



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:

DEPARTMENT OF TRANSPORTATION

Note: This part is to be completed by the Dept. of Transportation district that would likely respond in the event of a hazardous materials incident.

A. RESPONSE PLANNING

1. Does the agency have a hazmat contingency plan? (2, 3) Y N NA
 - a. If yes, is it contained within a single document?
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 the plan been identified? Y N NA

Documented where?

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Discussion Notes:

2. Does the plan include the following: (3, 4)

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:

3. Does the plan include a resource list(s) of emergency equipment available from other agencies or organizations? (6)

Y N NA

Documented where?

Discussion Notes:

4. Is there a protocol for: (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:

5. Has the plan been reviewed by any other emergency response agencies? (2)

Y N NA

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a. If yes, specify:

Documented where?

Discussion Notes:

6. Has the plan been compared with other hazmat contingency plans in the jurisdiction? (2) Y N NA

a. If yes, are there any discrepancies that have not been addressed and corrected?: Y N NA
Specify:

Documented where?

Discussion Notes:

7. Does the agency have the appropriate resources to respond to a hazmat incident? Y N NA

a. If not, list additional needs below: (6, 8)

Equipment:

Supplies:

Training:

Documented where?

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Discussion Notes:

8. Has the agency conducted hazmat exercises with any of the additional resources listed below? If yes specify: (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
 - 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:

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

Documented where?

Discussion Notes:

10. Does the agency have a hazmat training program? (8) Y N NA

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a. If yes, to what level of training?

- HAZWOPER Awareness Operations Technician Specialist
 Other (specify):

Documented where?

11. Does the agency train for hazmat emergencies with other organizations? Y N NA
(8)

a. If yes, specify:

Documented where?

Discussion Notes:

12. Has the agency identified resources that are available upon request during a hazmat incident? (2, 6) Y N NA

a. If yes, has pre-planning been done with other jurisdictions and/or organizations that may be requesting resources from the agency? Y N NA

Documented where?

Discussion Notes:

13. Has the agency established criteria for activating these resources? (2) Y N NA

Documented where?

Discussion Notes:

14. 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?

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Discussion Notes:

15. 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:

B. COMMUNICATION AND DECISION MAKING

16. What communication devices are available during a hazmat incident? (6)
- Telephone Cell Phone VHF Radio UHF Radio Amateur Radio
- Computer FAX Other:
17. Has the agency determined if communication devices are compatible with other responding organizations? (4, 6) Y N NA

Documented where?

Discussion Notes:

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

Documented where?

Discussion Notes:

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

Documented where?

Discussion Notes:

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C. NOTIFICATION

20. Does the agency’s plan identify which agency has the responsibility / authority to order road or street closures? (2, 3, 4, 5) Y N NA

Agency:

Position/Title:

Documented where?

Discussion Notes:

21. Does the agency have a protocol for establishing access control points on roads, streets, and at the site of a response to a hazmat incident? (2, 3,4, 6) Y N NA

Documented where?

- a. Are there multi-jurisdictional considerations or issues involved? Y N NA
- b. Are agreements in place regarding those jurisdictions? Y N NA
- c. Are first responders aware of these jurisdictional agreements? Y N NA
- d. Are there pre-identified detour routes in the event of road closures? Y N NA

Documented where?

Discussion Notes:

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

22. Does the agency’s plan include protocols, policies or procedures for responding to requests for evacuation? (2, 3, 4, 7) Y N NA

Documented where?

Discussion Notes:

23. Does the agency’s plan include consideration for handling mass evacuees? (7) Y N NA

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Documented where?

Discussion Notes:

E. MUTUAL AID, CONTRACTS, AND MEMORANDUM OF UNDERSTANDING

24. Does the agency have mutual aid agreements with other agencies regarding hazmat incidents? (2, 3, 4, 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:

25. 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 MOUs? 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

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Documented where?

Discussion Notes:

F. ENVIRONMENTAL

26. Does the plan include list(s) of clean-up contractors with 24/7 contact phone numbers? (2, 4, 6) Y N NA

Documented where?

Discussion Notes:

G. ADDITIONAL REQUIREMENTS

27. 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: