



COMMUNITY CAPABILITY ASSESSMENT
PHASE 3 QUESTIONNAIRE

Date of Review:

Facilitator:

Phone Number:

Mailing Address:

E-mail Address:

FAX Number:

SUBMITTER INFORMATION

Contact Name & Title:

Phone Number:

Organization Name:

Mailing Address:

Questionnaire Completed by:

COUNTY EMERGENCY MANAGEMENT

Note: This part is to be completed by the local emergency management agency that would likely respond in the event of a hazardous materials incident.

A. RESPONSE PLANNING

1. Has the agency identified facilities within the agency jurisdiction that have the potential for hazmat releases? (1) Y N NA

Documented Where?

Discussion Notes:

2. Have hazmat transport companies and shipping routes they use been identified? (1) Y N NA

Documented Where?

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Discussion Notes:

- 3. Has the agency identified potential sources for hazmat incidents other than at fixed sites (railway, highway, air, water, etc)? (1, 5) Y N NA
 - a. Railway Y N NA
 - b. Roadway Y N NA
 - c. Air Y N NA
 - d. Water Y N NA
 - e. Other sources, specify:

Documented Where?

Discussion Notes:

- 4. Have any commodity flow studies been conducted? (1, 5) Y N NA
 - a. If yes, on what transportation route(s)?
 - b. Date(s) study was conducted:

Documented Where?

Discussion Notes:

- 5. Does the agency have a hazmat contingency plan? (2, 3) Y N NA
 - a. If yes, is it contained within a single document? Y N NA
 - Title:
 - b. If not contained within a single document, list all separate titles:

- c. Is there a process in place for plan review and updating? Y N NA
- If so, how often? Annually Semiannually As needed Other:
- d. What is the last revision date?
- e. Has the person(s) with the authority to implement your plan been identified? (2) Y N NA

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Documented where?

Discussion Notes:

- 6. Does the plan include the following?: (2, 3, 4, 6)
 - a. Emergency contact names/titles and phone numbers? Y N NA
 - b. Procedures for activating resources at multiple levels? Y N NA
 - c. Emergency notification procedures for:
 - (1) Public? Y N NA
 - (2) County Resources? Y N NA
 - (3) State Resources? Y N NA
 - (4) Adjoining Jurisdictions? Y N NA
 - (5) Other (specify):

Documented where?

Discussion Notes:

- 7. Has the plan been reviewed by any other emergency response agencies? (2) Y N NA
 - a. If yes, specify:

Documented where?

Discussion Notes:

- 8. Has the plan been compared with other hazmat contingency plans in the jurisdiction? (2, 4) Y N NA
 - a. If yes, are there any discrepancies that have not been addressed and corrected?: Y N NA
 - Specify:

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Documented where?

Discussion Notes:

9. Does the plan include a list(s) of emergency equipment available from other agencies or organizations? (2, 6) Y N NA

Documented where?

Discussion Notes:

10. Is there a protocol for: (In reference to question #9 above) (2, 3, 6)
- a. processing requests for resources? Y N NA
 - b. maintaining contact with resources during an incident? Y N NA
 - c. maintaining contact within the agency? Y N NA
 - d. maintaining contact with community resources? Y N NA

Documented where?

Discussion Notes:

11. Has the agency conducted hazmat exercises with any of the additional resources listed below? (8, 9) Y N NA
- a. Hospitals (specify): Y N NA
 - b. State Hazmat Teams (specify): Y N NA
 - c. Federal Agencies (specify): Y N NA
 - d. State Agencies (specify): Y N NA
 - e. Public Works (specify): Y N NA
 - f. Emergency Medical (specify): Y N NA
 - g. Rail Roads (specify): Y N NA
 - h. Schools (specify): Y N NA
 - i. Law Enforcement (specify): Y N NA
 - j. Emergency Management (specify): Y N NA
 - k. Industry (specify): Y N NA

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- l. Emergency Dispatch (specify): Y N NA
- m. Fire Service (specify): Y N NA
- n. Elected Officials (specify): Y N NA
- o. Transportation (specify): Y N NA
- p. Utilities (specify): Y N NA
- q. Other (specify): Y N NA

Documented where?

Discussion Notes:

- 12. Does the agency's plan have a policy to conduct a de-briefing following incidents or exercises? (2, 8, 9) Y N NA

Documented where?

Discussion Notes:

- 13. Has the agency identified other agencies and organizations that may respond to a hazmat incident within the jurisdiction? (2, 3, 6) Y N NA

Documented where?

Discussion Notes:

- 14. Has the agency identified resources in its possession that are available to other agencies during a hazmat incident? (6) Y N NA
 - a. If yes, has pre-planning been done with other jurisdictions or organizations that may be requesting resources from the agency? Y N NA

Documented where?

Discussion Notes:

- 15. Has the agency established criteria for activating these resources? (2, 3, 6) Y N NA

Documented where?

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Discussion Notes:

16. Has the agency determined what information needs to be exchanged between the agency and additional resources to assure a seamless integration or transition? (e.g., situation reports, unified command, protocols for prolonged responses, response routes and times, etc.) (2, 4) Y N NA

Documented where?

Discussion Notes:

B. COMMUNICATION AND DECISION MAKING

17. What communication devices are available during a hazmat incident? (4, 6)
 Telephone Cell Phone VHF Radio UHF Radio Amateur Radio
 Computer FAX Other:

18. Has the agency determined if communication devices are compatible with other responding organizations? (4, 6) Y N NA

Documented where?

Discussion Notes:

19. Does the agency use a Unified Command System during a hazmat response? (2) Y N NA

Documented where?

Discussion Notes:

20. Is the agency's Incident Command System compliant with current NIMS requirements? (8) Y N NA

Documented where?

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Discussion Notes:

C. NOTIFICATION

21. Does the agency's plan include protocols, policies or procedures for responding to requests for evacuation? (4, 7)

Y N NA

Documented where?

Discussion Notes:

22. Has the agency established criteria for declaring a major emergency/ disaster? (2, 3, 4)

Y N NA

a. Are procedures in place?

Y N NA

Documented where?

Discussion Notes:

23. Does the agency's plan establish criteria for requesting state and/or federal assistance? (2, 3, 4)

Y N NA

a. Are procedures in place?

Y N NA

Documented where?

Discussion Notes:

24. Does the agency have emergency alert system capability? (4, 6)

Y N NA

If so, describe:

Documented where?

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Discussion Notes:

25. Does the agency's plan contain procedures for disseminating information to the public? (4) Y N NA
- a. If so, who has authorization/approval responsibility?
Name/Title:
- b. Is there a process in place for approval of press releases to the media? Y N NA
- c. Does the agency's media protocol include utilizing a Joint Information Center? Y N NA

Documented where?

Discussion Notes:

26. Do all notification policies, procedures and materials include consideration of special populations (non-English speaking, seasonal occupancy, transient populations, blind, deaf or other handicapped)? (2, 4) Y N NA

Documented where?

Discussion Notes:

27. Does the agency's plan address notification or verifying that notification has been made to the National Response Center? (2, 4) Y N NA

Documented where?

Discussion Notes:

D. PROTECTIVE ACTIONS (EVACUATION / SHELTER-IN-PLACE / DECONTAMINATION)

28. Does the agency's plan include a public education program for local industry and the general public? (4, 7, 8) Y N NA
- a. If yes, does the program include Shelter –In-Place? Y N NA
- b. Other programs? (specify)

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Documented where?

Discussion Notes:

29. Does the agency's plan include consideration for handling mass evacuees? (2, 5, 7)

Y N NA

Documented where?

Discussion Notes:

30. Have emergency shelters been identified? (7)

Y N NA

a. Are there procedures in place for opening and staffing emergency shelters?

Y N NA

Documented where?

b. Are shelters prepared to accommodate companion animals, or have special sheltering locations been identified for them?

Y N NA

Documented where?

c. Are shelters available to accommodate pets and /or larger animals?

Y N NA

Documented where?

Discussion Notes:

31. Does the agency's plan include consideration for treating or disposing of animals that have been contaminated? (2)

Y N NA

Documented where?

Discussion Notes:

32. Does the agency's plan include consideration of contaminated mass casualties? (2, 8)

Y N NA

a. If so, does the plan include training for personnel who may handle contaminated victims?

Y N NA

b. For such personnel, is personal protective equipment provided, and training on its use?

Y N NA

c. Is there a procedure/process for obtaining refresher training?

Y N NA

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Documented where?

Discussion Notes:

- 33. Does the agency's plan include consideration of what to do in the event of mass fatalities? (2, 5, 6, 7, 8) Y N NA
- a. If so, does the plan include training for personnel who may handle contaminated human remains? Y N NA
- b. For such personnel, is personal protective equipment provided, and training on its use? Y N NA
- c. Is there a procedure/process for obtaining refresher training? Y N NA

Documented where?

Discussion Notes:

E. MUTUAL AID, CONTRACTS, AND MEMORANDUM OF UNDERSTANDING

- 34. Does the agency have mutual aid agreements with other agencies regarding hazmat incidents? (2, 3, 6, 8, 9) Y N NA
- a. Are mutual aid agreements current and signed by all responsible parties? Y N NA

Documented where?

- b. Are written procedures in place for the activation of hazmat mutual aid agreements? Y N NA

Documented where?

- c. Is there a list of resources available through hazmat mutual aid agreements? Y N NA

Documented where?

- d. Do any parties to the hazmat mutual aid agreements train together? Y N NA
- e. Do any parties to the hazmat mutual aid agreements exercise together? Y N NA

Documented where?

Discussion Notes:

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35. Does the agency have any contracts or memorandums of understanding (MOU) with any other organizations to provide services during a response to a hazmat incident? (2, 4, 6, 8, 9) Y N NA

a. Are these agreements current and signed by all responsible parties? Y N NA

Documented where?

b. Are written procedures in place for the activation of these agreements? Y N NA

Documented where?

c. Is there a list of resources available through hazmat contracts or MOU's? Y N NA

Documented where?

d. Do any parties to these agreements train together? Y N NA

e. Do any parties to these agreements exercise together? Y N NA

Documented where?

Discussion Notes:

F. ENVIRONMENTAL

36. Does the plan include a list of clean-up contractors with 24/7 contact phone numbers? (2, 6) Y N NA

Documented where?

Discussion Notes:

G. ADDITIONAL REQUIREMENTS

37. Does the agency have specific expectations of other jurisdictions or organizations that have not been addressed in this document? Y N NA

a. If yes, specify?