

Report Date: 19 Apr 2013

**Summary Report for Individual Task
031-627-4110
Formulate Documentation at the Incident Command Level
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As an incident commander, given a standard operating procedures (SOP) and hazardous material (HAZMAT)/weapons of mass destruction (WMD) incident. This task should not be trained in MOPP.

Standard: Formulate documentation at the incident command level by identifying the following IAW SOP and the National Fire Protection Association (NFPA) 472:

- a. The reporting requirements of federal, state, and local agencies.
- b. The importance of documentation.
- c. The steps in maintaining activity logs and exposure records.
- d. The requirements for compiling HAZMAT/WMD reports.
- e. The requirements for filing documents and maintaining records.
- f. The legal documentation requirements.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Identify the reporting requirements of federal, state, and local agencies.
 - a. The Incident Commander (IC) is required to know the reports necessary for a HAZMAT incident.
 - b. Outlined in the SOP.
2. Identify the importance of documentation for a HAZMAT/WMD incident to include training records, exposure records, incident reports, and critique reports.
 - a. Questions about an incident might not arise until someone files a claim some time after the incident is over. If information documenting the incident is not available, this lapse could have serious ramifications for all personnel involved.
 - b. Document information about personnel training and exposure. Keep incident and critique reports on file.
3. Identify the steps in maintaining activity logs and exposure records.
 - a. The IC should assign someone to maintain a record of incident events, which will be helpful in completing the incident analysis and conducting the critique.
 - b. Personnel exposure records should be maintained as required by federal and by some state laws. The IC should assign someone to gather the necessary information about the type of exposure to which personnel were subjected; the exposure level and the length of the exposure, the type of personal protective equipment (PPE) personnel were using, and the type of decontamination personnel went through.
 - c. On-scene medical assistance that personnel received should also be documented.
4. Identify the requirements for compiling HAZMAT/WMD reports found in the emergency response plan (ERP) or SOP.
 - a. The requirements for compiling an incident report are to provide a factual, objective format.
 - b. The report will define the who, what, where, when and how of an incident.
5. Identify the requirements for filing documents and maintaining records found in the ERP or SOP.
 - a. Most organizations keep records to protect themselves and their employees and provide a written account of each incident.
 - b. Appropriate sources within the organization, such as regulatory specialists, should be consulted for both internal and external reporting requirements.
6. Identify the legal documentation requirements described in the ERP or SOP.
 - a. Follow organizational SOP for collecting evidence. A typical evidence collection kit includes marker pens, ties, ruler, camera, quick splitter, flashlight, drop cloths, plastic bags, liquid/biological/air sampling packages, and log collection sheets.
 - b. Document all evidence collected on the evidence collection form and formally turned over to law enforcement personnel using the chain of custody process.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: Setup: In a real or simulated HAZMAT/WMD incident, provide the Soldier with the items listed in the condition statement and direct the Soldier to formulate documentation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the reporting requirements of federal, state, and local agencies.			
2. Identified the importance of documentation for a HAZMAT/WMD incident.			
3. Identified the steps in maintaining activity logs and exposure records.			
4. Identified the requirements for compiling HAZMAT/WMD reports.			
5. Identified the requirements for filing documents and maintaining records IAW local SOP.			
6. Identified the legal documentation requirements.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	LOCAL SOP	LOCAL SOP	Yes	Yes
	NFPA 472 2008 ED	National Fire Protection Association, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Ed	No	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 Environmental-Related Risk Assessment.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. In a training environment, leaders must perform a risk assessment IAW FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 Composite Risk Management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available, and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
03-1-6592	Establish A CBRN Incident Response Operations Center	03 - CBRN (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
CBRN SLC, 2011	Enlisted	MOS: 74D, Skill Level: SL4