



Questions for County Emergency Manager

The following is intended to provide further explanation of the questions found in the Phase 3 Questionnaire. The term "no further explanation necessary" is used when the question does not require additional explanation.

A. Response Planning

1. This identification would include identifying which facilities possess hazardous materials, the quantity they possess, and what hazards are associated with such materials.
2. Hazmat shipping companies are those that transport hazardous materials as a service for other companies. Transportation routes or methods could include rail, highway, sea, or air.
3. No further explanation necessary
4. A commodity flow study is an evaluation of the transportation of hazardous materials through an area including types and quantities of materials, routes, and transportation methods. If such a study has been accomplished, indicate the routes were included in the study. Specify the date the study was conducted.
5. 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.
6. Indicate whether the plan contains the information specified in each subpart:
- a. This refers to emergency contacts within the agency or organization and contacts with other agencies or organizations.
 - b. This refers to a tiered plan that provides for activation of various specific resources within an organization and/or community based upon a give level.
 - c. Indicate if the plan contains a procedure to provide notification regarding a hazmat incident to each entity listed.
7. This refers to a list of resources that are available to your agency or organization from other organizations within the community including industry.
8. Indicate whether your agency or organization has a protocol for each of the mentioned activities:
- a. This refers to requests made to other agencies for additional resources.
 - b. This refers to maintaining communication with resources within your agency or organization that are dispatched to an incident.
 - c. This refers to maintaining communication with members of your agency or organization that are on-scene or off-site in a support role.
 - d. This refers to maintaining communication with members of other agencies or organizations that are on-scene or off-site in a support role.
9. No further explanation necessary.
10. The comparing of hazmat plans may take place during formal reviews, meetings, exercises, etc. with other response agencies.

- a. This refers to any discrepancies that may have been discovered during the review with other hazmat contingency plans. Identify any discrepancies that have not been resolved.
11. Identify all organizations or agencies that have been included as participants in exercises involving a hazmat incident.
12. A debriefing includes a period of time set aside following an exercise or incident for participants to provide input on what went well and what could be changed or improved.
13. This includes each agency or organization that may play a role in responding to a hazmat incident.
14. These are resources that your organization or agency possesses that are available should they be requested during a hazmat incident.
 - a. Pre-planning activities could include joint exercises with other organizations or jurisdictions or comparison of hazmat contingency plans to ensure compatibility in the case of an incident.
15. This refers to criteria that must be met prior to the activation or release of resources to other agencies.
16. To identify all elements needed in advance of an incident to assure resources are used effectively and all responders are operating under an agreed upon system. This ties to having a common incident management system in place and recognized by all assisting and cooperating agencies.

B. Communications and Decision-Making

17. Indicate each communication device that is available to your agency or organization during a hazmat incident.
18. This refers to other agencies or organizations that will respond to an incident within your jurisdiction and with whom you will likely be required to work in coordination with.

19. A unified incident command system is a method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at an incident, to contribute to determining the overall objectives for the incident and selection of a strategy to achieve the objectives.
20. The National Incident Management System (NIMS) provides a consistent nationwide approach for federal, state and local governments to work effectively together during incidents of all sizes and types. NIMS includes a core set of principles and requirements that all agencies and organizations that may be involved in an incident must meet.

C. Notification

21. These plans or procedures should include the steps to follow in order to carry out an evacuation of an affected area.
22. This question is intended to determine if the agency has an established protocol to follow in order to declare an emergency or disaster.
23. No further explanation necessary.
24. Indicate whether an emergency alert system is in place and what it consists of.
25. To determine whether or not there is a written procedure in place to release information to the public during an incident.
 - a. Indicate the title of the person who has authority to release such information.
 - b. Identify whether there is a process or procedure that your agency will follow to approve press releases before they are distributed to the media.
 - c. A JIC is a specific location where designated facility and agency media liaison staff work during an incident and where public media representatives can access timely information.

26. Every community has special populations with unique needs that should be considered in the case of a hazmat incident. How will notification be carried out to these individuals? Is there a procedure or plan in place to effectively communicate necessary information to them?
27. Notification to the National Response Center is required during many incidents. This question is intended to determine whether the organization or agency has a procedure to carry out this notification or to confirm that it has been carried out by another organization involved in the incident.

D. Protective Actions (Evacuation/Shelter-in-Place/Decontamination)

28. This indicates a formal program with the objective of educating the general population and local industry about protective actions. It could include workshops, informational mailings, radio/television announcements, etc.
 - a. Shelter-in Place is a method of protection from a hazardous materials release where individuals that are at risk from exposure stay within an enclosed structure (house, office building, school, etc.) until danger of contamination has passed.
 - b. Specify any other educational programs your agency or organization delivers relating to hazmat incidents.
29. No further explanation necessary.
30. Emergency shelters would be utilized to house the population that has been evacuated. They would most likely include large facilities with appropriate means to handle large numbers of displaced people. Consideration should include the need for food, water, sanitation, and the potential for longer term evacuation.
 - a. No further explanation necessary.
 - b. Companion animals include those that are specifically trained to provide assistance or service to humans with special needs.
 - c. Consideration should be given for accommodating larger animals (i.e., horses and llamas) and exotic pets.

31. Considerations may include decontamination of animals that have been contaminated or disposal of dead animals that have been contaminated.
32. No further explanation necessary.
 - a. No further explanation necessary.
 - b. Personal protective equipment would include items such as respiratory protection, gloves, goggles or safety glasses, chemical protective suits, boots, etc. that may be necessary in hazardous situations. Training on the use of personal protective equipment 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.
33. No further explanation necessary.
 - a. No further explanation necessary.
 - b. Personal protective equipment would include items such as respiratory protection, gloves, goggles or safety glasses, chemical protective suits, boots, etc. that may be necessary in hazardous situations. Training on the use of personal protective equipment 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.

E. Mutual Aid

34. Mutual aid agreements are written agreements between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.
 - a. This question is intended to determine specifically whether the agreements are current and signed by all involved parties.

- b. This refers to written procedures or protocols that describe how to access the resources and assistance that is available through hazmat mutual aid agreements.
 - c. This refers to a documented list of those resources (equipment, personnel, etc.) available to the first responder through hazmat mutual aid agreements.
 - d. This question is meant to determine whether all parties to the mutual aid agreements participate in response training together.
 - e. This question is meant to determine whether all parties to the mutual aid agreements participate in hazmat exercises together.
35. Memorandums of Understanding (MOU) are formal agreements between entities regarding the conditions under which there is a sharing of resources. The contracts or MOU's mentioned in this question could be with private companies as well as other public agencies or organizations.
- a. Identify whether these agreements are current and signed by all parties.
 - b. This refers to written procedures or protocols that describe how to access the resources and assistance that are available through other agreements.
 - c. This refers to a documented list of those resources (equipment, personnel, etc.) available to the first responder through other agreements.
 - d. This question is meant to determine whether all parties to the agreements participate in response training together.
 - e. This question is meant to determine whether all parties to the agreements participate in hazmat exercises together.
36. Hazmat clean-up companies are private organizations that can be hired to perform clean-up of a hazardous materials release. This question is intended to determine whether the agency or organization has any contracts with hazmat clean-up companies to perform this service if called upon.

F. Environmental

37. Clean-up contractors are private organizations that can be hired to perform clean-up of a hazardous materials release. This question is intended to determine whether the agency or organization has developed a list of such contractors that includes phone numbers.

G. Additional Requirement

38. No further explanation necessary