



# INCIDENT COMMAND SYSTEM

Hazardous Materials

LESSON ICS-361-2  
Assistant Safety Officer  
Hazardous Materials

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<i>TOPIC:</i>	ASSISTANT SAFETY OFFICER - HAZARDOUS MATERIALS
<i>TIME FRAME:</i>	30 Minutes
<i>LEVEL OF INSTRUCTION:</i>	Level I
<i>BEHAVIORAL OBJECTIVE:</i>	<ul style="list-style-type: none"><li>• <b>Condition:</b> Given a written examination</li><li>• <b>Behavior:</b> The student will recognize the roles and responsibilities of the Assistant Safety Officer Hazardous Materials</li><li>• <b>Standard:</b> With a minimum 80% accuracy according to the information in the Incident Command System Hazardous Materials Module</li></ul>
<i>MATERIALS NEEDED:</i>	Dry erase board and pens, Hazardous Materials Group Organization Chart, Control Zone Layout Chart, Lesson plan ICS-361-2, Written quiz
<i>REFERENCES:</i>	ICS-361-2 Lesson Plan and ICS-1102 Position Manual for Assistant Safety Officer Hazardous Materials.
<i>PREPARATION:</i>	<p>The Assistant Safety Officer Hazardous Materials is responsible for having a thorough working knowledge of the duties and responsibilities of the position as listed in the Assistant Safety Officer Hazardous Materials Position Manual ICS-1102. When filling the position of ASO-HM you will report directly to the Incident Safety Officer but generally work with the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director (if activated). In this position you will not act as the overall Incident Safety Officer. Therefore, it is necessary that an ASO-HM be appointed at all hazardous materials incidents.</p> <p>You will be given a written quiz at the end of this session. The performance standard is 80% correct.</p>



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PRESENTATION	APPLICATION
<p>I. ORGANIZATION</p> <p>A. ASO-HM assigned to</p> <ol style="list-style-type: none"> <li>1. HM Group or Branch Director if activated</li> </ol> <p>B. Reports to</p> <ol style="list-style-type: none"> <li>1. Incident Safety Officer</li> </ol> <p>C. Responsible for</p> <ol style="list-style-type: none"> <li>1. Safety of HM Group personnel</li> <li>2. Coordination of HM Group / Branch activities               <ol style="list-style-type: none"> <li>a) With Haz Mat Group Supervisor</li> <li>b) Branch Director (if activated)</li> </ol> </li> </ol> <p>D. Does not act as the overall incident Safety Officer</p> <p>II. PERSONNEL</p> <p>A. General objectives of this position</p> <ol style="list-style-type: none"> <li>1. Advise HM Group or HM Branch               <ol style="list-style-type: none"> <li>a) Health and safety issues</li> </ol> </li> <li>2. Will prevent or stop unsafe acts               <ol style="list-style-type: none"> <li>a) In IDLH conditions</li> <li>b) Imminent danger situations</li> </ol> </li> </ol> <p>B. ASO-HM requirements</p> <ol style="list-style-type: none"> <li>1. ICS Safety Officer qualified</li> <li>2. High degree of knowledge of               <ol style="list-style-type: none"> <li>a) Mitigation operations</li> </ol> </li> <li>3. Minimum equivalent to               <ol style="list-style-type: none"> <li>a) Federal, State and Local Laws</li> </ol> </li> </ol> <p>III. MAJOR RESPONSIBILITIES AND PROCEDURES</p> <p>A. Review Common Responsibilities in the</p> <ol style="list-style-type: none"> <li>1. Field Operations Guide</li> </ol>	<p>Show Hazardous Materials Group Organization flow chart</p> <p>Where is the ASO-HM assigned?</p> <p>The ASO-HM reports to whom?</p> <p>Describe the requirements of the ASO-HM</p> <p>What does the ASO-HM need to complete the check in process?</p>



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<p>B. Check in and obtain a briefing from the Incident Safety Officer</p> <ol style="list-style-type: none"><li>1. Complete Check In List (ICS Form 211)</li><li>2. If reporting directly to an assignment<ol style="list-style-type: none"><li>a) Check in via radio</li></ol></li><li>3. Request and receive a briefing<ol style="list-style-type: none"><li>a) Incident Briefing (ICS Form 201)</li><li>b) Or information verbally</li><li>c) Request instructions<ol style="list-style-type: none"><li>(1) Regarding work activities</li></ol></li></ol></li><li>4. Obtain IAP if and when available</li><li>5. Start Unit/Activity Log</li><li>6. ICS Form 214</li></ol> <p>C. Briefing with HM Group Supervisor or Branch Director</p> <ol style="list-style-type: none"><li>1. Operational objectives</li><li>2. Names and contact information<ol style="list-style-type: none"><li>a) Locations</li><li>b) Radio Frequencies</li></ol></li></ol> <p>D. Participate in the preparation and implementation of the Site Safety and Control Plan (ICS Form 208)</p> <ol style="list-style-type: none"><li>1. Survey and review documentation<ol style="list-style-type: none"><li>a) Maps, photographs, etc...</li></ol></li><li>2. Review Base, Command Post and Hazard Evacuation Plans</li><li>3. Review the Medical Plan</li><li>4. Review weather data<ol style="list-style-type: none"><li>a) Current weather</li><li>b) Future predictions</li></ol></li><li>5. Develop recommendations for<ol style="list-style-type: none"><li>a) Incident Action Plan (ICS Form 202)</li></ol></li></ol>	<p>After reporting to the Incident Safety Officer what is the next step for the ASO-HM?</p>
