



Questions for Local Utilities

The following is intended to provide further explanation of the questions found in the Phase 2 Questionnaire. The term "no further explanation necessary" is used when the question does not require additional explanation.

1. This is a plan that details the actions taken during hazardous materials related emergencies. It may be one comprehensive document, a section within a document, or contained in several related documents.
 - a. List the title of the hazmat contingency plan.
 - b. If the plans or procedures for responding to a hazmat incident are contained in multiple documents, list the title of each document.
 - c. This can be as simple as having a person assigned to review the plan at a set time period, or more complex automatic reminders and procedures. Indicate whether the review takes place annually, semiannually, as needed, or other.
 - d. Indicate the last date that the plan was revised or updated.
 - e. This should be the position title of the person within the agency that has the authority to execute the procedures contained in the hazmat contingency plan.
2. This refers to a program to provide personnel with appropriate training to respond to a hazardous materials incident. In addition to providing initial training, the program may include maintaining training records and providing refresher training as needed.
 - a. These are OSHA training levels for personnel responding to hazardous materials incidents. If personnel are trained to different levels, check each one that applies.
3. This would include procedures that are in place to carry out emergency operations when called upon by first responders at the scene of a hazmat incident. Such operations could include shut-down or maintenance of utilities.

4. These are facilities receiving utility service that have processes onsite that would be negatively impacted if there were an unexpected loss of the utility service.
5. These would include utility facilities located in close proximity to facilities possessing hazardous materials.
6. No further explanation necessary.
7. Incident Command System (ICS) is the model tool for command, control, and coordination of an emergency response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property and the environment.
8. This refers to protocols that would ensure communication capability with first responders.
9. These refer to written plans or procedures that describe the interactions between the utility company and the first responder in order to accomplish shut-down of utilities in an emergency situation.
10. This may include location maps, written shutdown procedures, emergency contact names/phone numbers, etc.
11. Pre-planning activities could include comparison of hazmat response plans, participation in joint hazmat exercises, etc. May include pre-notification of service shutdown with facilities that may have critical systems in place that would be negatively impacted by improper shutdown
12. Pre-planning activities could include comparison of hazmat response plans, participation in joint hazmat exercises, etc.
13. This refers to vehicles that are specially equipped for use during a hazmat incident.
14. This could include personal protective equipment, decontamination equipment, etc.

15. Identification of appropriate personal protective equipment includes determining what equipment is necessary for personnel after considering the situations they may encounter or the potential hazmat they may be exposed to.
 - a. “Readily available” indicates that the equipment is in the possession of personnel or stored in a location that can be readily accessed by personnel without impacting their ability to respond to an incident.
 - b. This training could also include fit testing to ensure that the equipment assigned to personnel is properly fitted to each individual.
 - c. A refresher training program would ensure that appropriate personnel are kept up to date with proper use of personal protective equipment and that equipment is fitted adequately.

16. Established decontamination procedures refer to plans or procedures that outline and describe the necessary steps and precautions to be taken to ensure that all equipment and personnel are properly decontaminated.
 - a. Identify the agency or organization begin relied on to perform decontamination.
 - b. This applies if another agency or organization is being relied on to perform decontamination of contaminated personnel/equipment.
 - c. In this case, “personnel” includes those that may require decontamination and those that will be performing the decontamination. Are those that may require decontamination aware of the procedures and trained on how to access decontamination services? Are those being relied on to provide decontamination aware of their responsibility and trained on how to carry it out?

17. These limitations could be related to facility or equipment factors, training levels, legal issues, or any other limitations.