Print Form

COMMUNITY CAPABILITY ASSESSMENT

PHASE 2 QUESTIONNAIRE

Date of Review:

Facilitator: **Phone Number:**

Mailing Address:

E-mail Address: **FAX Number:**

SUBMITTER INFORMATION

Contact Name & Title: Phone Number:

Organization Name:

Mailing Address:

Questionnaire Completed by:

FIRE DEPARTMENT

NOTE: This part is to be completed by all fire department agencies that would likely respond in the event of a hazardous materials incident in the community.

A. RESPONSE PLANNING

1. Have facilities within your jurisdiction that have the potential for hazmat releases been identified? (1) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

2. Have hazardous materials transport companies and the shipping routes they use been identified? (1) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

3. Does the agency have a hazmat contingency plan? (2, 3) ☐Y ☐N ☐NA
   a. If yes, is it contained within a single document? Title:
   b. If not contained within a single document, list all separate titles:
   c. Is there a process in place for plan review and updating? ☐Y ☐N ☐NA
   If so, how often? ☐ Annually ☐ Semiannually ☐ As needed ☐ Other:
   d. What is the latest revision date?
   e. Has the person(s) with the authority to implement the plan been identified? ☐Y ☐N ☐NA
   If yes, title:

Documented where?

Discussion Notes:

4. Has the agency conducted hazmat exercises with any of the additional resources listed below? (8, 9)
   a. Hospitals (specify): ☐Y ☐N ☐NA
   b. State Hazmat Teams (specify): ☐Y ☐N ☐NA
   c. Federal Agencies (specify): ☐Y ☐N ☐NA
   d. Public (specify): ☐Y ☐N ☐NA
   e. State Agencies (specify): ☐Y ☐N ☐NA
   f. Public Works (specify): ☐Y ☐N ☐NA
   g. Emergency Medical (specify): ☐Y ☐N ☐NA
   h. Rail Roads (specify): ☐Y ☐N ☐NA
   i. Schools (specify): ☐Y ☐N ☐NA
   j. Law Enforcement (specify): ☐Y ☐N ☐NA
   k. Emergency Management (specify): ☐Y ☐N ☐NA
   l. Industry (specify): ☐Y ☐N ☐NA
   m. Emergency Dispatch (specify): ☐Y ☐N ☐NA
   n. Fire Service (specify): ☐Y ☐N ☐NA
   o. Elected Officials (specify): ☐Y ☐N ☐NA
   p. Transportation (specify): ☐Y ☐N ☐NA
   q. Utilities (specify): ☐Y ☐N ☐NA
   r. Other (specify): ☐Y ☐N ☐NA

Documented where?

5. Were any deficiencies identified? (9) ☐Y ☐N ☐NA
   a. If yes, have the identified deficiencies been corrected? ☐Y ☐N ☐NA
   b. If not, describe below and identify resources needed:

Discussion Notes:

6. Does the agency have a policy to conduct a de-briefing following incidents or exercises? (2, 9) ☐Y ☐N ☐NA

Documented where?

7. Does this policy include distribution of after-action reports to all participants? (2, 9) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

8. Does the agency have a hazmat training program? (8, 9) ☐Y ☐N ☐NA
   a. If yes, to what level?

☐ HAZWOPER ☐ Awareness ☐ Operations ☐ Technician

☐ Specialist ☐ Hazmat ICS ☐Other (specify):

Documented where?

Discussion Notes:

9. Does the agency train for hazmat emergencies with other organizations in your community? (Indicate below) (8) ☐Y ☐N ☐NA

   a.If yes, specify:

Documented Where?

Discussion Notes:

10. Have any components of the emergency plan been exercised? (9) ☐Y ☐N ☐NA
    a. If yes, specify:

Documented Where?

11. Does the agency have the appropriate resources to respond to a hazmat incident that falls within their department mission statement? (6, 8) ☐Y ☐N ☐NA
    a. If not, list additional needs below:

    Equipment:

    Supplies:

    Training:

Documented where?

Discussion Notes:

12. Has the agency assessed which additional resources may be required to control and mitigate a hazmat incident? (6)
    a. Additional Fire: ☐Y ☐N ☐NA
    b. Law Enforcement: ☐Y ☐N ☐NA
    c. Medical Facilities: ☐Y ☐N ☐NA
    d. Public Works: ☐Y ☐N ☐NA
    e. Regional Hazmat Team: ☐Y ☐N ☐NA

f. Utilities: ☐Y ☐N ☐NA

g. Other (specify): ☐Y ☐N ☐NA

13. Has the agency conducted pre-planning activities for hazmat incidents with these additional resources? (2, 6, 8) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

14. Has the agency established criteria for activating these additional resources? (2, 4) ☐Y ☐N ☐NA

    a. Who has activation authority? Title:

Documented where?

Discussion Notes:

15. Has the agency determined what information needs to be exchanged between the agency and the additional resources to assure a seamless integration or transition? (e.g., situation reports, unified command, protocols for prolonged responses, response routes and times, etc.) (2, 4) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

16. Have plans been developed for crowd control at the site of a hazmat incident? (7) ☐Y ☐N ☐NA
    a. If yes, which agency has the lead roll?

Documented where?

Discussion Notes:

B. COMMUNICATION AND DECISION MAKING

17. Does the plan identify who on site has the responsibility and authority for determining: (2, 4, 5, 6, 7) ☐Y ☐N ☐NA
    a. The need for additional resources? ☐Y ☐N ☐NA
       Title:
    b. Evacuation of the immediate area is necessary? ☐Y ☐N ☐NA
       Title:
    c. The need to expand the area or extend the period of evacuation? ☐Y ☐N ☐NA
       Title:
    d. Whether to evacuate or shelter in place? ☐Y ☐N ☐NA
       Title:
    e. The all-clear is to be declared? ☐Y ☐N ☐NA
       Title:

Documented where?

Discussion Notes:

18. Are all other resource agencies aware of who has the authority to make the above decisions and are they in agreement? (2, 3, 7) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

19. Is there a procedure in place to transition from the response to the recovery phase? (2) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

20. Does the agency rely on the 9-1-1 center or another dispatch service to relay information, requests for additional resources, or to make contacts with decision makers and notify medical providers? (2, 4, 8) ☐Y ☐N ☐NA

    a. If no, specify other means:

Documented where?

Discussion Notes:

21. Does the agency know who has the authority to shut down the following local services: (3)

    a. Water Treatment? ☐Y ☐N ☐NA

       Title:

    b. Sewage Treatment? ☐Y ☐N ☐NA

       Title:

    c. Electric? ☐Y ☐N ☐NA

       Title:

    d. Road Closures? ☐Y ☐N ☐NA

       Title:

    e. Rail Roads? ☐Y ☐N ☐NA

       Title:

    f. Airports? ☐Y ☐N ☐NA

       Title:

    g. Telephone? ☐Y ☐N ☐NA

       Title:

    h. Natural Gas? ☐Y ☐N ☐NA

       Title:

Documented where?

Discussion Notes:

22. Does the agency use a unified command system during a hazmat response? (2, 8) ☐Y ☐N ☐NA
    a. If yes, is the agency Incident Command System compliant with current NIMS requirements? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

23. Does the plan identify the use of an Emergency Operations Center (EOC)? (2, 4, 6) ☐Y ☐N ☐NA

Documented where?

24. Does the plan have criteria for activating the EOC during an incident? (2, 4, 6) ☐Y ☐N ☐NA

Documented where?

25. Does the EOC plan identify staffing levels? (2, 4, 6) ☐Y ☐N ☐NA

Documented where?

26. Is there 24/7 access to the EOC facility for EOC staff? (2, 4, 6) ☐Y ☐N ☐NA

Documented where?

27. Are there communication links in place between individual response agencies and the EOC? (2, 4, 6) ☐Y ☐N ☐NA

Documented where?

28. Has the agency conducted an exercise or an actual event with other response agencies and the EOC? (4, 6, 8, 9) ☐Y ☐N ☐NA
    a. If yes, when was the most recent exercise or actual event?

Documented where?

Discussion Notes:

C. NOTIFICATION

29. Does the plan contain procedures for disseminating information to the public? (2, 3, 4, 6) ☐Y ☐N ☐NA
    a. If so, who has authorization/approval responsibility?

    Name/Title:

b. Is there a process in place for approval of press releases to the media? ☐Y ☐N ☐NA

c. Does the agency's media protocol include utilizing a Joint Information Center? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

30. Does the plan include specific information on the methods to be used for notification of the public regarding: (2, 4, 5, 7)

a. Sheltering-In-Place? ☐Y ☐N ☐NA

b. Evacuation? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

31. Does the agency have a media packet with information on evacuation, shelter in place and other emergency information that is ready for copying and distribution during an emergency? (2, 7) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

32. Has the agency identified who has the responsibility to notify the public when a decision to evacuate or shelter in place has been made? (2, 4, 7) ☐Y ☐N ☐NA

If yes, agency:

Documented where?

Discussion Notes:

33. Has the agency identified the critical facilities in your jurisdiction that would be affected should a release occur that could impact their operations? (e.g.; fire stations, police stations, critical utilities, etc.) (1, 5) ☐Y ☐N ☐NA

Documented where?

34. Have critical facilities in your jurisdiction been informed of the hazards present should a release occur that could impact their operations? (2, 7) ☐Y ☐N ☐NA

Documented where?

35. Are procedures in place for notifying critical facilities that a release has occurred? (2, 4) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

36. Has pre-planning been done with those critical facilities? (1, 2, 5, 8) ☐Y ☐N ☐NA

Documented where?

37. Do all notification policies, procedures and materials include consideration of special populations (non-English speaking, seasonal occupancy, transient populations, blind, deaf or other handicapped)? (4, 7) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

D. PROTECTIVE ACTIONS (EVACUATION / SHELTER-IN-PLACE / DECONTAMINATION)

38. Has the agency identified who has the authority to order shelter-in-place and evacuation in your jurisdiction? (3, 7) ☐Y ☐N ☐NA

    a. If yes, who has this authority? Title:

Documented where?

Discussion Notes:

39. Have special needs facilities, (e.g. hospitals, schools, day care centers, nursing homes, etc.), been identified for evacuation / shelter-in-place decisions or activities? (1, 5, 7) ☐Y ☐N ☐NA

a. If yes, is a list maintained? ☐Y ☐N ☐NA

b. How often is the list reviewed and updated?

Documented where?

Discussion Notes:

40. Have special needs facilities in identified areas of concern received training in shelter-in-place and evacuation activities? (7, 8, 9) ☐Y ☐N ☐NA

a. Is there a procedure for providing refresher training? ☐Y ☐N ☐NA

Documented where?

41. Have special needs facilities within identified areas of concern developed plans for shelter-in-place or evacuation? (2, 7) ☐Y ☐N ☐NA

Documented where?

42. Has the agency developed a program to educate the public about sheltering-in-place and evacuation? (2, 7, 8) ☐Y ☐N ☐NA

a. If yes, has this plan been implemented? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

43. Has the agency developed criteria and procedures for evacuation of the immediate area around a hazmat incident? (3, 5, 7) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

44. Have emergency shelters been identified? (6, 7) ☐Y ☐N ☐NA

a. Are there procedures in place for opening and staffing emergency shelters? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

45. Has the agency discussed hazmat pre-planning activities with potential emergency medical transport agencies? (1, 2, 7, 8) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

46. Has the agency identified which medical facilities will receive injured or contaminated persons? (2, 6, 8) ☐Y ☐N ☐NA

Documented where?

a. Do these medical facilities have the capability to decontaminate and treat chemical exposures? ☐Y ☐N ☐NA

Documented where?

b. Do these medical facilities have the capability to treat the potential number of exposures from the hazmat facilities in your jurisdiction? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

47. Has your agency developed a mass casualty plan to deal with large numbers of contaminated and / or injured people? (2, 6, 8) ☐Y ☐N ☐NA

Documented where?

a. If yes, does the plan include training for personnel who may handle contaminated victims? ☐Y ☐N ☐NA

b. Have these personnel been issued appropriate personal protective equipment and been trained on its use? ☐Y ☐N ☐NA

c. Is there a process in place for refresher training? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

48. Does the plan include a process for monitoring potential contamination of the public? (2, 5) ☐Y ☐N ☐NA

Documented where?

49. Are there procedures in place to decontaminate the public? (2) ☐Y ☐N ☐NA

Documented where?

50. Are those agencies / organizations being relied on for decontamination aware of their potential role in a hazmat incident? (6) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

E. MUTUAL AID, CONTRACTS, AND MEMORANDUM OF UNDERSTANDING

51. Are there facilities whose off site consequences have the potential to affect neighboring jurisdictions? (1, 5) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

52. Does the agency have mutual aid agreements with other agencies regarding hazmat incidents? (2, 3, 6, 8, 9) ☐Y ☐N ☐NA

    a. Are mutual aid agreements current and signed by all responsible parties? ☐Y ☐N ☐NA

Documented where?

    b. Are written procedures in place for the activation of hazmat mutual aid agreements? ☐Y ☐N ☐NA

Documented where?

    c. Is there a list of resources available through hazmat mutual aid agreements? ☐Y ☐N ☐NA

Documented where?

    d. Do all parties to the hazmat mutual aid agreements train together? ☐Y ☐N ☐NA

    e. Do all parties to the hazmat mutual aid agreements exercise together? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

53. Does the agency have any Contracts or Memorandums of Understanding (MOU) with any other organizations to provide services during a response to a hazmat incident? (2, 3, 6, 8, 9) ☐Y ☐N ☐NA

a. Are contracts and/or MOU's current and signed by all responsible parties? ☐Y ☐N ☐NA

Documented where?

b. Are written procedures in place for the activation of hazmat contracts and/or MOU's? ☐Y ☐N ☐NA

Documented where?

c. Is there a list of resources available through hazmat contracts and/or MOU's? ☐Y ☐N ☐NA

Documented where?

d. Have any parties to the hazmat contracts and/or MOU's train together? ☐Y ☐N ☐NA

e. Have any parties to the hazmat contracts and/or MOU's exercise together? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

F. RECOVERY / RE-ENTRY

54. Is there a procedure in place for notifying on-site personnel that the site is available for re-entry? (2, 3, 7, 8) ☐Y ☐N ☐NA

If yes, does this procedure include:

a. Check In / Check Out? ☐Y ☐N ☐NA

b. Safety / Health? ☐Y ☐N ☐NA

c. Is training provided for these procedures? ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

55 .Is there a procedure in place for notifying the general public that a site is available for re-entry? (2, 3, 4) ☐Y ☐N ☐NA

Documented where?

Discussion Notes:

G: ENVIRONMENTAL

56. Does the plan include procedures for notifying environmental regulatory agencies? (2, 4) ☐Y ☐N ☐NA

Documented where?

57. Have environmental specialists participated in planning activities? (2) ☐Y ☐N ☐NA

    a. Specify:

58. Do plans include participation of environmental specialists during incident management? (6) ☐Y ☐N ☐NA

Documented where?

Discussion Notes: