

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-R9

TASK FORCE 3 INCIDENT COMMAND SYSTEM (ICS) and
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

PURPOSE

To establish the use of the Incident Command System (ICS) and the National Incident Management System (NIMS) by TASK FORCE 3 members when in response to, and on the scene of an incident. This SOG will also outline duties and responsibilities of certain TASK FORCE 3 Team member assignments.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and 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, Membership Committee, and Training Officer of TASK FORCE 3 are responsible for implementation of these procedures.

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procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.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

To prevent confusion at the incident scene, the A3/RWMD/HMRT will be led by a Team Leader while in response to a hazardous materials incident. The term "TASK FORCE 3 Team Leader" will be used in all radio communications with the Team Leader. When specific duty assignments are not assigned, the team leader assumes the duties.

Team Leader - the single person who is responsible for incident activities involving the TASK FORCE 3 including the development and implementation of strategic decisions and for approving the ordering and releasing of resources related to TASK FORCE 3. Unless the responsibilities are delegated to another qualified individual, the Team Leader assumes the responsibility for all actions contained in this SOG.

Duties - Obtain incident briefing.
Assess incident situation.
Conduct initial TASK FORCE 3 briefing.
Fill positions of the TASK FORCE 3 incident command system (NIMS).
Brief command staff.
Insure planning meetings are conducted.
Approve and authorize implementation of incident action plan.
Approve implementation of site safety plan.
Determine information needs and inform command personnel of needs.

Coordinate staff activity.
Approve requests for additional resources and request for release of resources.
Authorize release of information to the news media.
Approve plan for demobilization.
Transmit incident reports to A3/RWMD/HMRT Secretary for filing.

Safety Officer - the single person responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring TASK FORCE 3 safety. Although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the Safety Officer will generally correct unsafe acts or conditions through the regular lines of authority. The Safety Officer maintains awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan.

Duties - Obtain briefing from Team Leader.
Identify hazardous situations associated with the incident.
Participate in planning meeting.
Review incident action plans.
Assist in the development of Site Safety Plan
Identify potential unsafe situations.
Exercise emergency authority to stop and prevent unsafe acts.
Investigate accidents that have occurred within incident areas.
Review and approve medical plan.
Maintain unit log.
Determines level of protection and proper decontamination solutions.

Public Information Officer - a member of the TASK FORCE 3 Command Staff responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. The PIO shall work closely with the Team Leader and the Incident Commander and their designated PIO.

Duties - Obtain briefing from Team Leader and Incident Commander.
Contact jurisdictional agency to coordinate public information/activities.
Establish single incident information center whenever possible.
Arrange for necessary workspace, materials, telephones and staffing.
Prepare initial information summary as soon as possible after arrival.
Observe constraints on the release of information from Incident Commander.
Obtain approval for release of information from Team Leader and IC.
Release news-to-news media.
Attend meetings to update informational releases.
Respond to special requests for information.
Maintain unit log.

Liaison Officer - a member of the TASK FORCE 3 Command Staff responsible for assisting and cooperating agency representatives. This includes agency representatives from other fire agencies, law enforcement, Red Cross, public works and engineering organizations, and all others.

DECON Officer - supervises and controls all phases of the DECON station.

Duties - Obtain briefing from the Team Leader
Locates, organizes, and supervises personnel decontamination station, and if activated, the equipment decontamination station.
Ensures that contaminated equipment is appropriately decontaminated at the site or properly contained and labeled for off-site decontamination.
Determines the degree of protective clothing to be worn by the decontamination team with final approval of the Safety Officer.
Ensures proper breathing air supply to Entry Team members.
Orders sufficient water supply and pressure at scene to provide the necessary water for washing as well as a protection line and dermal shower.
Assigns monitor.
Calls for emergency air supply.
Ensures decontamination protective clothing is ready for future use.
Conducts safety meeting.
Maintains unit log.

Planning Chief - is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources.

Duties - Obtain briefing from Team Leader.
Reassessing initial attack personnel to incident positions as appropriate.
Establish information requirements and reporting schedules.
Establish a weather data collection system.
Supervises preparation of incident action plan.
Assemble information on alternative strategies.
Identify need for use of specialized resources.
Perform optional planning for planning section.
Provide periodic predictions on incident potential.
Advise Team Leader on any significant changes in incident status
Maintain unit log.

Finance Chief- responsible for all the financial and cost analysis aspects of the incident.

Duties - Insure that all obligation documents initiated at the incident are properly prepared and completed.

Entry Team Officer - responsible for the implementation of the assigned portion of the incident action plan, assignment of entry/back-up teams, reporting on progress control and containment operations and status of the team.

Duties - Obtain briefing from the Team Leader.
Maintain communications with the entry/back-up team and Team Leader.
Supervises overall operations of the entry/back-up team.
Maintains time records on entry team.

*** Prior to entry into the Hot Zone, the Entry Team Officer completes the following:

Safety Briefing.
Hazardous material action briefing.

Decontamination procedures will be established.
Medical Monitoring will be available on site.
Personnel decontaminations will be set up.
Back-up team will be ready.
Check and bag equipment.
Done proper protective equipment.
Check communications equipment.

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009