



Questions for Fire Department

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.

A. Response Planning

1. This identification would include identifying which facilities possess hazardous materials, the quantity they possess, and what hazards are associated with such materials.
2. Hazmat shipping companies are those that transport hazardous materials as a service for other companies. Transportation routes or methods could include rail, highway, sea, or air.
3. This is a plan that details the actions taken during hazardous materials related emergencies. It may be one comprehensive document, a section within a document, or contained in several related documents.
 - a. List the title of the hazmat contingency plan.
 - b. If the plans or procedures for responding to a hazmat incident are contained in multiple documents, list the title of each document.
 - c. This can be as simple as having a person assigned to review the plan at a set time period, or more complex automatic reminders and procedures. Indicate whether the review takes place annually, semiannually, as needed, or other. If other, specify the timeframe.
 - d. Indicate the last date the plan was revised or updated.
 - e. This should be the position title of the person within the agency that has the authority to execute the procedures contained in the hazmat contingency plan.

4. Identify all organizations or agencies that have been included as participants in exercises involving a hazmat incident.
5. Indicate whether any deficiencies were identified as a result of hazmat exercises that have been conducted with other response agencies and organizations.
 - a. No further explanation necessary.
 - b. Describe the deficiencies that have not been corrected. Identify what is needed in order for the deficiencies to be corrected.
6. A debriefing includes a period of time set aside following an exercise or incident for participants to provide input on what went well and what could be changed or improved.
7. After-action reports allow each participant to view the results of the incident or exercise and see the feedback provided by each participant during the debriefing period.
8. This refers to a program to provide personnel with appropriate training to respond to a hazardous materials incident. In addition to providing initial training, the program may include maintaining training records and providing refresher training as needed.
 - a. These are OSHA training levels for personnel responding to hazardous materials incidents. If personnel are trained to different levels, check each one that applies.
9. To determine if first responders have participated in training with representatives of other organizations who may potentially respond or provide support to a hazmat incident within the jurisdiction.
 - a. Specify each organization or agency that participates in hazmat response training with your agency.
10. To determine if the hazmat contingency plan has been exercised as a whole or even just a specific component such as communications, decontamination, etc. Exercises may be full-scale, table-top or functional.
 - a. Specify the type and scope of exercises that have been conducted and which components of the plan were exercised.

11. To determine whether the first responder has the resources to effectively and safely respond to a hazmat release within their jurisdiction. The appropriate resources include equipment, supplies, and training.
 - a. Identify the additional resources needed in order to appropriately respond to a hazmat release.
12. These are additional resources that may be needed to control and mitigate a hazardous materials incident that has off-site consequences. Indicate which of these resources have been determined to be part of a response to such an incident.
13. Pre-planning activities could include joint exercises with the additional resources or comparison of hazmat contingency plans to ensure compatibility in the case of an incident.
14. Is there a documented process or procedure in place to acquire the additional resources when needed?
 - a. What is the title of the person within the first responder organization who has the authority to activate additional resources? If more than one person has authority, indicate each title.
15. To identify all elements needed in advance of an incident to assure resources are used effectively and all responders are operating under an agreed upon system. This ties to having a unified incident management system in place and recognized by all assisting and cooperating agencies.
16. Such plans may be included as part of the first responder's hazmat contingency plan or contained in a separate document. The plan may consist of identification of the agency or individual responsible for crowd control and the process to activate the necessary resources.
 - a. Identify which entity has the lead role or responsibility for crowd control at an incident scene.

B. Communication and Decision-Making

17. These are critical decisions during a hazmat incident. The question is meant to determine whether the authority or responsibility for making such decisions is established in a plan or procedure.

