

INCIDENT COMMAND SYSTEM
POSITION MANUAL

SAFE REFUGE AREA MANAGER
ICS-1107

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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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.

SAFE REFUGE AREA MANAGER CHECKLIST:

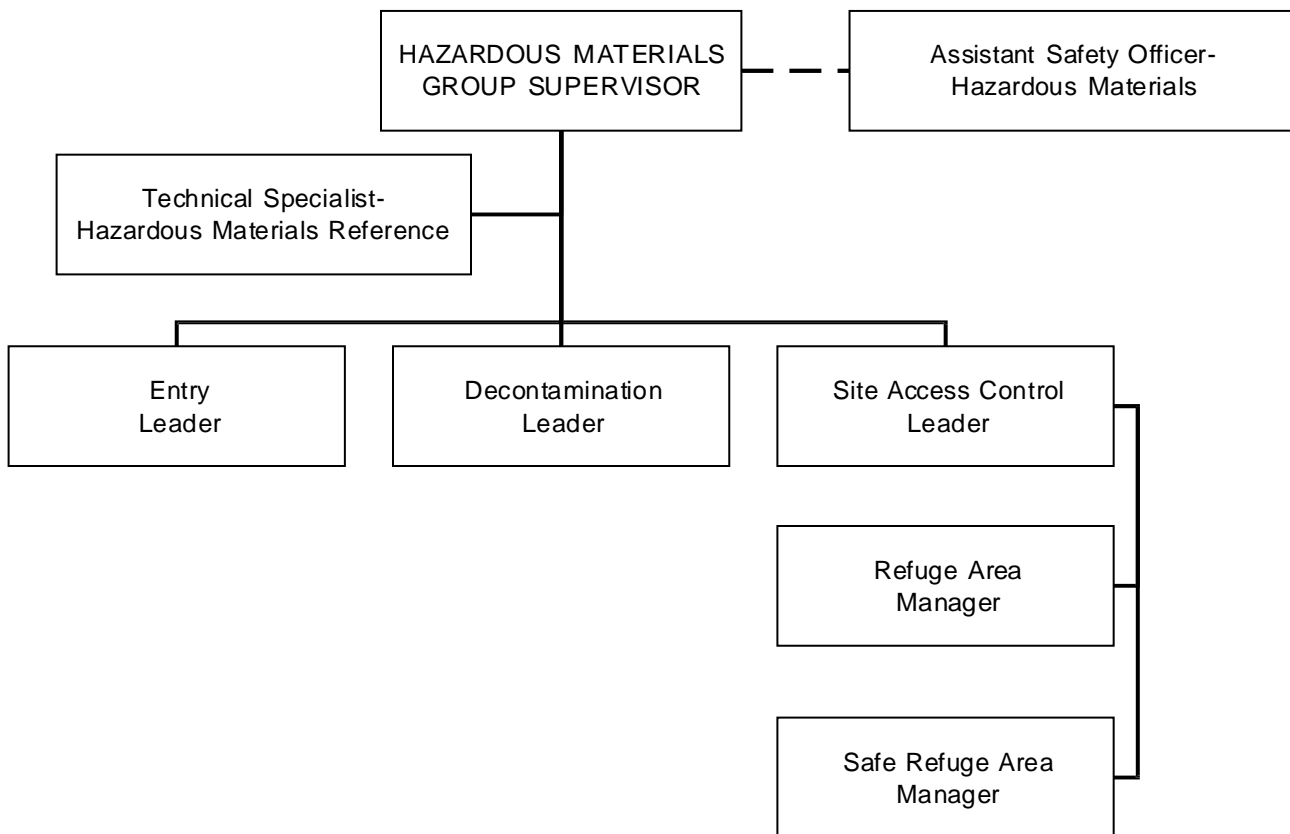
- a. Check in and obtain briefing from the Site Access Control Leader.
- b. Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line.
- c. Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure.
- d. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination.
- e. Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination.
- f. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
- g. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
- h. Maintain Unit/Activity Log (ICS Form 214).

ORGANIZATION, PERSONNEL, MAJOR RESPONSIBILITIES AND PROCEDURES

ORGANIZATION: The Safe Refuge Area Manager is assigned to the Site Access Control Team. The Safe Refuge Area Manager reports to the Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. Establish the Safe Refuge Area within the Contamination Reduction Zone, The Safe Refuge Area Manager operates near the Safe Refuge Area.

The Safe Refuge Area Manager is positioned organizationally in the Hazardous Materials Group as illustrated below:

**Hazardous Materials Group
Organization**



Safe Refuge Area Managers' responsibilities include evaluating and prioritizing victims for treatment, collecting information from the victims and preventing the spread of contamination by these victims. 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 Safe Refuge Area Manager 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 Site Access Control Leader:
 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 the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line:
 1. Coordinate the location of the Safe Refuge Area with the Decontamination Leader.
 2. Coordinate the physical layout of the Safe Refuge Area with the Entry Leader to ensure the expedient movement of victims from the Refuge Area(s):
 - Must comply with the traffic plan for the hazard site.
 3. Determine resource needs:
 - Evaluate need for materials and personnel.
 - Make resource requests through the Site Access Control Leader.
 4. Post the area for identification.
- c. Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure:
 1. Maintain communication with the Assistant Safety Officer-Hazardous Materials through the Site Access Control Leader.
- d. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination:
 1. Evaluate victims for degree of primary contamination.
- e. Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination:

1. Evaluate victims to determine potential for secondary contamination to the Emergency Medical System (EMS equipment, transport vehicles, EMS personnel, hospital personnel and facilities):
 - If so, the victim(s) must be decontaminated prior to treatment.
2. Coordinate with the Decontamination Leader in determining the priority for persons that will be going through decontamination.
3. Collect information from civilian personnel who may have been witness to the hazardous materials incident:
 - Transmit this information to the Hazardous Materials Group Supervisor through the Site Access Control Leader.
- f. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone into the Safe Refuge Area:
 1. Request that a triage of victims be made prior to passing them into the Safe Refuge Area:
 - Both medical condition and degree of contamination.
- g. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed:
 1. Triage victims for those needing immediate decontamination.
- h. 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 the Site Access Control Leader to the Documentation Unit at the end of each operational period.

CONTROL ZONE LAYOUT

