



Community Capability Assessment
PHASE 2 QUESTIONNAIRE EXPLANATIONS

Questions for the State Hazmat Regional Response Team

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. 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. Include the title of the plan if applicable.

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.
3. This refers to a list of resources that are available to your agency or organization from other organizations within the community including industry.
 4. 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.
5. Identify all organizations or agencies that have been included as participants in exercises involving a hazmat incident.
6. 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.
7. This includes each agency or organization that may play a role in responding to a hazmat incident.
8. 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.

B. Communications and Decision-Making

9. Indicate each communication device that is available to your agency or organization during a hazmat incident.
10. 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.
11. 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.

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

12. These plans or procedures should include the steps to follow in order to carry out an evacuation of an affected area.

D. Mutual Aid

13. 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.
14. 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.

E. Environmental

15. 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.

F. Additional Requirement

16. No further explanation necessary
17. No further explanation necessary