18. To ensure that communication has been made with other organizations providing resources to an incident so that they are aware of who has the decision-making authority and agree with this determination.
19. This is a procedure that describes the necessary steps to transition first responders from the response phase to the recovery phase of a hazmat incident. The recovery phase would begin once the incident has been controlled and would include environmental clean-up of contaminated areas, re-opening areas that had been closed to public access during the incident, providing press releases and public announcements regarding the incident, debriefing and response critique with all responding organizations, and possibly cost recovery activities.
20. To determine the method used by first responders to communicate information, needs, situational reports, etc. during an incident. If the method is other than a 9-1-1 center or another dispatch service, specify the alternate method in the space provided.
21. To determine whether the first responder knows who has the authority to order closure of the services, and/or what the procedure is to accomplish closure. They may not know who has the authority, but the procedure is to contact "dispatch". This is satisfactory as long as "dispatch" has a protocol that accomplishes the closure in a timely manner.
22. A unified incident command system is a method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at an incident, to contribute to determining the overall objectives for the incident and selection of a strategy to achieve the objectives.
23. An emergency operations center (EOC) is a centralized location from which emergency operations can be directed and coordinated.
24. To determine whether pre-determined criteria has been established to activate the EOC. Is activation criteria documented in writing?
25. Indicate whether the plan identifies minimum and/or preferred staffing levels for the EOC.
26. This question is meant to determine whether the staff that will work in the EOC have 24/7 access to the EOC facility or must rely on another individual(s) to provide access during non-work hours.

27. Communication links refer to availability (electronic, telephone, radio, in person) to the personnel and building/room. Are the protocols for access by telephone, radio, and electronic means understood by first responders?
28. This question is intended to determine whether an exercise (of any type) has been carried out to validate the EOC activation plans during a hazmat incident. An activation may have been exercised for a different type incident that may or may not be relevant to hazmat protocols.
 - a. No further explanation necessary.

C. Notification

29. To determine whether there is a written procedure in place to release information to the public during an incident.
 - a. Indicate the title of the person who has authority to release such information.
 - b. Identify whether there is a process or procedure that your agency will follow to approve press releases before they are distributed to the media.
 - c. A JIC is a specific location where designated facility and agency media liaison staff work during an incident and where public media representatives can access timely information.
30. Identify whether your agency has plans or procedures for notifying the public during a hazmat incident regarding the need for:
 - a. Shelter-in-Place
 - b. Evacuation
31. The media packet would be made available to representatives of the media during a hazmat incident to help inform the public about evacuation, shelter-in-place, or other emergency instructions.
32. This should be the agency with the responsibility to actually carry out or make notification to the public to evacuate or shelter-in-place once such a decision has been made.

33. Critical facilities are those that provide essential services to a community and are important to be maintained and protected in the case of a hazmat incident with off-site consequences. They could include fire and police stations, utilities, sewage treatment facilities, drinking water facilities, etc.
34. Such information would allow critical facilities to plan for the protection of their facility and personnel.
35. This refers to a plan or procedure to alert critical facilities within the area of concern surrounding a hazmat incident that a release has occurred and to take necessary protective measures.
36. Pre-planning could include formal discussions, plan review meetings, joint exercises, etc. that include representatives of critical infrastructure facilities.
37. Every community has special populations with unique needs that should be considered in the case of a hazmat incident. How will notification be carried out to these individuals? Is there a procedure or plan in place to effectively communicate necessary information to them?

D. Protective Actions (Evacuation / Shelter-in-Place / Decontamination)

34. This individual should be the person within the jurisdiction who has the authority to order such actions as evacuation or shelter-in-place. It is not necessarily the same person who is responsible for carrying out the action once it has been ordered.
 - a. Identify the title of the person with authority to order protective actions.
39. To determine whether special needs facilities have been identified that would need to evacuate or shelter-in-place in the case of a hazmat incident.
 - a. Is a written list of special needs facilities maintained as part of the hazmat contingency plan or some other document?
 - b. Identify the frequency of which the list is reviewed and updated.
40. Has training been provided to such facilities by the first responder? If not, is the first responder aware of training that has been provided by another organization?
 - a. Refresher training is intended to provide maintenance of existing training, ensuring trained staff maintains a current level.

