**Boulder County Hazardous Materials Team**

BCHMT Site Access Officer

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| Guideline Number | 2007 |
| Approved By | BOD |
| Date | October 2, 2017 |

**Scope:** This guideline applies to all participating agencies of the Boulder County Hazardous Materials Team (BCHMT)

**Purpose:** To outline the BCHMT Site Access Officer job duties.

**Guideline:**

* The BCHMT Site Access Officer reports directly to the BCHMT Group Supervisor.
* The BCHMT Site Access Officer duties shall include but are not limited to:
* Organize and supervise assigned personnel to control access to the hazard site
* Oversee the placement of the exclusion control line and the contamination control line.
* Ensure appropriate action is taken to prevent the spread of contamination.
* Establish a Safe Refuge Area within the contamination reduction zone. Appoint the Safe Refuge Manager if necessary.
* Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
* Track persons passing through the contamination control line to ensure long-term observations are met.
* Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention.
* Monitor for any changes in climatic conditions or other external circumstances that might affect the hazard site.
* Maintain communications and coordinate operations with the BCHMT Entry Team supervisor.
* Maintain a unit log. (ICS Form 214)
* Identify Hazardous situations associated with the incident
* Identify and cause correction of occupational safety hazards
* Continuously monitor responders for exposure to safety and hazardous conditions.
* Alter, suspend, evacuate, or terminate activities that may pose imminent safety or health danger.
* Take appropriate action to mitigate or eliminate unsafe working conditions, operations or hazards.
* Document both safe and unsafe acts, corrective actions taken on scene, accidents or injures.
* Perform an assessment of the PPE
* Review the Incident Action Plan for safety implications
* Exercise emergency authority to stop and prevent unsafe acts
* Investigate accidents that have occurred within the incident area.
* Assign assistants as necessary.
* Review and approve the Medical Plan.
* Maintain a unit log (Form 214)
* Complete Form 215a