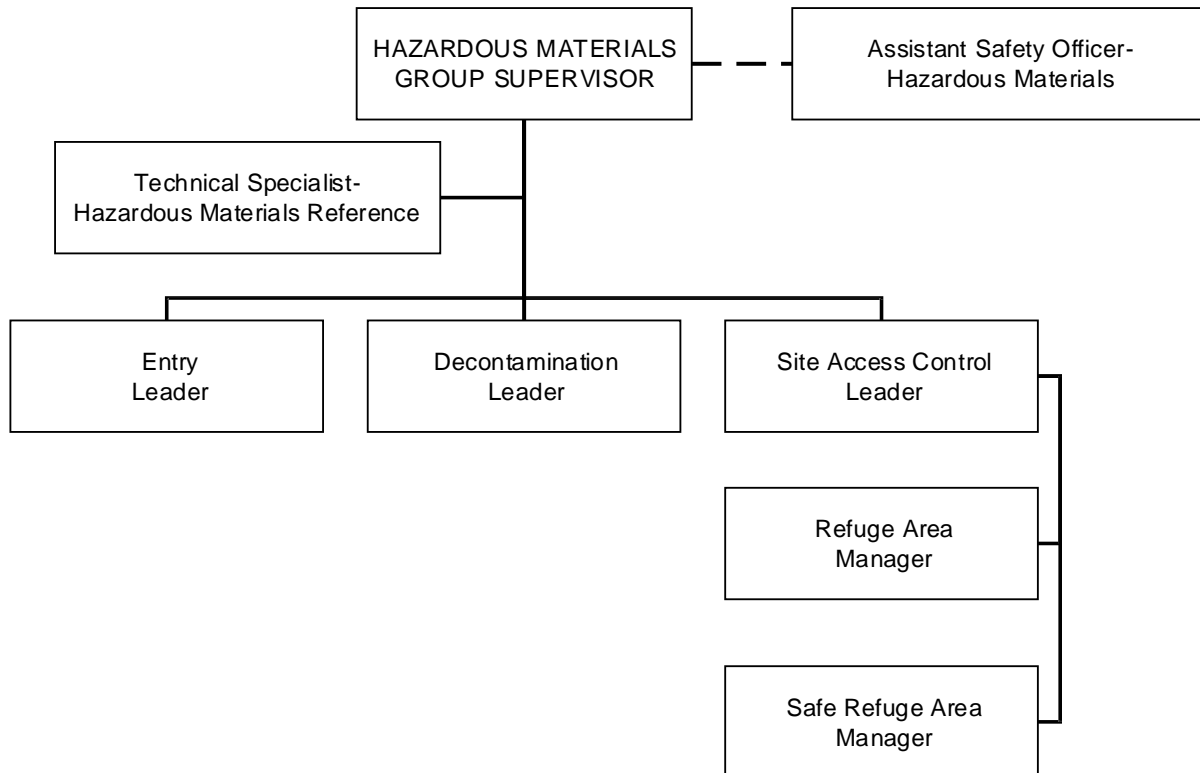
- a. Review common responsibilities FOG Guide (Page 1-2).
- b. Check in and obtain briefing from the Hazardous Materials Group Supervisor
- c. Establish the Contamination Reduction Corridor(s).
- d. Identify contaminated people and equipment.
- e. Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
- f. Control the movement of people and equipment within the Contamination Reduction Zone.
- g. Maintain communications and coordinate operations with the Hazardous Materials Entry Leader.
- h. Maintain communications and coordinate operations with the Hazardous Materials Site Access Control Leader and the Hazardous Materials Refuge Area Manager and Safe Refuge Area Manager (if activated).
- i. Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
- j. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone in accordance with applicable regulations.
- k. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 201).
- l. Maintain Unit/Activity Log (ICS Form 214).

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

**ORGANIZATION:** The Decontamination Leader is assigned to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch if activated). The Decontamination Leader reports to the Hazardous Materials Group Supervisor. The Decontamination Leader is responsible for all activities taking place in the area designated as the Contamination Reduction Zone and coordinates with the Safe Refuge Area Manager (if activated). The Decontamination Leader is responsible for the decontamination of persons and equipment that leave the Exclusion Zone and the maintenance of records for the Decontamination element.

