

**Adams and Jefferson County Hazardous Response Authority  
FIELD OPERATING GUIDELINES**

**INCIDENT MANAGEMENT SYSTEM**

**F.O.G. #: 800**

**DATE:** October 26, 2018

**CATEGORY:** Incident Management System

**PAGES:** 4

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**I. Purpose:**

- A. To define the AJCHRA's use of the Incident Management System.

**II. Guideline:**

- A. The AJCHRA complies with the National Incident Management System (NIMS). AJCHRA-specific applications of NIMS are listed below for reference.
- B. The National Incident Management System, O.S.H.A. regulations and N.F.P.A. standards in addition to other Federal, State and local laws require the implementation of the Incident Command System (ICS) also known as the Incident Management System (IMS). Under the ICS or IMS system, the incident organization will develop in a modular progression depending on the exact nature and specific conditions prevailing at the scene.
  - 1. Following NIMS, the first arriving response unit of the Authority Having Jurisdiction (AHJ) should have immediately implemented the Incident Management System. The senior ranking officer on the initial alarm shall become the Incident Commander until command is transferred or passed to a more senior official. It is conceivable that in smaller agencies, AJCHRA will need to assist the AHJ in this role. The AJCHRA HazMat Team does not assume command of incidents upon arrival of the team.
  - 2. Per 29 CFR 1910.120, (OSHA regulations) an Incident Commander in control of a Hazardous Materials Incident **MUST** be trained at no less than the Operations Level in order to understand potential complexities associated with HazMat response. Unified Command is recommended to meet this requirement if the Incident Commander does not meet this requirement alone.
  - 3. The Incident Commander shall immediately complete the following:
    - a) The Incident Commander shall appoint an Assistant Safety Officer - HazMat (as required by O.S.H.A. Standards) as soon as it is determined that a hazardous materials incident has occurred. The Assistant Safety Officer **MUST** be assigned to the HazMat Branch and shall be a Technician Level Responder per the OSHA and NFPA Standards. Generally, AJCHRA will need to assist the AHJ in this role and will provide a qualified Assistant Safety Office-HazMat upon opening the HazMat Branch or HazMat Group.
    - b) The Incident Commander shall isolate the immediate hazard area through the use of monitoring equipment, physical indicators, geographic features, reference materials, or other information that may become available.

- c) The Incident Commander shall establish the Command Post location.
- d) The Incident Commander shall designate a Staging Area.
- e) The Incident Commander shall notify the dispatcher of additional resources that may be necessary to mitigate the incident (i.e. a Level II response from the AJCHRA). The Dispatcher shall be notified of the location of Staging and all incoming units shall be advised of the location.
- f) The Incident Commander, with the assistance of the AJCHRA Team Leader shall be responsible for the development of a Site Safety Plan as required by O.S.H.A. Command personnel shall formulate an action plan to deal with the situation. This information as well as other required information must be documented on the AJCHRA/ICS site safety plan or one comparable.
- g) The Incident Commander shall be responsible for the determination of immediate evacuation areas.
- h) AJCHRA Branch Director/Group Supervisor (Team Leaders) will assist the Incident Commander who shall be responsible to ensure that basic hazard and risk assessment activities have been completed to include the following:
  - 1) Use of Protective Equipment
  - 2) Preliminary identification of material or materials involved
  - 3) Containment and confinement procedures that may be utilized
  - 4) Establishment of decontamination procedures
- i) The Incident Commander may elect to divide the incident into the following operational areas and radio designations: See **Appendix C** for specific check sheets.

|   |                 |
|---|-----------------|
| Operations Commander                    | (OPERATIONS)    |
| HazMat Branch Director or Group         | (HAZMAT)        |
| HazMat Medical Team                     | (MEDICAL)       |
| PRE-ENTRY Medical Evaluations           |                 |
| Post-Entry Medical Evaluations          |                 |
| Rehabilitation                          |                 |
| Entry Team                              | (ENTRY)         |
| Entry, Backup, Containment, Confinement |                 |
| HazMat Research Team                    | (RESEARCH)      |
| Hazard Assessment, Resources, Weather   |                 |
| Decontamination Team                    | (DECON)         |
| Staging Officer                         | (STAGING)       |
| Resources/Logistics                     | (LOGISTICS)     |
| HazMat Safety                           | (HazMat SAFETY) |

4. If the incident is beyond the capability of the initial response agency or units the Incident Command System shall be expanded to include the additional resources necessary.
  5. A more complex operation requires a unified command structure composed of senior officials of the various agencies. These officials will determine strategies and objectives that will fulfill their individual responsibilities while coordinating the actions of their respective personnel through the Incident Management System.
  6. Standard Incident Management Position Checklists have been located within HazMat 1 and HazMat 4. These checklists are intended to aid in incident management. The IC is responsible for the overall accountability for all personnel on scene. The HazMat Team Leader shall use an accountability system for all HazMat Team Members for each response based on the system as described in **Appendix B** or an appropriate system that is considered as a good practice for Hazmat Response. A complete set of the Incident Command Position Checklists are located within **Appendix C**.
- C. Establishment of the Incident Command Post (ICP or CP) must begin when the initial response is made. The CP may be located away from and out of sight from the scene of the incident.
- D. The location of the CP is dependent upon:
1. Type of situation found
  2. Practicality of: Terrain, topography, open space, etc.
  3. Wind speed and direction
  4. Accessibility: adequate roads, power lines, etc.
  5. Ability to relocate at any time if circumstances indicate (i.e. wind direction changes, etc.)
- E. The CP shall be under the control of the Incident Commander, and at any point can either upgrade or downgrade the response or operations as deemed necessary for that particular incident.
- F. The CP at greatest degree of operation may have to contain the following personnel:
1. Incident Commander
  2. Hazardous Materials Team Representative (Agency Representative)
  3. Operation Officer
  4. Command Post Aide
  5. Liaison Officer
  6. Law Enforcement Representative
  7. Public Information Officer
  8. Safety Officer for over-all scene safety
  9. Assistant Safety Officer with a Hazardous Materials Technician Level safety officer for HazMat operations
  10. Emergency Medical Services Coordinator
  11. Staging Coordinator
  12. Outside agency representative(s)

### **III. References:**

- A. **Appendix B**
- B. **Appendix C**
- C. ICS Position Chart