41. To determine whether the first responder is aware of any plans that have been developed by special needs facilities for shelter-in-place or evacuation.
42. This indicates a formal program with the objective of educating the general population about sheltering-in-place. It could include workshops, informational mailings, radio/television announcements, etc.
 - a. This refers to efforts made by the first responder to implement the plan and provide education to the public.
43. In the case of a hazmat release, the immediate area surrounding the site may need to be evacuated of facility personnel, local residents, business owners and customers, pedestrians or bystanders, etc.
44. Emergency shelters would be utilized to house the population that has been evacuated. They would most likely include large facilities with appropriate means to handle large numbers of displaced people. Consideration should include the need for food, water, sanitation, and the potential for longer term evacuation.
 - a. No further explanation needed.
45. To determine whether pre-planning specifically related to hazmat incidents has occurred between the first responder and any potential agencies or organizations that would be responsible for medical transport during an incident.
46. It should not necessarily be assumed that all medical facilities are prepared and willing to receive patients who have been injured and/or contaminated as a result of a hazmat incident.
 - a. Decontamination and treatment of individuals exposed to hazardous substances may require specialized equipment and supplies and specific training for personnel (i.e. Advanced Hazmat Life Support)
 - b. Have the potential number of exposures from hazmat facilities within the jurisdiction been determined? This would require an analysis of the potential impact each hazmat facility might have on the surrounding population based on type and quantity of hazmat located onsite. What is the number of employees at each facility? How large is the population contained in the area of concern surrounding a hazmat facility? Have medical facilities been consulted to determine whether they have the capability to treat the potential number?

- c. The question is intended to determine whether the first responder is aware of whether the medical facilities in their jurisdiction have developed plans or procedures to avoid contamination of their facility, including patients and personnel, if they were to receive patients that were injured and/or contaminated in a hazmat incident.
47. These plans should consider the potential for large numbers of contaminated or injured people that is beyond the normal scope presented in a non-hazmat incident.
- a. No further explanation needed.
 - b. Personal protective equipment could include: hazmat suits, respirators, gloves, boots, hard hats, goggles, etc. It is important to consider whether personnel have received training on the use of the equipment once it has been issued.
 - c. This process should ensure that appropriate personnel receive training to keep their skills current.
48. Monitoring potential contamination of the public would include determining whether or not contamination has occurred, what the extent of the contamination is, and when the threat of contamination is over.
49. These procedures should describe how the first responder intends to provide for decontamination of members of the public who become contaminated during a hazmat incident.
50. If an outside agency or organization is being relied on to provide decontamination of the public, are they aware that they are being relied on?

E. Mutual Aid, Contracts, and Memorandum of Understanding

51. These are facilities within the first responder's jurisdiction that could affect neighboring jurisdictions if a hazmat release were to occur.
52. Mutual aid agreements are written agreements between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.
- a. This question is intended to determine specifically whether the agreements are current and signed by all involved parties.

- b. This refers to written procedures or protocols that describe how to access the resources and assistance that is available through hazmat mutual aid agreements.
 - c. This refers to a documented list of those resources (equipment, personnel, etc.) available to the first responder through hazmat mutual aid agreements.
 - d. This question is meant to determine whether all parties to the mutual aid agreements participate in response training together.
 - e. This question is meant to determine whether all parties to the mutual aid agreements participate in hazmat exercises together.
53. Memorandums of Understanding (MOU) are formal agreements between entities regarding the conditions under which there is a sharing of resources. The contracts or MOU's mentioned in this question could be with private companies as well as other public agencies or organizations.
- a. Identify whether these agreements are current and signed by all parties.
 - b. This refers to written procedures or protocols that describe how to access the resources and assistance that are available through other agreements.
 - c. This refers to a documented list of those resources (equipment, personnel, etc.) available to the first responder through other agreements.
 - d. This question is meant to determine whether all parties to the agreements participate in response training together.
 - e. This question is meant to determine whether all parties to the agreements participate in hazmat exercises together.

F. Recovery / Re-entry

54. Once the incident has been controlled and the site has been decontaminated, it will be available for re-entry by facility personnel. Is there a procedure to provide notification to appropriate facility personnel that a site is available for re-entry?

- a. This is a method to account for all personnel who access the re-opened site.
 - b. This indicates a means to monitor and evaluate the health and safety of the personnel who have re-occupied the site.
 - c. This is training that would be provided to those personnel responsible for carrying out re-entry procedures.
55. This notification would occur when the area impacted by the incident is safe to be re-entered by the general public.

G. Environmental

56. Certain environmental regulatory agencies (Oregon Department of Environmental Quality, Environmental Protection Agency, etc.) may require notification in the case of a release of hazardous materials. They may also have a role at the site of a hazmat incident.
57. Environmental specialists could include members of various environmental agencies, private hazardous materials clean-up companies, consultants, etc.
- a. Identify any planning activities that have included environmental specialists.
58. This question is meant to determine whether first responder plans include coordinating and/or cooperating with environmental specialists during a hazmat incident.