

Oregon State Police

Office of State Fire Marshal

CCA



Community Capability Assessment

*Creating Opportunities For Improvement
In Preparedness And Response*

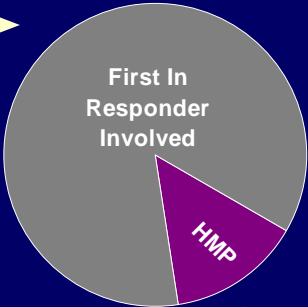
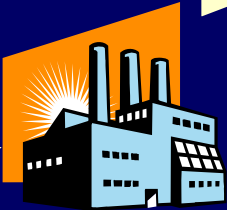
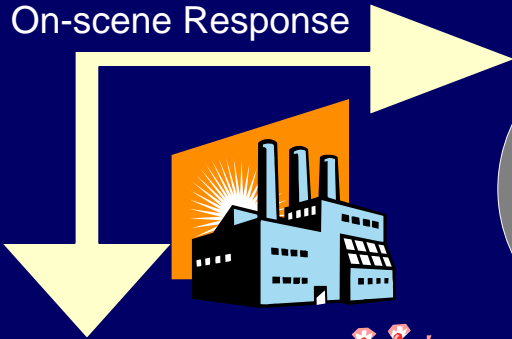
Anatomy Of An Incident

➤ Phase I:

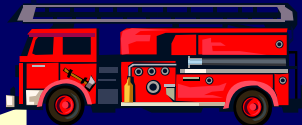
- Initial stage of the incident
- Facility operator & first responder
- On-scene response
- On-site Resources
- Control & mitigation

PHASE I

On-scene Response



Facility Involved



1st Responders



Anatomy Of An Incident

➤ Phase II:

- Expanded stage of incident
- Off-site consequences
- Community wide response
- Off-site resources
 - Police, EMS, hazmat teams, hospitals, public works, etc
- Increased coordination
 - Communication, evacuation, traffic control, medical response, command and control, etc

PHASE II

PHASE I

City/Community Response

City /
Community
Involved

HMP

On-scene Response

First In
Responder
Involved

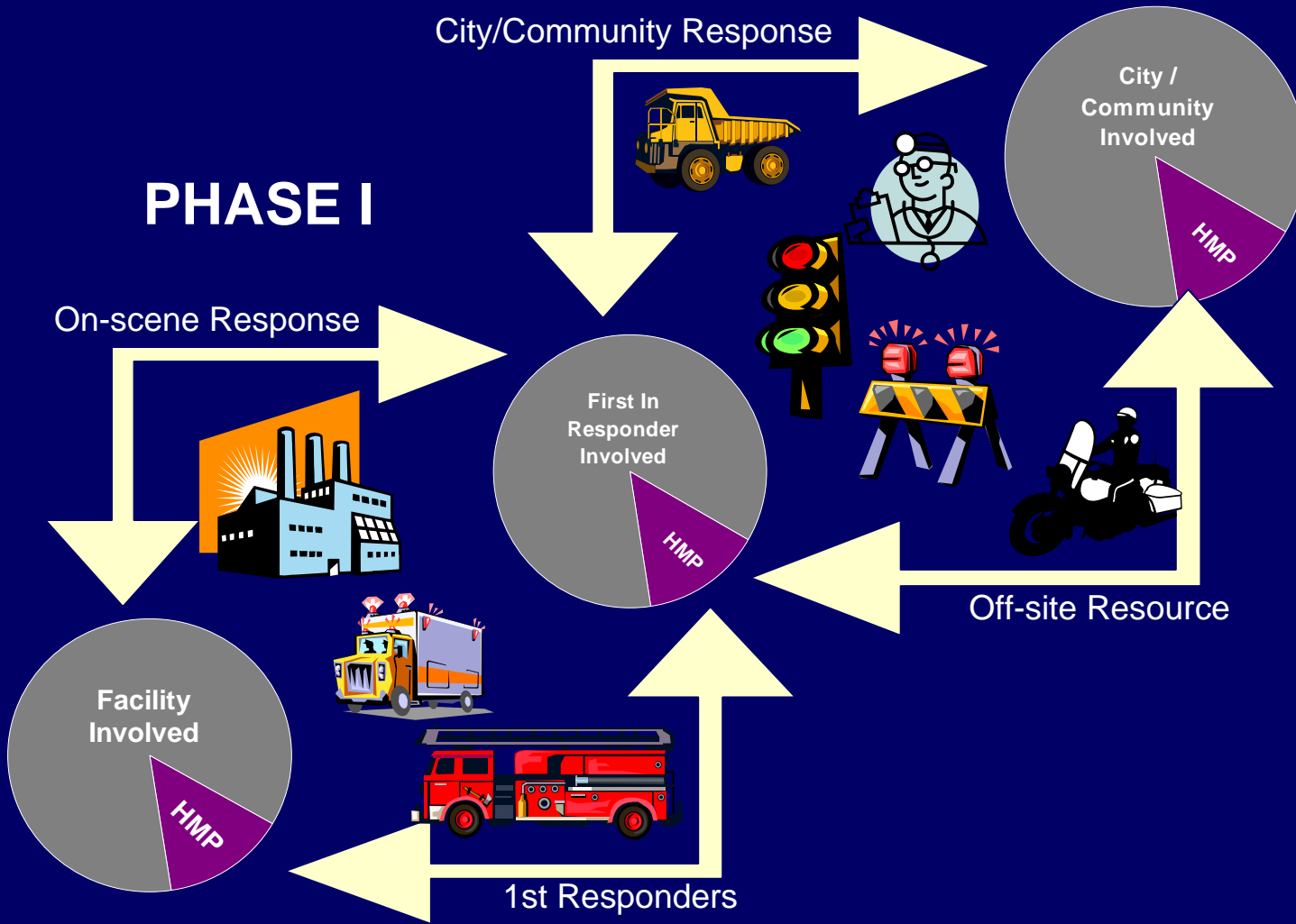
HMP

Facility
Involved

HMP

Off-site Resource

1st Responders



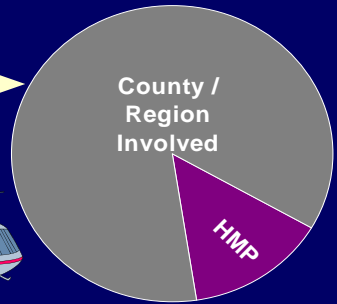
Anatomy Of An Incident

➤ Phase III:

- Protracted stage of an incident
- County response
- County emergency managers, county services, county officials, ODOT
- Additional resources
- Replacement resources, housing, logistics, funding, gateway to regional & state resources

PHASE III

County Response



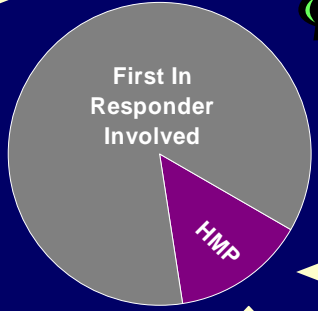
PHASE II

City/Community Response

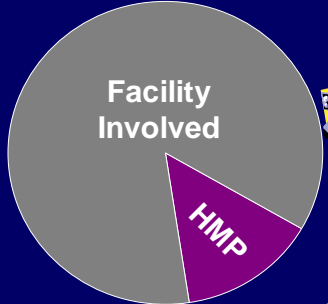


PHASE I

On-scene Response



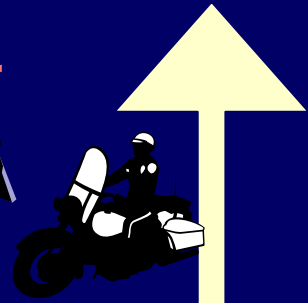
Facility Involved



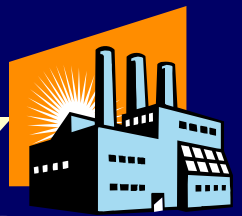
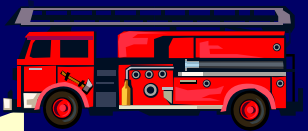
Additional Resource



Off-site Resource



1st Responders



What is a CCA?

- Assists communities in evaluating the cohesiveness of emergency response plans as they overlap and interface
- A low impact, systematic approach to emergency plan review and validation
- Evaluates a community's capability to respond to hazmat incidents

CCA Goals

- Validate emergency response plan interfaces
- Identify gaps in emergency response plans
- Facilitate mutually agreeable solutions to resolve gaps
- Provide for a periodic review of validated plans

How a CCA Works

Promote participation of key partners

- Industry
- First Responders
- Hazardous Materials Response Teams
- Law Enforcement
- Emergency Medical Services
- Hospitals
- Emergency Managers
- Public Works
- Utilities
- Transportation

How a CCA Works

Plan evaluation and revision

- Utilizing the Phase Evaluation Questionnaires
- Members fill out their respective section
- Answers discussed in a group setting
- Group evaluation/discussion eliminates unknowns/misunderstandings
- Mutually agreeable solutions to gaps

How CCA Works

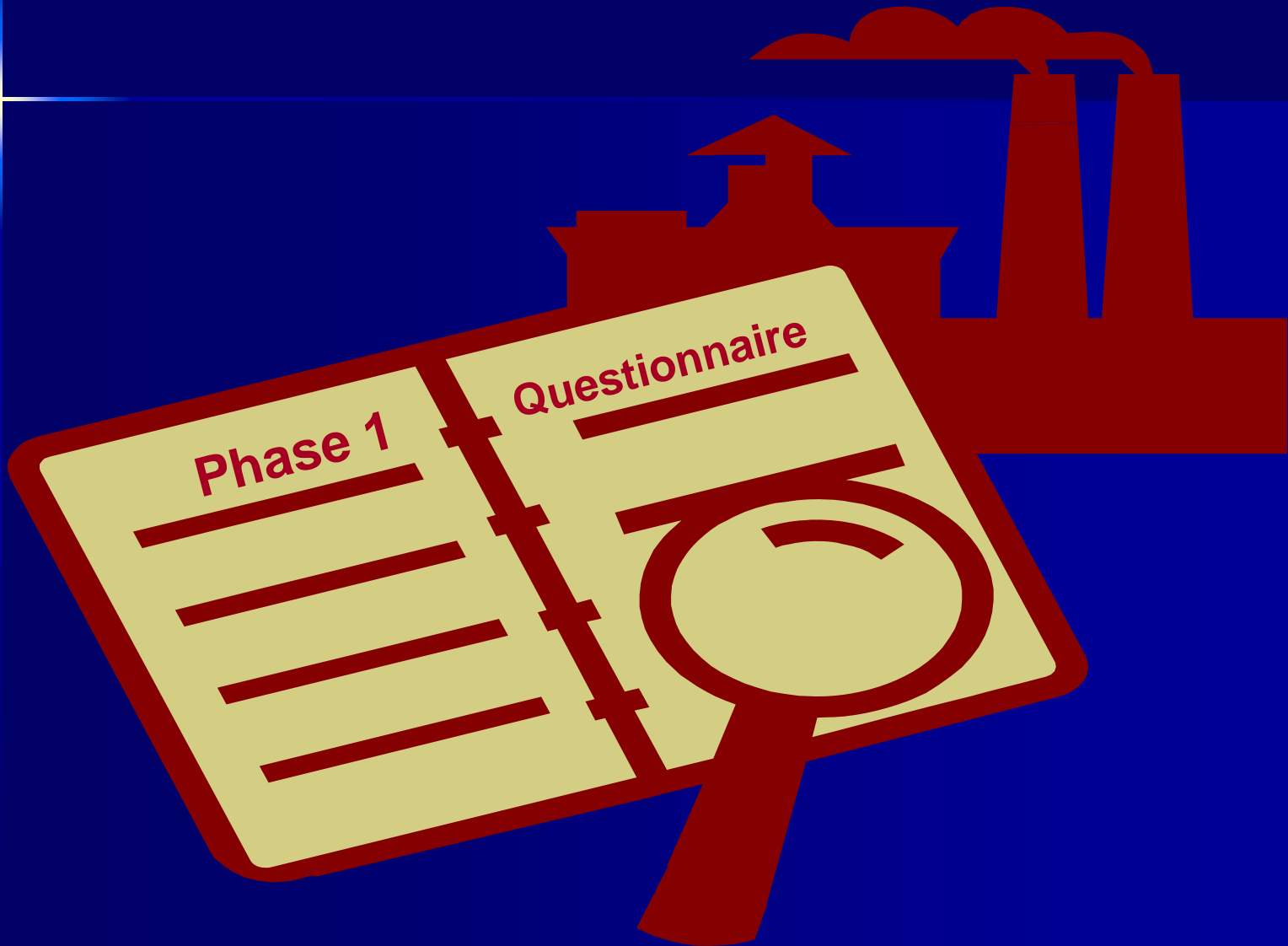
Plan exercise and evaluation

- Establish an exercise design team
- Identify funding for exercise
- Facilitate plan revision based on results
- Resource support for identified gaps
- Finalization of phase documents

The Results

- ☑ Validated response plans
- ☑ Increased compliance with state/federal directives
- ☑ Enhanced community safety
- ☑ Positive community/public relations

PHASE 1 PLAN EVALUATION



Federal Statute

This designation subjects your facility to the following federal requirement:

“Within 30 days after establishment of a local emergency planning committee for the emergency planning district in which such facility is located, or within 11 months after October 17, 1986, whichever is earlier, the owner or operator of the facility shall notify the emergency planning committee (or the Governor if there is no committee) of a facility representative who will participate in the emergency planning process as a facility emergency coordinator.”

42 U.S.C. § 11003, et.seq

PHASE 1 PLAN EVALUATION QUESTIONNAIRE

- The facility and first responding agency both have a section of the questionnaire
- Used to evaluate existing emergency plans and aid in identifying gaps, open areas and inconsistencies
- Evaluates the area where the facility and the first responder plans interface
- Developed to address the 9 planning elements as stated in SARA Title III, section 303 (c)

LEPC PLAN PROVISIONS

(As stated in SARA Title III, Section 303 (c))

Each emergency plan shall include (but is not limited to) each of the following:

- 1) Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302 (a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.
- 2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
- 3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- 4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 304).
- 5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
- 6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.
- 7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- 8) Training programs, including schedules for training of local emergency response and medical personnel.
- 9) Methods and schedules for exercising the emergency plan.

To access and review this section in its entirety, go to the following internet website:

<http://www.dem.dcc.state.nc.us/SERC/SARA-TITLE-III.PDF>



COMMUNITY CAPABILITY ASSESSMENT

PHASE 1 QUESTIONNAIRE

Responsible LEPC:

Date of Review:

Facilitator: Phone:

Facility:

OSFM Facility ID #: EHS Facility: YES NO

Mailing Address:

Location Address:

SUBMITTER INFORMATION

Contact Name & Title: Phone:

Organization:

Mailing Address:

Questionnaire Completed by:

TABLE OF CONTENTS AND ASSIGNMENT OF QUESTIONS

SECTION 1 – QUESTIONS FOR FACILITY.....	Page 2 through 19
A. General Information.....	Page 2 through 6
B. Specific Information.....	Page 7 through 10
C. Communication.....	Page 10 through 13
D. Facility Systems.....	Page 13 through 14
E. Site Information.....	Page 14 through 15
F. Evacuation.....	Page 16 through 17
G. Medical.....	Page 18 through 19
SECTION 2 – QUESTIONS FOR FIRST RESPONDER.....	Page 20 through 23

Available in:
 Hard Copy
 Electronic Version
 & PDF Fillable Form

Facility

General Information

2. Does the plan include the following?

a. A process for determining the occurrence of a release? (5) Y N NA

Documented where?

Discussion Notes:

Facility Specific Information

5. Does the facility have an Emergency Response Team on site? (2, 3, 6, 8) Y N NA

a. If yes, what are the levels of training?

HAZWOPER Awareness Operations Technician Specialist

Other

Documented where?

b. Are there response team members on site 24/7? (2, 6) Y N NA

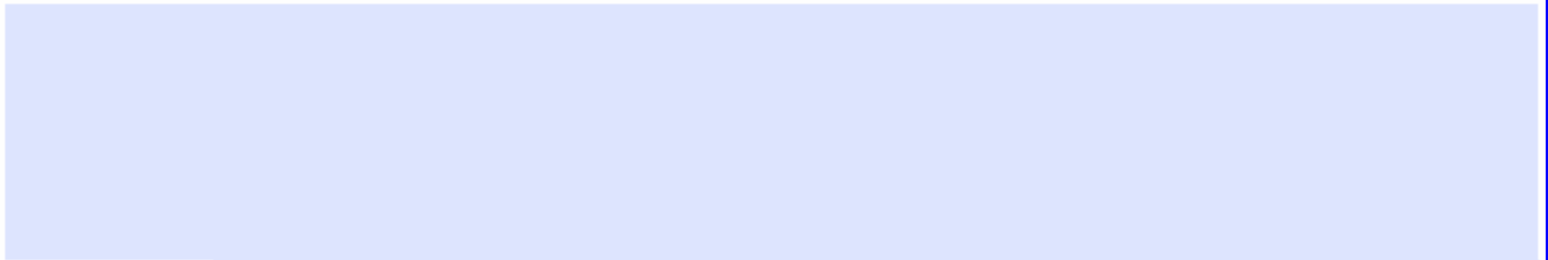
c. If not, describe on site capability by day and shift:

Facility Communications

13. Does the facility have off-site emergency notification capability? (3, 4)

Y N NA

a. If so, describe:



Documented where?

Facility

Facility Systems

22. Have critical systems been identified in the plan? (2)

Y N NA

a. IDLH Utilities Process HVAC

Describe:

Documented where?

b. Have shut down procedures been established for each system? (2)

Y N NA

c. Explain how long the shut down takes

Documented where?

Discussion Notes:

Facility Site Information

27. Do first responders have unimpeded access to the site? (2)

Y N NA

a. If not, describe impediments:

Facility Evacuation

28. Does the facility have an evacuation plan? (2, 7)

Y N NA

Documented where?

a. Does the plan include primary and alternate routes?

Y N NA

Documented where?

b. Does the plan identify assembly points?

Y N NA

Documented where?

c. Does the plan identify evacuation leaders (accountability report)? (7)

Y N NA

Documented where?

Discussion Notes:

Facility Medical

36. Does the facility have decontamination capability? (6)

Y N NA

a. Fixed? Describe:

Y N NA

b. Portable? Describe:

Y N NA

c. Has the facility determined the limitations of their decontamination capability?

Y N NA

c.1 If yes, describe:

[Redacted description area]

First Responder

11. Does the agency have a site map of the facility? (1, 2) Y N NA
- a. Are utilities identified? Y N NA
- b. Are fire department equipment connection sites identified? Y N NA
- c. Are hazmat locations identified? (*Bulk storage /things that don't change*) Y N NA
- d. Are locations of hazmat emergency response equipment identified? Y N NA
- e. Are storm drains identified, including discharge points? Y N NA
- f. Are MSDS location(s) identified? Y N NA

Documented where?

PHASE 1 PLAN EVALUATION

- Send questionnaire to facility and first responding agency
- Allow two weeks or so for facility and first responding agency to fill out questionnaire
- Schedule a meeting for a representative(s) from the facility and from the first response agency to get together
- At the meeting, a facilitator (member(s) of the "Planning Workgroup") will review each question with group to flush out possible gaps, open areas or inconsistencies in the existing plans

PHASE 1 PLAN EVALUATION

- If any gaps, open areas or inconsistencies are found, as a group, develop action items including timelines to address them
- Document action items with timelines on an "Action Item Supplement"
- Track the action items and timelines and follow up as needed

Phase 1 Interface Evaluation
ACTION ITEM SUPPLEMENT

Issues, Actions, and Comments in Regard to Emergency Plan Content

FACILITY:.....FIRST RESPONDER:.....DATE:.....

ITEM NUMBER:.....	SECTION:.....SUBSECTION:.....QUESTION:.....
ISSUE:.....	
REQUIRED ACTION:.....	
RESPONSIBLE PERSON(S):.....	
ESTIMATED COMPLETION DATE:.....	ACTUAL COMPLETION DATE:.....
COMMENTS:.....	

ITEM NUMBER:.....	SECTION:.....SUBSECTION:.....QUESTION:.....
ISSUE:.....	
CORRECTIVE ACTION:.....	
RESPONSIBLE PERSON(S):.....	
ESTIMATED COMPLETION DATE:.....	ACTUAL COMPLETION DATE:.....
COMMENTS:.....	

Most Commonly Occurring Action Items

- The Facility has not shared their Emergency Response Plan with the First Responding Agency
- The First Responders do not have unimpeded access to the facility
- The Facility Site Plan needs to include: electrical and gas shut-off locations, fire department water connections, and locations of hazmat on site
- The Facility does not have a system to determine the occurrence of a hazmat release
- The Facility does not have a process for evaluating off-site consequences

More Commonly Occurring Action Items

- Facility evacuation routes and assembly points have not been established and documented in plan
- The Facility does not know who is responsible to contain and control off site runoff
- Facility emergency shut down procedures are not documented in their EAP
- The Facility does not have a training program for employee incident recognition and notification
- The Facility does not have a system in place to notify the public and neighboring facilities that a hazmat release has occurred

PHASE 1 PLAN EVALUATION

Annual follow up and plan review

- Enter finalized phase documents in database
- Annually send to appropriate membership
 - Identify any changes in response activities
 - Compile and forward changes to Planning Subcommittee
- Determine if changes require meeting to review
 - Applicable parties reviews, discusses and documents changes
- OSFM provides resource support if needed
- Update database if necessary

NEED HELP FROM THE OFFICE OF STATE FIRE MARSHAL?

Give us a call or

visit us on the web - www.oregon.gov/OSP/SFM/

***** HazMat Planning & Training
Assistance Program *****

PATA Program Coordinator - Terry Wolfe – 503-934-8219

Community Planning Coordinator - Bill Brauer – 503-934-8233

Community Planning Coordinator - Krista Fischer – 503-934-8261