
UNIT I: OVERVIEW AND INTRODUCTION

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PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY

PURPOSE

The purpose of this survey is to help you assess your jurisdiction's capabilities to respond to a terrorist incident. You can then use this information to develop strategies to overcome any identified shortfalls. Specifically, you can use information gathered in this survey to help:

1. Develop training for personnel who may have to respond to a terrorist incident.
 2. Determine which agencies in the jurisdiction may need the most help in preparing for potential terrorist incidents.
 3. Revise the local EOP and other planning documents for dealing with a terrorist incident.
 4. Develop plans to marshal resources from throughout the area to respond to terrorist incidents.
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PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)

SURVEY SECTION A

Organization: _____

City or Township: _____

Zip Code: _____

Population: _____

A1 Please indicate the approximate percentage of individuals in your organization who have received hazardous materials training at the following levels:

_____	%	None
_____	%	Awareness
_____	%	Operations
_____	%	Technician
_____	%	Specialist
_____	%	Incident Commander

A2 Do you anticipate any significant increase in the number of trained individuals within your organization in the near future?

Yes No

A3 Are any of the following types of facilities located in or near your area?

- Chemical manufacturing/storage
 - Pesticide manufacturing/storage
 - Pharmaceutical facility
 - Academic laboratories
 - Pool chemical manufacturing/storage
 - Facilities for storage of infectious waste
 - Facilities which store low-level radioactive waste
 - Petrochemical refinery/storage facility
 - Munition manufacturers or storage depot
 - Fertilizer manufacturers or storage
 - Military installations, including National Guard Armories and Reserve Facilities
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PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION A (CONTINUED)****A4** Do you have access to:

- A HazMat Team
- A Bomb Squad
- A K-9 Unit
- Military Reserve or National Guard Units

A5 Does your organization have the equipment to establish secure communications, which will not be affected by the massive amount of telecommunications and radio traffic typical during disasters?

- Yes No

A6 Have there been any incidents of illegal fireworks factories operating within your area?

- Yes No

A7 Have there been any incidents of clandestine drug laboratories operating within you area?

- Yes No *If your answer is NO, then go to Question A9.*

A8 Please indicate all types of clandestine laboratories that have been identified in your area:

- | | |
|---|--|
| <input type="checkbox"/> 3-Methyl Fentanyl | <input type="checkbox"/> Mescaline |
| <input type="checkbox"/> 4-Methylaminorex | <input type="checkbox"/> Methadone |
| <input type="checkbox"/> Diazepam | <input type="checkbox"/> Methamphetamine |
| <input type="checkbox"/> Dimethyltryptamine | <input type="checkbox"/> Methaqualone |
| <input type="checkbox"/> Fentanyl | <input type="checkbox"/> Methylamine |
| <input type="checkbox"/> JB 318 | <input type="checkbox"/> p-Fluoro Fentanyl |
| <input type="checkbox"/> LSD | <input type="checkbox"/> PCE |
| <input type="checkbox"/> Lysergic Acid | <input type="checkbox"/> PCP |
| <input type="checkbox"/> Mecloqualone | <input type="checkbox"/> Phenmetrazine |
| <input type="checkbox"/> PHP | <input type="checkbox"/> STP |
| <input type="checkbox"/> TCP | <input type="checkbox"/> THC |
| | <input type="checkbox"/> Other |
-

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION A (CONTINUED)**

A9 Do you believe that there is any potential for a terrorist group to select your area for an attack?

Yes No *If your answer is NO, then go to Question A12.*

A10 Which of the following general categories do you believe has the greatest potential for a terrorist group to select as a target in your area?

- Government Facility
- Commercial/Industrial Complex
- Retail Complex
- Transportation Hub
- Mass Transit Vehicle
- Recreational Facility
- Other

A11 Have you developed a list of specific facilities in your area that, because of their significance to the community, might be potential terrorist targets?

Yes No

A12 Have any extremist groups or individuals been identified in your area?

Yes No

A13 Have there been any cases of the following types of crimes in your area?

- Anarchist
- Hate
- Political

A14 Has your organization developed plans to deal with potential terrorist incidents within your area?

Yes No

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION A (CONTINUED)**

A15 Has your organization received training on how to deal with the deliberate release of hazardous materials, whether nuclear, biological or chemical?

