



Questions for Public Works

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.

1. 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.
 - d. Indicate the last date that 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.
2. 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.
3. Unique protocols refer to procedures or plans that would be used in a hazmat incident that may vary from normal procedures or plans.

4. The assessment mentioned in this question should have determined the potential impact of a hazardous materials incident on delivery of public services such as water and sewer systems and any other services that the public works department is responsible to provide.
5. Incident Command System (ICS) is the model tool for command, control, and coordination of an emergency response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property and the environment.
 - a. The National Incident Management System (NIMS) provides a consistent nationwide approach for federal, state and local governments to work effectively together during incidents of all sizes and types. NIMS includes a core set of principles and requirements that all agencies and organizations that may be involved in an incident must meet.
6. This should be the agency and position within the agency that has the authority to make decisions regarding closure of the mentioned services. They may or may not be the same agency or position that actually carries out the closure.
7. This refers to a capability for radio communication with a central dispatch service that is separate from the local 9-1-1 emergency dispatch service. This could be a central dispatch that is dedicated to non-emergency city services.
 - a. An incident command system uses certain protocols regarding chain of command and uniformity of communication language. This question is intended to discern whether the separate dispatch services uses protocols that would integrate with an incident command system.
 - b. Does the person who will be in charge of Public Works in the event of a hazmat incident have the ability to communicate directly to the on-scene incident commander either by radio, cell-phone, or some other direct means?
8. Access control points are locations established to regulate entry to the site of a hazmat incident. This may involve a roadblock or checkpoint station.
 - a. Multi-jurisdictional issues could include situations where closure of roads or streets would involve more than one agency. An example would be closure of a state highway within the city limits of a community.
 - b. No further explanation necessary.

- c. This is intended to determine if local first responders have been made aware of the jurisdictional agreements that are in place.
 - d. No further explanation necessary.
9. Appropriate resources could include equipment, supplies, personnel, and/or training.
- a. "Readily available" indicates that such drawings can be accessed in the case of an emergency and provided to the on-scene incident commander.
 - b. Back up equipment refers to equipment available to replace equipment that has been damaged or rendered unusable during a hazmat incident. Specialized equipment includes that which may be needed to perform clean-up or recovery operations from a hazmat incident.
 - c. This refers to resources that are available from other agencies or organizations.
 - d. This refers to written procedures that outline the steps necessary to obtain the additional resources.
10. This should be the agency within the jurisdiction that has the authority to order such actions as evacuation or shelter-in-place. It is not necessarily the same agency that is responsible for carrying out the action once it has been ordered.
11. Established decontamination procedures refer to plans or procedures that outline and describe the necessary steps and precautions to be taken to ensure that all equipment and personnel are properly decontaminated.
- a. Identify the agency or organization being relied on to perform decontamination.
 - b. This applies if another agency or organization is being relied on to perform decontamination of contaminated personnel.
 - c. In this case, "personnel" includes those that may require decontamination and those that will be performing the decontamination. Are those that may require decontamination aware of the procedures and trained on how to access decontamination services? Are those

being relied on to provide decontamination aware of their responsibility and trained on how to carry it out?

12. Identification of appropriate personal protective equipment includes determining what equipment is necessary for personnel after considering the situations they may encounter or the potential hazmat they may be exposed to.
 - a. “Readily available” indicates that the equipment is in the possession of personnel or stored in a location that can be readily accessed by personnel without impacting their ability to respond to an incident.
 - b. This training could also include fit testing to ensure that the equipment assigned to personnel is properly fitted to each individual.
 - c. A refresher training program would ensure that appropriate personnel are kept up to date with proper use of personal protective equipment and that equipment is fitted adequately.