

HAZARDOUS MATERIALS TEAM MANAGER

August 29, 2003

a. Position Description

The HAZMAT Team Manager is responsible for managing the HAZMAT function and supervising HAZMAT Squad Specialists of the Task Force. The HAZMAT Team Manager reports directly to the TFL.

The HAZMAT Team Manager is responsible for:

- Developing and implementing the HAZMAT component of the WMD Task Force Tactical Plan;
- Coordinating, managing, and supervising of all HAZMAT activities;
- Develop a site safety plan and adhere to all safety procedures;
- Determining HAZMAT organizational and logistical needs;
- Receiving briefings and situation reports and ensuring that all HAZMAT personnel are kept informed of mission objectives and status changes;
- Providing situation updates and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Performing additional tasks or duties as assigned during a mission; and
- Providing accountability, maintenance, and minor repairs for all issued equipment.

b. Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become HAZMAT Team Managers in the FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the HAZMAT component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

Knowledge:

The HAZMAT Team Manager:

- Should possess all the qualifications for the HAZMAT Specialist position;
- Must have knowledge of US&R operations, strategy, and tactics;

- Must possess knowledge of the practical application of available technology used to support US&R missions and objectives;
- Must have an awareness of the hazards associated with various disaster environments; and
- Must be able to recognize the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure.

Skills:

The HAZMAT Team Manager:

- Must be proficient in HAZMAT operations; and
- Must be proficient building triage and US&R marking systems.

Abilities:

The HAZMAT Team Manager must be able to:

- Work well with technical experts, local officials, and other organizations;
- Improvise, share information, resolve conflicts, and solve problems;
- Effectively communicate orally and in writing;
- Manage and provide leadership to assigned personnel and support resources; and
- Coordinate and direct multiple HAZMAT squad operations.

c. Operational Checklist

The purpose of this checklist is to define the duties and responsibilities of the HAZMAT Team Manager during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

(1) Upon Activation/At Task Force Assembly Point:

- Establish contact with and brief assigned personnel;
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment;

- Identify and initiate any logistical requirements for assigned personnel and equipment;
- Coordinate activities of the HAZMAT Team during the mission; and
- Maintain the organizational structure and accountability of the HAZMAT Team throughout all phases of the mission.

(2) At Point Of Departure:

- Ensure that assigned personnel are adequately briefed and understand:
 - ◊ Individual and team performance expectations;
 - ◊ Team problem-solving processes; and
 - ◊ Methods for establishing and changing Task Force priorities.

(3) In Transit:

- Attend Task Force management meetings and planning sessions as they are conducted.

(4) Arrival at Mobilization Center:

- Supervise assigned personnel.

(5) On-Site Operations:

- Begin overall assessment process to determine:
 - ◊ Functional requirements and immediate needs
 - ◊ Work schedules for extended operations
 - ◊ Rest and rotation periods for personnel
 - ◊ Adequacy of support facilities;
- Assign HAZMAT Team personnel to assist in reconnaissance operations as required;
- Participate in the development of the Task Force Tactical Plan;
- Ensure proper HAZMAT work site control:
 - ◊ Establish hazard zone(s)
 - ◊ Establish operational work area
 - ◊ Establish refuge areas;
- Ensure effective HAZMAT site safety:
 - ◊ Conduct hazard assessment and mitigation – site safety plan;
 - ◊ Identify emergency signaling procedure;
 - ◊ Plan contingencies for rescuing Task Force personnel;
 - ◊ Establish personnel escape plan;
 - ◊ Provide input to the Safety Officer to ensure that the health and welfare needs of Task Force members are addressed, including hydration, sanitation, and nutrition; and
 - ◊ With the Safety Officer, monitor and assess fatigue and stress of Task Force members;

- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
 - ◇ Ensure the integration of medical personnel in HAZMAT operations for medical intervention and stabilization of victims prior to extrication;
 - ◇ Resolve any coordination, communications or personnel problems within the team;
 - ◇ Provide periodic progress reports to the TFL of accomplishments or conflicts. Identify the completion of assignment and availability of resources; and
 - ◇ Submit all daily records and reports to the Planning Team Manager.

(6) Reassignment/Demobilization:

- Review the status of the current team assignment;
- Notify the Logistics Team Manager of any operational equipment losses and potential maintenance requirements; and
- Prepare HAZMAT Team input for a Task Force post-incident team meeting.