Yes No

- If you answered **YES to both questions A14 and A15**, please complete the remainder of this survey.
 - If you answered **YES to question A14 and NO to A15**, please go to and complete **Section B only** (page I-6).
 - If you answered **NO to A14 and YES to A15**, please go to and complete **Section C only** (page I-10).
 - If you answered **NO to both questions A14 and A15**, you have completed this survey. Thank you for your time and effort.
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PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION B**

B1 Does your emergency operations plan consider terrorist incidents?

Yes No

B2 Does your EOP consider incidents involving the use of weapons of mass destruction?

Yes No

B3 Does your EOP consider the differences between crisis management and consequence management; and are you aware of the impacts the two phases may have on a response to a terrorist incident?

Yes No *If your answer is NO, then go to Question B6.*

B4 Does your EOP establish protocols for the coordination between crisis management and consequence management?

Yes No

B5 Does your EOP establish specific action points or “triggers” to identify when the transition from crisis to consequence management will occur?

Yes No

B6 Does your EOP include a protocol that outlines actions to be taken when an explosive device, which has not detonated, is found?

Yes No

B7 Does your EOP include a protocol that outlines actions to be taken when a device is found which may contain either a chemical, biological, or radiological agent?

Yes No

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION B (CONTINUED)**

B8 Does your EOP include a system in place to alert responders that a terrorist incident may have occurred?

Yes No

B9 Does your EOP establish response protocols for dealing with terrorist incidents?

Yes No

B10 Do all response agencies have weapons of mass destruction-specific responder safety SOPs?

Yes No

B11 Does your EOP establish protocols for controlling access to crime scenes or overall disaster areas?

Yes No

B12 Does your EOP establish protocols for when “shelter-in-place” is more appropriate than evacuation during a terrorist incident?

Yes No

B13 Are you aware of available State and Federal resources that can be called upon to assist in the event of a terrorist incident?

Yes No

B14 Does your EOP include a specific notification list of appropriate State authorities that would respond should a terrorist incident occur in your area?

Yes No

B15 Has your planning process included potential assets available from military installations in your area?

Yes No *If your answer is NO, then go to Question B17.*

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION B (CONTINUED)**

B16 Has your jurisdiction developed agreements that allow you rapid access to those military resources?

Yes No

B17 Are all potential responding agencies in your area involved in evaluation of law enforcement intelligence and threat assessments of potential terrorist activities?

Yes No

B18 Does your EOP include SOPs for reviewing law enforcement intelligence and threat assessments to determine the current threat level in your area?

Yes No

B19 Does your EOP include established criteria for releasing information on possible terrorist threats to the public?

Yes No

B20 Does your EOP include protocols for coordinating Emergency Public Information with law enforcement and crisis management efforts?

Yes No

B21 Does your EOP include protocols for coordinating with the following agencies to release information to the public on the number and names of casualties?

- Coroner
- Medical Examiner
- Crisis Management Organizations
- Disaster Welfare System

B22 Does your EOP establish procedures for ordering and enforcing a quarantine in the event of a suspected biological attack?

Yes No

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION B (CONTINUED)**

B23 Are antidotes available to your jurisdiction for the following agents?

- Nerve Agents
- Cyanides
- Lewisite
- Botulinum Toxin

B24 Does your jurisdiction include personnel trained in the proper use of those antidotes?

- Yes No

B25 Does your EOP include protocols for ensuring that contamination of medical facilities does not occur when potentially contaminated victims are evacuated?

- Yes No

This concludes Section B of the Planning Initiative Capability Assessment Survey. **Unless you answered YES to both Questions A14 and A15, then you have completed this survey.**

PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION C**

C1 Have all first responders received training on how to determine the presence of:

- Radiological agents (i.e., alpha, beta, gamma)
- Biological agents (e.g., bacteria, viruses, toxins)
- Chemical agents (e.g., nerve agents, blister agents)

C2 Are all first responders equipped to confirm the presence of:

- Radiological agents
- Biological agents
- Chemical agents

C3 Does your EOP include procedures to identify specific:

- Radiological agents
- Biological agents
- Chemical agents

C4 Have first responders been trained to estimate minimum safe distances and hazard zones associated with chemical/radiological agents?

- Yes No

C5 Does your EOP Evacuation Annex address evacuating the potentially threatened population, including those who are downwind, from a terrorist incident?

- Yes No

C6 Have all first responders trained to determine when it is appropriate to rescue casualties or when they must be left pending arrival of appropriate assistance?

- Yes No

C7 Does your EOP address decontamination of mass casualties (hundreds to thousands of individuals) prior to arrival at the hospital? (Note: The majority of patients will likely self-transport to medical facilities.)

- Yes No
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PLANNING INITIATIVE CAPABILITY ASSESSMENT SURVEY (CONTINUED)**SURVEY SECTION C (CONTINUED)**

C8 Does your EOP address how to access the logistical assets to transport mass casualties (hundreds to thousands of individuals) to medical facilities?

Yes No

C9 Does your EOP establish procedures for obtaining adequate detection and monitoring resources?

Yes No

C10 Have first responders had training on selection of appropriate first responders Personal Protective Equipment (PPE) for specific agents?

Yes No

C11 Do first response agencies maintain an inventory of appropriate PPE for specific agents?

Yes No

SAMPLE FUNCTIONAL RESPONSIBILITIES AND CAPABILITIES REVIEW

PURPOSE

The purpose of the “Sample Functional Responsibilities and Capabilities Review” is intended to provide broad general planning guidance that planners can use to identify planning needs. The vertical axis describes a generally accepted breakdown of major response functions. This alignment is meant only to be illustrative and **each State is encouraged to tailor the table to their specific circumstances**. The horizontal axis displays the response community in seven generally accepted groups.

Planners can use this table to record whether or not the plan addresses responder group (e.g. Emergency Medical Services (EMS), Law Enforcement, etc.) planning requirements that are associated with each of the response functions. The planner should examine the jurisdiction’s existing EOP and use the space provided under each of the responder groups on the horizontal axis to indicate if the planning requirements associated with each function have been adequately addressed. If it has, a “yes” should be entered under the appropriate responder group. If it has not, a “no” should be entered under the appropriate responder group. In some cases the requirement may be not applicable. In such cases “N/A” should be entered under the appropriate responder group. For example, if the Emergency Medical Services responder group has functional responsibility for decontaminating and providing medical aid to victims at the incident site who have been exposed to a nuclear, chemical or biological agent there should be specific provisions in the EOP for accomplishing these functions. If these operational requirements are not adequately addressed in the plan the planner should record a “No” in the appropriate box. Please note that this table is a notional example for determining the essential planning requirements and operational capabilities that should be addressed in the EOP.

FUNCTIONS	Function Description	Emer Mgt	EMS	Law Enforcement	Fire Services	HAZMAT	Public Health	Public Works	Other
Hazardous Materials	WMD agent ID and preliminary actions:								
	Chemical								
	Biological								
	Nuclear/Radiological								
	High Explosive								
	Other								
	Determine Location of Contamination								
	Establish Hot, Warm, and Cold Zones								
	Decontamination – Mass								
	Decontamination – Victim (Incident Site)								
	Decontamination – victim (Hospital)								
Decontamination – Responder									
Security and Safety	Event Site Access and Egress Control								
	Crime Scene Security and Investigation								
	Hazard Exposure Protection for Responders								
	Implement Area Evacuation								
	Forensics								
	Traffic Control								
	Crowd Control								
	Quarantine Management								
Communications	Incident Site Responder Group								
	Primary and Backup to Commo Systems								
	Incident Wide Communications								
	Secure Commo to Safeguard Against Cyber Attacks								
Resource Support	Resource Inventory								
	Obtain, Deploy, and Re-supply Specialized Resources								
	Resource Accountability								
Transportation	Shut Down Transportation Centers (e.g. Airports, Mass Transit Systems, etc.)								
	Identify Transportation Needs								
	Resume Transportation Services								
	Coordinate Alternative/Additional Transport Needs								

FUNCTIONS	Function Description	Emer Mgt	EMS	Law Enforcement	Fire Services	HAZMAT	Public Health	Public Works	Other
Mass Care	Immediate Post Incident Shelter, Food, Water, and Hygiene								
	Long Term Post Incident Shelter, Food, Clothing, Water, and Hygiene								
	First aid, Medical Monitoring, etc.								
Infrastructure Restoration	Shut Down Critical Public Services /Facilities								
	Structural Damage Assessment								
	Emergency Demolition								
	Debris Removal								
	Restoration of Critical Public Services								
Food	Identify/Isolate Contaminated Food Sources								
	Decontaminate/Destroy Contaminated Food Supplies								
Others (as determined by the State)									