

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND  
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED  
TEAM NAME: TASK FORCE 3

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A9

INCIDENT FILES

PURPOSE

To establish guidance for the creation and maintenance of incident files.

DIRECTION AND CONTROL

Authority

These guidelines have been approved by the Board of Directors. The Administrator/Treasurer shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Administrator/Treasurer is primarily responsible for implementation of these procedures. Responsibility for implementation of these procedures shall fall to the Secretary, should the primary not be available.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

A. The Administrator/Treasurer shall maintain a file on each TASK FORCE 3 response.

B. Each file will contain the following information, as a minimum:

1. Incident Action Plan
2. Site Safety Plan
3. TASK FORCE 3 members responding to incident.
4. Incident Critique
5. Billings
6. Injury Reports
7. Equipment Used
8. Equipment Lost
9. Equipment Damaged

APPROVAL

---

President, A3/RWMD/HMRT, Inc.  
Adopted 12/2009

---

Date