



COMMUNITY CAPABILITY ASSESSMENT  
**PHASE 3 QUESTIONNAIRE**

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**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 ROADS & PUBLIC WORKS**

*Note: This part is to be completed by the County Road Dept./Public Works agency 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  
If yes, name & title:

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Documented where?

Discussion Notes:

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

Documented where?

Discussion Notes:

4. Is there a protocol for: (2)
- a. processing information/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

Documented where?

Discussion Notes:

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5. Has the plan been reviewed by any other emergency response agencies? (2) Y N NA
- 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? (6, 8 ) Y N NA

a. If not, list additional needs below:

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 plan have a policy to conduct a de-briefing following incidents or exercises? (2, 9) 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 in its possession that are available upon request 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:

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?

Discussion Notes:

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**B. COMMUNICATION AND DECISION MAKING**

15. What communication devices are available during a hazmat incident? (6) Y N NA  
 Telephone  Cell Phone  VHF Radio  UHF Radio  Amateur Radio  
 Computer  FAX  Other:

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

Documented where?

Discussion Notes:

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

Documented where?

Discussion Notes:

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

Documented where?

Discussion Notes:

**C. NOTIFICATION**

19. 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:

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20. 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, 4) 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. Does the agency have 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)**

21. 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:

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

Documented where?

Discussion Notes:

**E. MUTUAL AID, CONTRACTS, AND MEMORANDUM OF UNDERSTANDING**

23. 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

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

Documented where?

Discussion Notes:

24. 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, 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 all parties to these agreements train together? Y N NA  
e. Do all parties to these agreements exercise together? Y N NA

Documented where?

Discussion Notes:

### F. ENVIRONMENTAL

25. 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**

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

Y N NA

If yes, specify:

Discussion Notes: