



## PHASE 1 QUESTIONNAIRE EXPLANATIONS

*The following is intended to provide further explanation of the questions found in the Phase 2 Questionnaire. The term "no further explanation necessary" is used when the question does not require additional explanation.*

### **SECTION 1 – QUESTIONS FOR THE FACILITY**

#### **A. General Information**

1. This is a plan to address hazardous materials emergencies at the facility. It may be referred to in different terms at your facility.
  - a. No further explanation necessary.
  - b. No further explanation necessary.
  - c. This can be as simple as having a person assigned to review the plan at a set time, or more complex automatic reminders and procedures.
  - d. No further explanation necessary.
  - e. In this case, first responders are the public agencies that respond to the facility with a call to 9-1-1.
  - f. This is the actual time it takes for the first responder to arrive at the facility once the 9-1-1 dispatcher notifies them.
  - g. The key word is "available", since emergencies can happen at any time. Is it located in a place that is accessible 24/7, such as a lock box or security office?
  - h. This means a copy to the primary first responding agency for the facility, but it may include copies to other response agencies.
  - i. This is a face-to-face meeting. Sending your plan to the agency does not constitute a meeting.

- j. To determine if the hazmat contingency plan has been exercised as a whole or even just a specific component such as communication, decontamination, etc. Exercises may be full-scale, table-top, or functional.
2. This is the main question to determine whether the facility’s hazmat contingency plan includes the information described in each lettered sub-part.
- a. The process referenced in this question is a formal documented review of critical components in a system. These include, but are not limited to, pressure vessels, valves, piping, controls, operating procedures, etc. PSM/RM systems are required to have this performed.
  - b. This involves evaluating which facility systems have chemicals and volumes that if released would migrate past the property line. Many times this is done through computer modeling software.
  - c. This refers to a written order of notifications; whom do you call first and when?
  - d. Based on the hazards, are there general procedures to respond to incidents that occur on-site, and/or are specific procedures required because of unique hazards?
  - e. Are there general procedures to respond to incidents that travel off-site and involve the surrounding area, and/or are specific procedures required because of unique hazards?
  - f. Do all employees receive training on the difference between an incidental spill and a spill requiring an organized emergency response? Do employees receive training on who the correct people are to respond to a spill, and how to notify them?
  - g. This refers to a formalized program to ensure that all appropriate facility personnel receive training in hazardous materials and that there is a process in place to ensure that refresher training is provided.
  - h. No further explanation necessary.
  - i. The key point in this question is whether the plan requires that evaluation or critique be performed following an incident or drill. Such evaluations or critiques are meant to provide response personnel with

information as to what went well and what could be improved for future incidents.

3. This refers to disposal sites that will receive waste hazardous materials from the facility. In the case of a hazmat release, there may be waste material from clean-up operations that will need to be disposed of. The facility may generate waste hazardous material as a result of normal operations. A key point in this question is whether the disposal sites that have been identified are environmentally approved and acceptable.
4. This refers to equipment that could be used by facility personnel or first responders in the case of a hazmat incident at your facility. It may include PPE, monitoring equipment, absorbent materials, etc.
  - a. No further explanation necessary.
  - b. This refers to a program that ensures that emergency equipment is regularly maintained. Points to consider are whether the maintenance procedure is documented and if records are kept of maintenance that is performed.
  - c. This applies to the ability to safely clean and decontaminate equipment after a spill or release. This may be accomplished with proper neutralization chemicals or equipment to remove the spilled substance from equipment.
5. This refers to facility personnel that have received training and are prepared to respond to emergencies within the facility. This is a formalized team and should meet the requirements of OSHA 29CFR 1910.120 for emergency response.
  - a. Identify the level of hazmat training that Emergency Response Team members are trained to. The options given are OSHA-based levels of training. Mark as many levels as apply.
  - b. Are there members of the Emergency Response Team on-site at all times?
  - c. Describe the on-site availability of Emergency Response Team members by day and shift, if not available 24/7.
  - d. Types of incidents could be chemical spills, medical, fire, etc. The scope refers to the magnitude of an incident.

- e. No further explanation necessary.
- 6. This may be necessary if hazmat released at a facility travels off-site. Is the facility's Emergency Response Team prepared and able to respond to an off-site location?
- 7. These are agreements with other industrial facilities (usually neighboring sites) to provide assistance in the event of an incident. The agreement should identify what you, and they, will and will not do.
  - a. No further explanation necessary.
  - b. No further explanation necessary.
- 8. These are private companies that provide services for emergency response and clean up.
  - a. No further explanation necessary.
  - b. No further explanation necessary.
- 9. This is a procedure for the facility Emergency Response Team to determine when the incident is too large for the team's capabilities, and how the transition takes place to the local first response agency.
- 10. This is a designated person or team at your facility who would be responsible to prevent any off-site contaminations in the event of a spill or release (i.e. neighboring property, lakes, streams, etc.).
- 11. No further explanation necessary.

### **C. Communications**

- 12. This means a way (i.e. alarm, siren, horn, etc.) of notifying people at the facility that a hazardous material has been spilled or released.
  - a. No further explanation necessary.
- 13. This means a way (i.e. alarm, siren, horn, etc.) of notifying people in the surrounding community that a hazardous material has been spilled or released.
  - a. No further explanation necessary.

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14. This refers to designated devices (2-way radios, walkie-talkies, cell phones, etc.) that can be used during an emergency to assist with communications.
  - a. No further explanation necessary.
15. Unified Incident Command is an incident command system that utilizes a joint structure between all parties involved in responding to an incident.
  - a. No further explanation necessary.
16. Readily accessed means that they are not kept in a locked office or in an unknown location so that the individuals at the facility cannot access them, or that they are located at a place that may likely be impacted by a spill or release.
  - a. List the storage locations of MSDS's at the facility.
  - b. Describe how they can be accessed by facility personnel and/or first responders.
17. This question is meant to determine if someone will be at the facility 24/7 that is knowledgeable regarding the hazardous materials on-site. "Knowledgeable" means that they can at least respond to basic hazmat questions.
  - a. If there is more than one person available, briefly describe the range of hazmat training from most basic to most experienced.
  - b. No further explanation necessary.
18. An Emergency Coordinator is responsible for overseeing the facility's response effort and activities during an emergency. They are the point of contact for first response agencies that may be included in an emergency.
19. This question is meant to determine if the designated facility emergency coordinator has the ability/authority to use the necessary equipment, personnel, supplies, finances, etc. to deal with a spill or release without first obtaining permission from another individual.
20. Media will most likely be at any significant spill or release. This question is meant to determine if there is a plan for responding to the media (TV, radio, or newspaper) if there is a spill or release, and whether the plan is consistent with first responders and others.

21. This is a pre-determined person who will be solely responsible to respond to media questions and inquiries and who will coordinate with agency media personnel.
  - a. No further explanation necessary.
  - b. Describe where the media liaison's contact information can be located.

#### **D. Facility Systems**

22. This applies to facility systems that may need to be shut down or accessed by first responders.
  - a. Identify which systems have been identified:
    - i. "IDLH" refers to areas that are considered Immediately Dangerous to Life and Health based on the hazards.
    - ii. "Utilities" include electricity, natural gas, water, sewer, etc.
    - iii. "Process" refers to systems in place at the facility such as piping, valves, manufacturing lines, etc.
    - iv. "HVAC" refers to heating and air-conditioning units, ventilation systems, etc.
  - b. This refers to procedures that describe the steps to be taken in order to perform an emergency shutdown of critical systems at the facility during a hazmat incident.
  - c. Describe the time necessary to perform the shutdown of critical systems. This may vary depending on the system that needs to be shut down.
  - d. This question is meant to determine whether certain individuals have been assigned to perform critical shutdown in the event of an emergency and whether these personnel are documented in a plan or procedure.
  - e. Identify any fire or life safety equipment/systems that are in place at the facility.

- f. Facility maintenance and engineering personnel with knowledge of the layout and critical systems of a facility are of significant importance to first responders. This question is meant to determine whether these individuals have been identified in the emergency plan and that they are available to respond to an emergency at all times.

## **E. Site Information**

- 23. This refers to a site map for first responders to refer to during a hazmat incident. Sub-parts a-f reference items that are critical for first responders to be aware of during a response to a hazmat incident.
- 24. This question is meant to determine whether the National Fire Protection Association (NFPA) marking system is being used to identify hazardous material locations for first responders. The markings are commonly referred to as a 704 Diamond with a number ranking system from 1 to 4 to identify the degree of risk from a chemical or chemicals located at the facility. First responders use these markings to determine their actions in the event of an emergency.
- 25. Identify whether the facility is staffed 24 hours per day, seven days per week. If not, describe the facility schedule. The operational hours of the facility will determine how first responders will most likely respond to a spill or release. Knowing the hours of operation will assist with access and planning for first responders.
  - a. No further explanation necessary.
- 26. Describe the protocol that first responders would need to use when responding to an incident at the facility during a time when it is not operating and personnel are not onsite.
  - a. No further explanation necessary.
- 27. Identify anything in place that would slow down responders during an emergency. Examples: security fences and locked gates, guard dogs running loose, speed slowing devices that may prove difficult for large apparatus, special electronic locking systems or doors.
  - a. No further explanation necessary.

**F. Evacuation**

28. Identify whether the facility has a plan or procedure in place that directs facility personnel to take the appropriate action if an evacuation is necessary.
- a. These refer to the evacuation routes that would be utilized by the facility personnel during an evacuation.
  - b. Assembly points are pre-assigned locations where personnel would gather upon evacuation from the facility.
  - c. Evacuation leaders would be responsible for ensuring that all personnel assigned to them have evacuated the facility and are accounted for upon arrival at the assembly points.
  - d. This refers to guidance for facility evacuation leaders regarding their responsibilities and duties related to communications with the incident commander and the incident command post.
  - e. If critical shutdown personnel stay behind to perform their duties, is there a plan or protocol in place that accounts for them and ensures that they safely evacuate?
29. The importance of personnel from the facility at the command post is to assist command in making critical decisions that will affect the outcome of the incident. Facility employees are more knowledgeable about the plant layout and critical system information. Identify whether the facility will be able to supply such a person to the command post if a full evacuation is conducted.
30. This question is intended to make certain that the areas needed by first responders are not used to assemble personnel that have evacuated from the facility. The only possible way to coordinate these activities is to compare facility plans to the responder's emergency response plans.
- a. No further explanation necessary.
31. This would involve identifying the hazards that exist in the area surrounding the facility such as hazmat transported by nearby railroads or highways, hazmat stored at neighboring facilities, etc. Have these potentials been accounted for? Identify whether there is a potential risk to the facility and describe these risks.

- a. No further explanation necessary.
  - b. No further explanation necessary.
32. Shelter-in-place keeps facility personnel and visitors inside the facility during a hazmat release at the facility or in the surrounding area. Has the facility written into their emergency plan an option to shelter-in-place as opposed to evacuation? Shelter-in-place locations need appropriate environmental controls, water, food, etc.
- a. No further explanation necessary.

### **G. Medical**

33. Identify whether the facility has a plan that will direct employees at the facility what to do in the event of minor and major medical problems on-site or off-site.
34. This refers to trained medical staff on-site and/or an on-site medical clinic. This is more than first-aid trained employees, and is likely overseen by a medical professional.
35. Identify whether the facility has Emergency Medical Technicians that are trained and certified for providing emergency medical treatment of facility personnel.
- a. No further explanation necessary.
  - b. Describe the level to which the EMT personnel are trained.
36. Identify whether the facility has the capability to decontaminate personnel that become contaminated with hazardous materials at the site. Examples may include deluge showers, eye wash stations, or other systems specifically designed for decontamination.
- a. Stationary decontamination equipment that cannot be moved.
  - b. Equipment that can be transported wherever it is needed.
  - c. Identify whether the facility has determined the limitations of their decontamination capability and describe those limitations.
  - d. No further explanation necessary.

37. This refers to the agency that will provide medical response. This service may be provided by the responding fire department or by a private ambulance company. Identify who the primary and secondary medical responder is for the facility.
  - a. No further explanation necessary.
  - b. No further explanation necessary.
  
38. It is important for the hospital or medical facility to be aware of the potential chemicals that victims transported to their facility may have been exposed to. Identify the primary and secondary hospital or medical facility in the area of the facility.
  - a. This refers to the hospital or medical facility that would be the first choice for delivery of injured personnel.
  - b. This refers to the hospital or medical facility that would be utilized as a back-up or secondary choice for delivery of injured personnel.
  - c. Identify whether the primary medical facility has decontamination capability. Some medical facilities cannot receive patients unless they have previously been decontaminated before arrive.
  - d. Identify whether the secondary medical facility has decontamination capability. Some medical facilities cannot receive patients unless they have previously been decontaminated before arrival.

## SECTION 2 – QUESTIONS FOR THE FIRST RESPONDER

1. This is meant to determine whether the response agency completing the questionnaire is the agency that would be dispatched first to this facility for a reported hazmat incident.
  - a. No further explanation necessary.
2. This refers to a written pre-emergency plan that is specific to the facility. It could include a site map and any necessary information that could be quickly accessed in the event of an emergency.
3. This refers to a program in place within the agency to ensure that personnel responding to an incident involving hazardous materials are trained and certified as required by federal criteria.
4. The key point in this question is that the copy is current and up-to-date.
  - a. No further explanation necessary.
5. Identify whether there have been any discussions with the facility, either formal or informal, regarding incident command system protocols.
6. Identify whether your agency is responsible for medical response activities or if another agency or organizations will be involved in this aspect of the incident.
  - a. Identify whether your agency is responsible for the staging of medical response activities.
  - b. Will your agency be responsible for decontamination of any victims that have been exposed to hazardous materials?
  - c. Is your agency in control of where victims are transported during an incident?
7. No further explanation necessary.
  - a. No further explanation necessary.
  - b. No further explanation necessary.

8. Are there written plans or procedures that describe where the agency will transport injured facility personnel unless otherwise directed by the patient?
  - a. This refers to the hospital or medical facility that would be the first choice for delivery of injured personnel.
  - b. This refers to the hospital or medical facility that would be utilized as a back-up or secondary choice for delivery of injured personnel.
  - c. Identify whether the primary medical facility has decontamination capability. Some medical facilities cannot receive patients unless they have previously been decontaminated before arrival.
  - d. Identify whether the secondary medical facility has decontamination capability. Some medical facilities cannot receive patients unless they have previously been decontaminated before arrival.
9. Identify whether there is a process or protocol for informing facility management where injured personnel have been transported.
10. This refers to an Oregon State Regional Hazmat Team.
  - a. Describe the typical response time for the team that would respond.
  - b. This refers to established criteria that must be met before a state hazmat team will respond, or can be requested.
  - c. Indicate whether there have been discussions between the hazmat team and local first responder as to the request process and criteria and whether everyone is in agreement and understands the protocol.
11. The key point in this question is that the site map possessed by the first responder agency is current and up-to-date. Identify which components listed in the sub-questions are found on the map.
12. This procedure refers to a protocol or agreement with utility companies to enlist their assistance in shutting off utilities during an incident.
13. This question is intended to make sure both the facility and first responders discuss response routes to be certain that each has an understanding of the other's expectations. An example of a potential conflict is the facility's evacuation assembly areas may be at the access points or staging areas for response equipment. Responders may be slowed, or unable to set up equipment.

- a. No further explanation necessary.
  - b. No further explanation necessary.
14. Identify whether the first responder agency has a protocol to provide public notification during an incident or a protocol to ensure that such notification is accomplished.
15. No further explanation necessary.