<p>The ASO-HM reports deviations from the Site</p>	





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<ul style="list-style-type: none"> <li>2. Environmental hazards</li> <li>3. Chemical hazards and exposures</li> <li>4. Review and approve             <ul style="list-style-type: none"> <li>a) Personal Protective Equipment (PPE)</li> <li>b) Procedures for using such</li> </ul> </li> <li>5. Observe HM Group operations             <ul style="list-style-type: none"> <li>a) Personally</li> <li>b) Conduct interviews</li> </ul> </li> <li>H. Ensure EMS provisions for HM Group             <ul style="list-style-type: none"> <li>1. Medical Unit Leader</li> <li>2. Review Site Safety and Control Plan</li> <li>3. Review Emergency Medical Protocols</li> <li>4. Review rescue procedures                 <ul style="list-style-type: none"> <li>a) Stand by EMS</li> <li>b) Field decontamination procedures</li> </ul> </li> </ul> </li> <li>I. Ensure HM Group / Branch medical records are maintained             <ul style="list-style-type: none"> <li>1. Complete exposure records                 <ul style="list-style-type: none"> <li>a) File with Documentation Unit</li> </ul> </li> </ul> </li> <li>J. Maintain Unit/Activity Log (ICS Form 214)             <ul style="list-style-type: none"> <li>1. Record significant events</li> <li>2. Submit form through the Incident Safety Officer                 <ul style="list-style-type: none"> <li>a) To the Documentation Unit</li> </ul> </li> </ul> </li> </ul>	<p>Who gets the completed exposure records?</p> <p>Who is the Unit/Activity Log (ICS Form 214) submitted to?</p>
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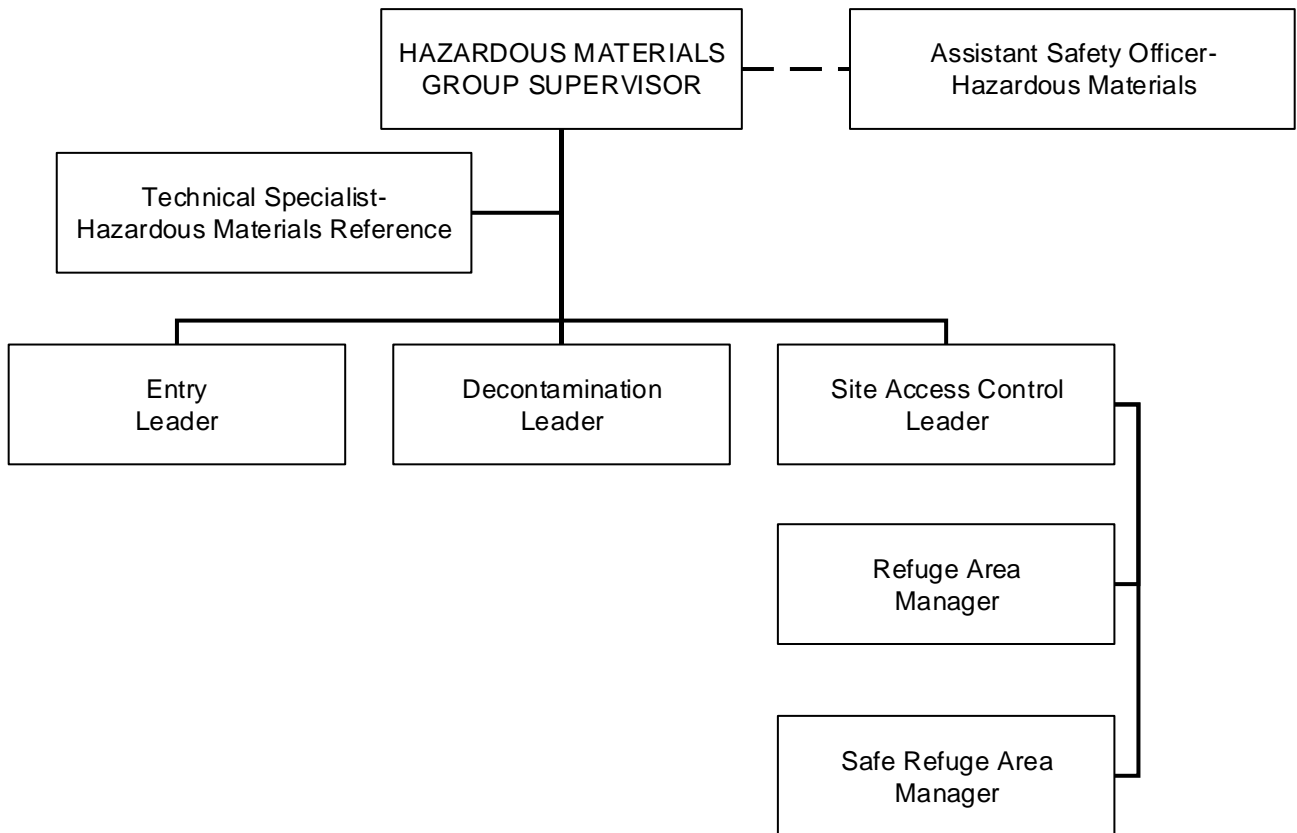


