



Questions for County Road Department/Public Works

The following is intended to provide further explanation of the questions found in the Phase 3 Questionnaire. The term "no further explanation necessary" is used when the question does not require additional explanation.

A. Response Planning

1. To determine whether the resources are available to effectively and safely respond to a hazmat release. The appropriate resources include equipment, supplies, and training.
 - a. Identify the additional resources needed in order to appropriately respond to a hazmat release.
2. 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.
3. Indicate whether the plan contains the information specified in each subpart:
 - a. This refers to emergency contacts within the agency or organization and contacts with other agencies or organizations.

- b. This refers to a tiered plan that provides for activation of various specific resources within an organization and/or community based upon a give level.
 - c. Indicate if the plan contains a procedure to provide notification regarding a hazmat incident to each entity listed.
4. This refers to a list of resources that are available to your agency or organization from other organizations within the community including industry.
5. Indicate whether your agency or organization has a protocol for each of the mentioned activities:
 - a. This refers to requests made to other agencies for additional resources.
 - b. This refers to maintaining communication with resources within your agency or organization that are dispatched to an incident.
 - c. This refers to maintaining communication with members of your agency or organization that are on-scene or off-site in a support role.
 - d. This refers to maintaining communication with members of other agencies or organizations that are on-scene or off-site in a support role.
6. No further explanation necessary.
7. The comparing of hazmat plans may take place during formal reviews, meetings, exercises, etc. with other response agencies.
 - a. This refers to any discrepancies that may have been discovered during the review with other hazmat contingency plans. Identify any discrepancies that have not been resolved.
8. Identify all organizations or agencies that have been included as participants in exercises involving a hazmat incident.
9. 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.

10. 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.
11. No further explanation necessary.
12. These are resources that your organization or agency possesses that are available should they be requested during a hazmat incident.
 - a. Pre-planning activities could include joint exercises with other organizations or jurisdictions or comparison of hazmat contingency plans to ensure compatibility in the case of an incident.
13. This refers to criteria that must be met prior to the activation or release of resources to other agencies.
14. 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 common incident management system in place and recognized by all assisting and cooperating agencies.

B. Communications and Decision-Making

15. Indicate each communication device that is available to your agency or organization during a hazmat incident.
16. This refers to other agencies or organizations that will respond to an incident within your jurisdiction and with whom you will likely be required to work in coordination with.
17. 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.

18. 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.

C. Notification

19. This should be the agency and position within the agency that has the authority to make decisions regarding closure. They may or may not be the same agency or position that actually carries out the closure.
20. 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.

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

21. These plans or procedures should include the steps to follow in order to carry out an evacuation of an affected area.
22. No further explanation necessary.

E. Mutual Aid

23. 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.
24. 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. Environmental

25. Clean-up contractors are private organizations that can be hired to perform clean-up of a hazardous materials release. This question is intended to determine whether the agency or organization has developed a list of such contractors that includes phone numbers.

G. Additional Requirement

26. No further explanation necessary