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

**Hazardous Materials Group  
Organization**



**PERSONNEL:** The Decontamination Leader is responsible for providing the Hazardous Materials Group Supervisor with the expertise to ensure that the area of contamination does not spread beyond the Contamination Reduction Zone either from contaminated equipment or contaminated people. These responsibilities require that personnel assigned to this position have the minimum equivalent training and expertise as mandated by federal, state, and local laws.

**MAJOR RESPONSIBILITIES AND PROCEDURES:** The major responsibilities of the Decontamination Leader 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 Hazardous Materials Group Supervisor:
  1. Complete Check-in List (ICS Form 211).
  2. If reporting directly 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. Establish Contamination Reduction Corridor(s):
  1. Coordinate the location of the Contamination Reduction Corridor(s) with the Site Access Control Leader and Entry Leader.
  2. Coordinate the physical layout of the Contamination Reduction Corridor with the Entry Leader, the Technical Specialist-Hazardous Materials Reference and the Assistant Safety Officer-Hazardous Materials:
    - Develop the traffic plan for the Contamination Reduction Zone.
  3. Determine resource needs:
    - Evaluate need for decontamination resources, materials, and personnel.
    - Make resource requests through the Hazardous Materials Group Supervisor.
- c. Identify contaminated people and equipment:
  1. Determine the number of victims needing decontamination.
  2. Coordinate the transfer of victims into Contamination Reduction Corridor(s) with the Entry Leader.
  3. Ensure that decontamination priorities are maintained.
- d. Supervise the operations of the decontamination element in the process of decontaminating people and equipment:
  1. Coordinate the decontamination methods to be utilized with the Assistant Safety Officer-Hazardous Materials, the Technical Specialist-Hazardous Materials Reference, and the Entry Leader:
    - Brief the decontamination personnel on methods, emergency actions, and individual assignments:
      - (a) Including decontamination of the decontamination element personnel.

2. Review safety procedures consistent with the Site Safety and Control Plan (ICS Form 208):
    - Ensure safety procedures are followed.
    - Ensure proper Personal Protective Equipment (PPE) is inspected, tested, and donned.
  3. Coordinate the actions involving an in-suit emergency with the Entry Leader.
- e. Control the movement of people and equipment within the Contamination Reduction Zone:
1. Ensure that unauthorized personnel are not allowed into the Contamination Reduction Corridor.
  2. Enforce traffic plan for the Contamination Reduction Corridor.
- f. Maintain communications and coordinate operations with the Entry Leader:
1. Notify the Entry Leader when the decontamination element is fully operational.
  2. Note the number of persons making entry into the Exclusion Zone and the equipment that will require decontamination.
  3. Note the time the Entry Team(s) will leave the Exclusion Zone:
    - To determine approximate time decontamination personnel will go on respiratory protection.
- g. Maintain communications and coordinate operations with the Site Access Control Leader and the Hazardous Materials Refuge Area Manager and Safe Refuge Area Manager (if activated):
1. Notify the Site Access Control Leader when the decontamination element is fully operational.
  2. Notify the Site Access Control Leader when decontamination personnel enter or leave the Contamination Reduction Corridor:
    - Number of personnel and identification markings.
  3. Coordinate the establishment of the Safe Refuge Area with the Safe Refuge Area Manager:
    - Coordinate with the Site Access Control Leader or Safe Refuge Area Manager (if activated), the transfer of victims requiring decontamination from the Safe Refuge Area to the Contamination Reduction Corridor.
- h. Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group:
1. Report victims' medical status changes immediately to the Medical Group Supervisor.
  2. Determine resource needs and place requests to the Hazardous Materials Group Supervisor:
    - Emergency Medical Services (EMS) supplies, replacement clothing, and transportation.
- i. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone in accordance with applicable regulations:
1. Ensure that all product sample containers are properly decontaminated before being sent to the Technical Specialist-Hazardous Materials Reference:
    - Maintain chain-of-custody procedures where applicable.
  2. Ensure that all equipment is properly sorted, labeled, and bagged (i.e., monitoring equipment, self-contained breathing apparatus, disposable, and reusable supplies).

3. Arrange for the transfer of contaminated items and solutions to the agency responsible for cleanup:
  - Through the Hazardous Materials Group Supervisor.
  - The Decontamination Leader will be responsible for all contaminated items in the Contamination Reduction Corridor until proper transfer is completed.
  - Utilize the Unit/Activity Log (ICS Form 214) to document the transfer.
  
- j. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 201).
  
- 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