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## Hazardous Materials Group Organization



### CONTROL ZONE LAYOUT

January 2017

ICS-361-2

EXCLUSION ZONE





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## *SUMMARY:*

We have taken a detailed look at the duties of the Assistant Safety Officer – Hazardous Materials. When filling this position, you should be completely familiar with the duties of the position. The safety of the HM Group is dependent upon you performing in this position in a competent manner. Stay alert and stay in touch with other members of the group. From monitoring the activities of the HM Group or Branch (if activated), to assisting in the selection of personal protective equipment, your active participation can make the difference between an injury-free incident and calamity.

## *EVALUATION:*

Give student quiz ICS-361-2

## *ASSIGNMENT:*

Read pages 1-6 of Assistant Safety Officer – Hazardous Materials Position Manual (ICS-1102)

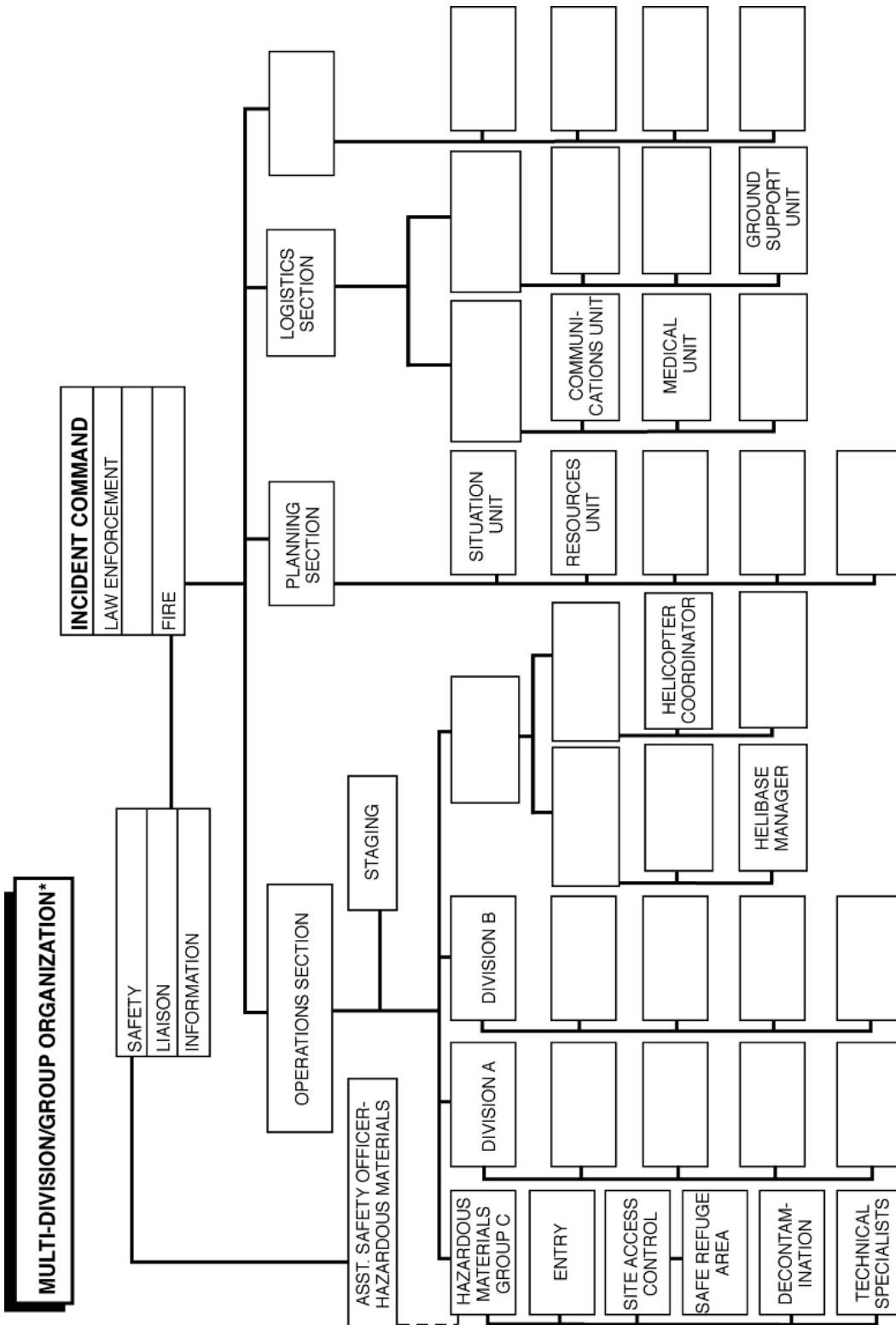




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\* MULTI-DIVISION/GROUP ORGANIZATION (EXAMPLE)  
The Incident Commanders have activated most Command and General Staff positions and have established a combination of divisions and groups.



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## Incident Command System Hazardous Materials Module ICS-361-2 Quiz

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Assistant Safety Officer – Hazardous Materials

Instructions: This is a multiple choice quiz. For each of the following questions or statements, mark the letter preceding the one best answer.

Example: Methods and operating procedures which reduce fire, water and smoke damage during and after fire are called:

- A. Overhaul
- B. Ventilation
- C. Extinguishment
- D. Salvage**

1. The Assistant Safety Officer – Hazardous Materials (ASO-HM) reports directly to:
    - A. The Incident Commander
    - B. The Incident Safety Officer
    - C. The Hazardous Materials Group Supervisor
    - D. The Entry Leader
  
  2. The ASO – HM has coordinating activities with:
    - A. The Entry Leader
    - B. The Medical Group
    - C. The Logistics Section Chief
    - D. The Haz Mat Group Supervisor
  
  3. Due to the responsibilities of ASO – HM position, it is imperative that the individual be:
    - A. ICS Safety Officer Qualified
    - B. Possess a high degree of knowledge in operations and procedures being implemented
    - C. Incident Commander Qualified
    - D. Both A and B
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4. In an incident involving multiple emergency activities the ASO – HM will also act as the overall Incident Safety Officer
    - A. True
    - B. False
  
  5. The ASO – HM should participate in the development and implementation of a written:
    - A. Site Safety and Control Plan (ICS Form 208-HM)
    - B. Incident Action Plan (IAP)
    - C. Compensation for injury log (ICS Form 226)
    - D. Medical Plan (ICS Form 206)
  
  6. Deviations of the Site Safety and Control Plan (ICS Form 208-HM) should be reported to the:
    - A. Incident Safety Officer
    - B. Hazardous Materials Entry Leader
    - C. HM Group Supervisor
    - D. None of the above
  
  7. How does the ASO – HM assure compliance with the Site Safety and Control Plan (ICS Form 208-HM)
    - A. Frequent and regular meetings with the Incident Commander
    - B. Monitor the radio traffic of the Command Staff
    - C. Conduct frequent and regular visual inspections of the HM Group operations
    - D. Advise the Communications Officer to monitor all HM Group radio traffic
  
  8. To ensure that the Hazardous Materials Group is safe the ASO – HM will monitor
    - A. Physical hazards
    - B. Chemical hazards
    - C. Environmental threats
    - D. All of the above
  
  9. The ASO – HM should communicate Emergency Medical Management Protocols, emergency field decontamination procedures and rescue procedures to:
    - A. The Evacuation Group Supervisor
    - B. The Medical Unit Leader
-



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- C. The Incident Commander
- D. The Health and Safety Officer

10. The ASO – HM should document which of the following items on Unit/Activity Log (ICS Form 214)?

- A. Alterations, suspensions or termination of unsafe acts
- B. Injuries to personnel within the Haz Mat Group
- C. Any significant events
- D. All of the above

## Incident Command System Hazardous Materials Module ICS-361-2 Quiz

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Assistant Safety Officer – Hazardous Materials

Instructions: This is a multiple choice quiz. For each of the following questions or statements, mark the letter preceding the one best answer.

Example: Methods and operating procedures which reduce fire, water and smoke damage during and after fire are called:

- E. Overhaul
- F. Ventilation
- G. Extinguishment
- H. Salvage**

1. The Assistant Safety Officer – Hazardous Materials (ASO-HM) reports directly to:

- A. The Incident Commander
- B. The Incident Safety Officer**
- C. The Hazardous Materials Group Supervisor
- D. The Entry Leader

2. The ASO – HM has coordinating activities with:

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- A. The Entry Leader
  - B. The Medical Group
  - C. The Logistics Section Chief
  - D. The Haz Mat Group Supervisor**
3. Due to the responsibilities of ASO – HM position, it is imperative that the individual be:
- A. ICS Safety Officer Qualified
  - B. Possess a high degree of knowledge in operations and procedures being implemented
  - C. Incident Commander Qualified
  - D. Both A and B**
4. In an incident involving multiple emergency activities the ASO – HM will also act as the overall Incident Safety Officer
- A. True
  - B. False**
5. The ASO – HM should participate in the development and implementation of a written:
- A. Site Safety and Control Plan (ICS Form 208-HM)**
  - B. Incident Action Plan (IAP)
  - C. Compensation for injury log (ICS Form 226)
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6. Deviations of the Site Safety and Control Plan (ICS Form 208-HM) should be reported to the:
- A. Incident Safety Officer
  - B. Hazardous Materials Entry Leader
  - C. HM Group Supervisor**
  - D. None of the above
7. How does the ASO – HM assure compliance with the Site Safety and Control Plan (ICS Form 208-HM)
- A. Frequent and regular meetings with the Incident Commander
  - B. Monitor the radio traffic of the Command Staff
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  - D. Advise the Communications Officer to monitor all HM Group radio traffic
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8. To ensure that the Hazardous Materials Group is safe the ASO – HM will monitor
  - A. Physical hazards
  - B. Chemical hazards
  - C. Environmental threats
  - D. All of the above**
  
9. The ASO – HM should communicate Emergency Medical Management Protocols, emergency field decontamination procedures and rescue procedures to:
  - A. The Evacuation Group Supervisor
  - B. The Medical Unit Leader**
  - C. The Incident Commander
  - D. The Health and Safety Officer
  
10. The ASO – HM should document which of the following items on Unit/Activity Log (ICS Form 214)?
  - A. Alterations, suspensions or termination of unsafe acts
  - B. Injuries to personnel within the Haz Mat Group
  - C. Any significant events
  - D. All of the above**